



## REQUEST FOR PROPOSALS

Specifications to appoint a service provider to develop a Data Management Strategy  
for SACAA

**Submissions Due Date: Monday, 22 September 2025, 11h00.**

**RFP No.: RFP/ZD/DMSDEVELOPMENT/DCAs/828/2025-2026**

### **SPECIAL CONDITION:**

**BIDDERS ARE REQUIRED TO SUBMIT THEIR BIDS ON TIME TO AVOID BEING LATE. OUR NEW OFFICE PARK HAS STRIGENT SECURITY MEASURES THEREFORE EACH BIDDER WILL BE REQUIRED TO MAKE PRIOR ACCESS CODE ARRANGEMENT WITH BETTY ON 082 885 4270 OR CYNTHIA MOTAUNG ON 083 461 6534.**

## **1. INVITATION TO BID**

### **1.1. 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 (SARPs) prescribed by the ICAO.

The above is achieved by complying with the SARPs of the 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.

### **1.2. The purpose**

The purpose of this document is to invite qualified and experienced service providers to develop the Data Management Strategy for the South African Civil Aviation Authority.

The objective of this strategy is to ensure that SACAA has a centralised data management system, which will enable the organisation to make business decision informed by data insight.

It is envisaged that the strategy will assist to organisation to optimally make use of data for business insight.

### **1.3. Key Deliverables**

- 1.3.1. To develop a Data Management Strategy for the SACAA.
- 1.3.2. To assess the current SACAA capabilities on data management
- 1.3.3. Identify gaps in SACAA's data management processes.
- 1.3.4. Develop a clear framework for data management in the organisation.
- 1.3.5. Identify data analytics tools that the SACAA can adopt for data storage, analysis and sharing.
- 1.3.6. Conduct a benchmark on how data management function is structured in other organisations of the same size as SACAA.

### **1.4. The Scope**

- 1.4.1. Initial Strategy Development process
  - 1.4.1.1. Review related policies, procedures on data management within SACAA.
- 1.4.2. Data Collection & Analysis

- 1.4.2.1. Stakeholder engagement
- 1.4.2.2. Analysis of existing divisional data management capabilities
- 1.4.2.3. Develop the SWOT analysis.
- 1.4.3. Benchmarking
  - 1.4.3.1. Benchmark against international and local peers on their data management solutions, and standards.
  - 1.4.3.2. Assess the institutional arrangements on the data management function.
- 1.4.4. Reporting & Recommendations
  - 1.4.4.1. Develop a draft Data Management Strategy for consideration by ExCo.
  - 1.4.4.2. Present the proposed draft to the project team and ExCo until the strategy is approved.
- 1.4.5. Presentation & Final Deliverables
  - 1.4.5.1. Present the second draft of the Data Management Strategy to ExCo, outlining the recommendations.
  - 1.4.5.2. Submit a comprehensive SACAA Data Management Strategy for internal use.
  - 1.4.5.3. Recommend the Data governance framework/procedures that will guide SACAA in the implementation of the Strategy.
- 1.4.6. Delivery Timelines

The Data Management Strategy is expected to be finalised within six (6) months of the service provider's appointment.

## **1.5. Proposal Submission Requirements**

- 1.5.1. Details on relevant experience.
- 1.5.2. Technical proposal detailing methodology.
- 1.5.3. Detailed financial proposal.
- 1.5.4. List of personnel who will be involved and their CVs.
- 1.5.5. Reference letters aligned to the projects as evidence of previous Data Management Strategy development work.

## 2. EVALUATION CRITERIA

Bidders will be evaluated in accordance with the SACAA Supply Chain Management Policy. The evaluation criteria will consist of the following three (03) phases:

### 2.1. PHASE 1 – SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVE MANDATORY COMPLIANCE REQUIREMENTS (Non-compliance may lead to automatic disqualification)

Bids received will be verified for completeness and correctness. The SACAA reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided. The set of bid documents must be completed and submitted. (Non-compliance leads to automatic disqualification; however, the SACAA reserves the right to request information/additional documents.)

Bidders are to ensure that they submit the following documentation / information with their bid.

Document	Comments	Compulsory requirement
Proof of registration on the Central Supplier Database (CSD) of National Treasury	Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. <b>Please indicate / supply the supplier number.</b>	Yes
SBD 3 (Pricing Schedule)	Completed	Yes
SBD 4 (Bidders Disclosure)	Completed and signed	Yes
SBD 6.1 (Preferential Procurement Point)	Completed and signed	Yes

### 2.2. PHASE 2- TECHNICAL/ FUNCTIONALITY EVALUATION

2.2.1. The technical and functional evaluation of the bid will be assessed in terms of the criteria stated in the table below. Bidders should take note of the Criteria, Weighting and Scoring when responding to this bid.

2.2.2. The user department may request a detailed presentation of the proposals.

**TABLE 1: FUNCTIONALITY EVALUATION**

FUNCTIONALITY	SUB CRITERIA	MIN	MAX
<b>Technical Proposal and Methodology</b>	<p>The service provider must submit a technical proposal detailing the methodology and approach that will be applied for the scope of work.</p> <p>Proposals will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> <li>• A detailed (with phases or steps) methodology and approach proposed for the development of the Data Management Strategy. This should include a fully detailed Project plan with timelines. <b>40 points</b></li> <li>• A detailed (with phases or steps) methodology and approach proposed for the development of the Data Management Strategy. Without a fully detailed project plan with timelines. <b>20 points</b></li> </ul>	20	40
<b>Company Experience</b>	<p>The company/ agency must provide dated and signed letters of reference on a company letterhead, including the contact person and contact details. The letters must be of similar work done.</p> <p>The references must include the following:</p> <ul style="list-style-type: none"> <li>○ Confirm the name of the client and project completion date for similar work done.</li> <li>○ Confirm the quality of the work done.</li> <li>○ One reference letter must confirm work done in the past 10 years. (what happens if you have all 3-5 letters but none of them are speak to the above?)</li> </ul> <p>Bidders will be rated as follows:</p> <ul style="list-style-type: none"> <li>○ Three (3) to five (5) reference letters confirming similar work done – <b>20 points</b></li> <li>○ More than five (5) reference letters confirming similar work done – <b>30 points</b></li> <li>○ Less than three (3) reference letters confirming similar work done – <b>0 points</b></li> </ul>	20	30

<b>Project Resources</b>	<p>Please submit CVs for the project team outlining.</p> <p>The Project Lead (it must be clearly stated/ indicated) must have a relevant bachelor's degree or Equivalent to Computer/Data Science Degree; A Post Graduate Degree will be advantageous and at least ten (10) years working experience/championing Data Management Strategy and available for the duration of the project.</p> <ul style="list-style-type: none"> <li>- With 10-15 years' Experience- <b>(20) points.</b></li> </ul> <p>1<sup>st</sup> Senior DM Strategy Project Team member must have a degree or equivalent in Data Science or related field and be DAMA certified, and have in-depth understanding of the cloud service</p> <ul style="list-style-type: none"> <li>- With at least five (5) - to ten (10) years working experience DAMA Strategy Development/Implementation – <b>5 points.</b></li> </ul> <p>2<sup>nd</sup> Strategy DM Develop/ Management Project Team member with a relevant 3-years degree or equivalent diploma in Data Science or related field and be DAMA certified plus relevant technical skills/ experience</p> <ul style="list-style-type: none"> <li>- With three (3)- five (5) years- <b>(5) points</b></li> </ul>	20	30
<b>Total</b>		<b>60</b>	<b>100</b>

Bidders who score 60 points or more out of 100 on functionality will be considered for the next phase. Any bidder scoring less than a minimum of 60 points will be disqualified and will not be considered further in the next phase.

### 3. PHASE 3 - PRICE AND SPECIFIC GOALS (B-BBEE) EVALUATIONS

Bidders who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2017 pertaining to the Preferential Procurement Policy Framework Act, Act No 5 of 2000.

For this bid **80** points will be allocated for Price and **20** points for B-BBEE status level of contributor.

the 80/20 preference point system shall be applicable. (not sure if the chancers might not think they can quote R49 000 000 for example, if we put this R50M, please consider leaving out that part)

The following PPPFA formula is used to evaluate price:

$$PS = 80 (1 - Pt - Pmin)$$

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

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid.

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 bid shall be awarded for:

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

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
<b>Total points for Price and B-BBEE</b>	<b>100</b>

The SACAA will award preference points to bidders who provide a valid B-BBEE Verification Certificate or Affidavit issued by the accredited verification agency.

## POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

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

### 4. SUBMISSION OF BID DOCUMENT

Bid submission requires a three (3) Envelope system. No memory sticks.

#### 4.1. ENVELOPE 1 (ADMINISTRATIVE DOCUMENTS IN PHASE 1)

- All mandatory documents on Phase 1

#### 4.2. ENVELOPE 2 (TECHNICAL EVALUATIONS IN PHASE 2)

- Technical / Functional proposal

#### 4.3. ENVELOPE 3 (PRICE AND B-BBEE IN PHASE THREE)

- Pricing schedule and B-BBEE copy or Affidavit in Phase 3.

5. The bidders should provide a comprehensive price breakdown. All prices must be inclusive of VAT and any other costs that we need to be aware of. SACAA is a Schedule 3A public entity and subscribes to the rates as issued by the National Treasury.

6. Bid documents must be submitted as indicated in clause 4 above and be sent as follows:  
**All bid submissions should be hand delivered to SACAA Offices at No. 11 Byls Bridge Boulevard, Byls Bridge Office Park, Doornkloof, Centurion 0062 by 22 September 2025, 11h00.**



**ANNEXURE A  
PRICING SCHEDULE**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>FREQUENCY</b>	<b>QTY</b>	<b>UNIT PRICE EXCL. VAT</b>	<b>TOTAL PRICE (EXCL. VAT)</b>
<b>1</b>	Draft Data Management Strategy Presented to ExCo comments	Quarterly	1		
<b>2</b>	Final Data Management Strategy Presented to ExCo for approval.	Quarterly	1		
<b>Total Price Excluding VAT</b>					
<b>15% VAT</b>					
<b>Total Price Including VAT</b>					