

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

SPECIFICATIONS FOR

**FINE-TUNING, ENHANCEMENTS, DEVELOPMENT,
INTEGRATION, MIGRATION AND CONFIGURATION OF
SACAA APPLICATIONS AND MAINTENANCE AND SUPPORT
OF THE WEBSITE**

TERMS OF REFERENCE

1. INTRODUCTION

The South African Civil Aviation Authority (SACAA) is an agency of the Department of Transport (DoT), established in terms of the Civil Aviation Act, 2009 (Act No.13 of 2009), which came into effect on 31 March 2010. The Civil Aviation Act provides for the establishment of a stand-alone authority, mandated with controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving levels of safety and security throughout the civil aviation industry.

The SACAA's mandate is to administer civil aviation safety and security oversight in the republic of South Africa, in line with Civil Aviation Authority Act (the Act), and in accordance with the standards and recommended practices (SARP's) prescribed by the ICAO.

The above is achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO), whilst considering the local context.

The SACAA, as prescribed by the Civil Aviation Act as well as the Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999) is a Schedule 3A public entity.

2. BACKGROUND

SACAA has embarked on an initiative of automating its business processes as a result of more application development requirements received by SACAA ICT Department. The request varies therefore include the development of new applications, integration of application, enhancement of functionality in the existing applications, fine tuning of functionality, extraction of data and enabling the industry to view information in a more controlled and secured manner, support and maintenance of the website. To ensure standardisation and ease of support and maintenance thus certain applications need to be modified and enhanced.

3. INVITATION TO BID

The purpose of this invitation is to appoint a service provider which will provide resource/s based on the set requirements to provide various services as stipulated on the scope, within the SACAA Application Environment on an as and when required basis for a period of three years at an agreed hourly rate per year.

4. THE SCOPE

The service will be provided over a period of three years and the bidders must submit an hourly rate per year to provide services stipulated on the table below. The resources will be used as and when required for a period not exceeding 3 years and/or R950 000.00 whichever comes first.

The SACAA is looking for a service provider to provide the following services on an as and when required basis:

Services	Description
SYSTEM DEVELOPMENT AND/OR CONFIGURATION	Develop systems as per approved Business Requirements Specifications and/or Business Processes.
FUNCTIONALITY ENHANCEMENTS, AND SYSTEM INTEGRATION	Enhancement functionalities in the existing integration of system as and when requested.
WEBSITE MAINTENANCE AND SUPPORT	Website support and maintenance will include ongoing tasks aimed at ensuring our website remains secure and optimized. This includes regular updates to the WordPress core, plugins, and themes to enhance security and functionality. Diagnosing and fixing any issues that arise with the website, including plugin conflicts, server errors, and broken links. Implementing new features or modifications when needed to enhance the website's functionality.
DATA EXTRACTION AND INFORMATION DISPLAY	Ensure that data is pulled/extracted correctly from the applications and the information is displayed correctly on the application which will be used to view the extracted data.
APPLICATION SUPPORT AND MAINTAINANCE	Provide application support on an as when required basis. Do System health checks as and when requested by SACAA. Ensure the applications functionality remains intact by testing it post system upgrades.

5. EVALUATION CRITERIA

Bidders will be evaluated in accordance with the Supply Chain Management Policies as well as the Preferential Procurement Policy Framework, 2000 (Act No. 5 of 2000) and the Preferential Procurement Regulations of 2022. The evaluation criteria will consist of the following three (3) phases:

5.1 PHASE 1 – SCM MANDATORY COMPLIANCE REQUIREMENTS (.

Submission of Minimum Standards and Mandatory documents listed below:

This phase of evaluation does not carry any weight, however, bidders who do not meet all the requirements below will be requested to submit the missing information thereafter failure to do so will be an immediate disqualifier from the bidding process.

5.1.1 Prospective bidders must register on the Central Supplier Database (CSD) prior to submitting bids. **Please provide your CSD registration number (MAAA...)**

5.1.2 Submit a fully completed Bidders Disclosure form, (SBD4).

5.2 PHASE 2 - TECHNICAL AND/ OR FUNCTIONALITY EVALUATION

5.2.1 Assessment of Technical / Functional evaluation of the bid will be done in terms of the criteria as stated in the table below.

Bidders should take note of the Criteria, Weighting and Scoring when responding to this bid.

Table 1: Functionality Evaluation

FUNCTIONALITY EVALUATION: Functionality Description				
Technical Requirements:		Description	Min	Max
COMPANY TECHNICAL EXPERTISE		<p>A minimum of 5 years' application development experience with at least three-year experience in JAVASCRIPT, SharePoint, Power Platforms, WordPress, PHP, C-Sharp ASP.Net and SQL.</p> <ul style="list-style-type: none"> – Three (3) to Five (5) signed reference letters – 35 Points. – More than Five (5) signed reference letters – 50 Points – The letters MUST include the following: <ul style="list-style-type: none"> ○ The date and it must be signed. ○ Services rendered, technology used, the duration of the service and deliverables 	35	50
CONSULTANT/S		<p>Must have more than five years application development experience with at least a minimum of three years' experience in JAVASCRIPT, SharePoint, Power Platforms, WordPress, PHP, C-Sharp ASP.Net and SQL. <i>(CV's of more than one resource can be submitted to cover various areas of specialization)</i></p> <ul style="list-style-type: none"> – Three (3) to Five (5) years' experience = 35 Points – More than Five (5) years' experience = 50 Points – The CVs MUST include the following: <ul style="list-style-type: none"> ○ The project which the consultant/s worked on their role on that project 	35	50

	<ul style="list-style-type: none"> ○ The duration of the project ○ The deliverables produced and /or applications delivered, and the technology used 		
Total Points		70	100

Bidder(s) who score minimum of 70 or more points on functionality will be considered for Price and SPECIFIC GOAL evaluations. Any bidder scoring less than minimum 80 points will not be considered further.

5.3 PHASE 3 – PRICE AND SPECIFIC GOAL EVALUATION

Proposal will be evaluated in accordance with the 80/20 preference point system only on Price and SPECIFIC GOAL as follows:

5.3.1 The following PPPFA formula is used to evaluate price:

$$PS = 80 \left(1 - \frac{Pt - Pmin}{P min} \right)$$

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Only bidders that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this request for quotes shall be awarded for:

- (a) Price; and
- (b) SPECIFIC GOAL (B-BBEE Status Level of Contributor).

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOAL (B-BBEE STATUS LEVEL OF CONTRIBUTOR)	20
Total points for Price and SPECIFIC GOAL	100

The SACAA will award preference points for SPECIFIC GOAL to bidders who provide an original or certified copy of a valid B-BBEE Verification Certificate or Affidavit issued by the accredited verification agency. and

If the Central Supplier Database copy reflect a valid B-BBEE certificate / affidavit date.

SPECIFIC GOAL (B-BBEE Status Level of Contributor)	Number of points
1	20
2	18
3	14
4	12
5	5
6	6
7	4
8	2
Non-Compliant contributor	0

6. Submission of Bid Document

Bid submission requires a three (3) Envelope / Files.

6.1 File 1

- All mandatory documents in Phase 1

6.2 File 2

- Technical / Functional proposal in Phase 2.

6.3 File 3

- Pricing schedule in Phase 3.

- 7.** Bid documents shall be submitted to SACAA head office in Midrand as follows: Ikhaya Lokundiza, Building 16, Treur Close, Waterfall Park, Bekker St. Midrand
By no later than 20 June 2024 @ 11:00 am.