

*SOUTH AFRICAN*



*CIVIL AVIATION  
AUTHORITY*

**SPECIFICATION FOR THE PROVISION OF  
WORKPLACE COACHING FOR A PERIOD  
OF TWO (3) YEARS**

**TERMS OF REFERENCE  
FOR THE PROVISION OF WORKPLACE COACHING FOR A PERIOD OF THREE  
(3) YEARS**

**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.

**2. BACKGROUND**

The SACAA seeks to appoint a suitable and qualified service provider for the provision of Workplace Coaching for employees and Management for a period of three (3) years. The successful service provider will not be entitled to a retainer fee.

**3. INVITATION TO BID**

**3.1. The purpose**

Several departments in the organisation are experiencing challenges with managing conflict, time management, work planning and leading effectively.

The purpose or overall objective of this Request for quotation (RFQ) is to procure the services of a service provider who will conduct coaching sessions for individual or group of employees including and Management.

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**3.2. Direct Services**

- a) Conduct coaching sessions for individual employees/group of employees and management

Areas of coaching to cover will be the following but not limited to:

#### **Employees and Teams**

- Team improvement - Building a trusting, open and honest mutually respectful relationship conducive to the working environment with colleagues and management.
- How to Management Conflict.
- Planning and Time Management.  
Communication Skills.

#### **Management**

- Leadership Practices and Communication Skills.
- Building a trusting, open and honest mutually respectful relationship conducive to the working environment with staff and colleagues.
- How to Management Conflict.
- Planning and Time Management.

#### **4. PRICE**

The pricing should be on an as and when required basis as per the following:

- a) Coaching sessions for employee.
- b) Coaching sessions for groups of employees .
- c) Management Coaching sessions.

#### **5. DURATION OF CONTRACT**

Based on the quality of the proposals submitted, the SACAA intends to conclude a Service Level Agreement with the successful service provider for a period of two (02) years.

#### **6. 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 (03) phases:

##### **Phase 1 – SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVE MANDATORY COMPLIANCE REQUIREMENTS**

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. (SACAA reserve the right to request information/additional documents if there are any missing from the bidder(s) submission).

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. Please indicate / supply the supplier number.	Yes
SBD 4 (Bidders Disclosure)	Completed and signed	Yes

### 6.1. Phase 2- TECHNICAL AND/ OR FUNCTIONALITY EVALUATION

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 Criterion, Weighting & Scoring when responding to this bid.

**TABLE 1: FUNCTIONALITY EVALUATION**

FUNCTIONALITY EVALUATION: Functionality Description			
Technical Requirements:	Description	Min	Max
<b>CAPABILITIES</b>	<b>Service providers must submit a sample of a coaching reports.</b> <ul style="list-style-type: none"> <li>• Sample of a coaching report for employees and one for group of employees teams -- <b>(20 Points)</b></li> <li>• Sample of a coaching report for employees, one for group of employees teams and one on Management Coaching-- <b>(40 Points)</b></li> </ul>	20	40
	<b>Service Provider must provide a sample of the following Coaching programmes.</b>	20	30

	<p>Sample coaching programme submitted for an employee– <b>(20 Points)</b></p> <p>Sample coaching programme submitted for an employee and a teams – <b>(30 Points)</b></p> <p>Sample coaching programme submitted for an employee, teams, and Management– <b>(20 Points)</b></p>		
<b>REFERENCES</b>	<p>Provide dated and signed letters of references on a client company letterhead, including the contact person and contact details (telephone number and email address). where this type of service was or is being provided.</p> <ul style="list-style-type: none"> <li>• Three (3) – four (4) reference letters - <b>(20 Points)</b></li> <li>• Five (5) reference letters – <b>(25 points)</b></li> <li>• More than Five (5) reference letters - <b>(30 points)</b></li> </ul>	20	30
<b>TOTAL POINTS</b>		<b>60</b>	<b>100</b>

Bidders who score 60 or more points out of 100 on ‘functionality’ will be considered for the next evaluation phase. Any bidder scoring less than 60 points will not proceed to the next phase.

## 6.2. Phase 3 - Price and SPECIFIC GOAL 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, 2022 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 Specific Goal.

4.2.1 This tender will be evaluated using the 80/20 preferential point system.

The following PPPFA formula will be used to evaluate price:

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

$P_s$  = Points scored for price of the bid under consideration.

$P_t$  = Rand value of bid under consideration.

$P_{\min}$  = 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) Specific Goal.

**The maximum points for this bid are allocated as follows:**

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOAL</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOAL</b>	<b>100</b>

### **POINTS AWARDED FOR A SPECIFIC GOAL**

In terms of the Preferential Procurement Regulations 2022, points will be awarded for specific goal in accordance with the table below:

<b>SPECIFIC GOALS</b>	<b>Number of points</b>
100% Black ownership	20
51% Black ownership	10
50 - 30% Black ownership	5
0% Black ownership	0

## **7. SUBMISSION OF BID DOCUMENT**

Bid submission requires a three (3) Electronic Files System

### **7.1. Electronic File 1**

- All mandatory documents on Phase 1

### **7.2. Electronic File 2**

- Technical proposal (please also refer to the Functionality Evaluation criteria on table 1)

### **7.3. Electronic File 3**

- The pricing schedule shall be submitted on a separate envelope from the technical proposal for ease of evaluation, as these will be evaluated separately (1 original and 1 copy). Bidders are required to provide a detailed price schedule breakdown.

All bid submissions should be hand delivered to SACAA head office on the following address: Building 16 Ikhaya Lokundiza 1, Waterfall Park, Bekker Rd &, Truer Cl, Midrand, 1682

Closing date is 01 September 2023 at 11 am