

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

**REQUEST FOR PROPOSAL FOR
EXTERNAL EDITING SERVICES FOR A TWO-YEAR
PERIOD**

TERMS OF REFERENCE FOR EXTERNAL EDITING SERVICES

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 the Act, and in accordance with the Standards and Recommended Practices (SARPs) prescribed by the International Civil Aviation Organization (ICAO).

The above is achieved by complying with the SARPs of the ICAO, with consideration of 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 AND CONTEXT

The Communication and Stakeholder engagement play an important role in how stakeholders and the public perceive the SACAA. It has been pivotal to the successful execution of the SACAA mandate. The two (Communication and Stakeholder engagement) contribute towards Outcome 5 of the annual Performance Plan – which is **“Improved Stakeholder Engagement and Service Excellence”**.

This outcome is a critical and important aspect for the SACAA when embarking on initiatives that ensure ongoing interaction with stakeholders and being able to receive feedback on pertinent issues that affect the SACAA's pursuit in executing its legislative mandate. Engaging professionally with stakeholders is crucial to the success of the organisation.

3. INVITATION TO BID

The SACAA, in its quest to ensure that external correspondence will be sent in a professional format, void of spelling and grammar mistakes. The organisation, therefore, wishes to contract an experienced panel of external editors to assist the sub-editor in achieving this goal.

These services will be utilised if and when requested by the SACAA, where the service providers that form part of the panel of External Editors will be afforded an opportunity to submit their quotes for the work that will be done. In addition to possessing in-depth knowledge and experience of aviation terms, it will be an advantage, but not compulsory.

4. Duration of Services

The SACAA hereby invites Service Providers to submit proposals for the provisioning of editorial services for a period of two (2) years.

5. BROAD SCOPE OF WORK AND KEY DELIVERABLES

5.1 Key Deliverables

The successful candidate will work in partnership with the SACAA's Communication and Stakeholder Relations Department to provide editing services.

Key outputs are:

- Edit documents, as and when requested to do so by the SACAA.
- Comply with the timelines given by the SACAA.
- Perform the services diligently, competently and efficiently.
- In performing the services, comply with the requirements, requests and directions as may be given by the SACAA from time to time.

5.2 COST PROPOSAL

- In consideration of the service provider performing the services in terms of this agreement, the SACAA shall pay the Contractor the agreed price per page edited.
- And all fees and amounts payable by the SACAA to the service provider in terms of this agreement are described as being exclusive of VAT.
- The service provider must submit the cost proposal using the format provided under Annexure A.
- The service provider shall not vary the fee as stated above for the two-year period of this contract.

6. REQUIREMENTS TO BE MET BY THE SERVICE PROVIDER

The appointed service provider must:

- Carry a good command of the written English language with extensive editing experience.
- Be able to comply with the terms of the agreement and be suitably qualified to provide the services if and when requested within the specified timeframes.
- Ensure that the work being edited is that of the SACAA and that they will comply with all of the terms and conditions of the contract as well as the POPIA Act.

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 2017. The evaluation criteria will consist of the following three (3) phases:

6.1 PHASE 1 – SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVE MANDATORY COMPLIANCE REQUIREMENTS

Bids received will be verified for completeness and correctness. SACAA reserves the right to accept or reject a bid based on the completeness and correctness of the documentation and information provided. The complete 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. Please indicate / supply the supplier number.	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

6.2 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 (Part 1)

TECHNICAL EVALUATION		POINTS	
SUB-CRITERIA	DESCRIPTION	MIN	MAX
Reference letters	<p>The company/agency must provide dated and signed letters of reference on company letterhead, including the contact person and contact details (telephone number and email address). The references must be for similar work done. The dated references must confirm the track record.</p> <ul style="list-style-type: none"> ○ Less than three (3) letters – 0 point ○ One (1) to two (2) letters – 10 points ○ Three (3) to five (5) reference letters – 20 points ○ More than five (5) reference letters – 40 points 	30	40

TECHNICAL EVALUATION		POINTS	
SUB-CRITERIA	DESCRIPTION	MIN	MAX
Quality of past work	<p>The service provider must submit samples of previous work done. Evidence in the form of:</p> <ul style="list-style-type: none"> ○ Provide a sample of 5 – 7 proofread and edited documents of work previously done. (Magazines, brochures, speeches and other corporate documents). 20 points ○ Provide a sample of more than 8 proofread edited documents of work previously done. (Magazines, brochures, speeches and other corporate documents). 30 points • The allocation will be based on documents that are free of grammatical errors - Spelling, grammar, tone, etc. 	15	30
	<p>The lead editor must have a relevant diploma or degree and at least ten (10) years' working experience in providing editorial services or other related fields. A CV must be attached to the technical proposals as proof.</p> <ul style="list-style-type: none"> ○ A relevant 3-year diploma or degree plus a minimum of five (5) years of working experience in providing editorial services or in other related fields – 20 points. ○ A relevant 3-year diploma or degree plus a minimum of ten (10) years of working experience in providing editorial services or in other related fields, 30 points. 	15	30
TOTAL POINTS FOR TECHNICAL EVALUATION		60	100

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 round/phase.

ADDITIONAL INFORMATION TO BIDDERS

The SACAA would like to contract with a Service Provider for all services required under these Terms of Reference. The SACAA reserves the right to clarify any information with any bidder regarding their response to this RFP at the SACAA's discretion, within a reasonable period.

6.3 PHASE 3 –PRICE AND B-BBEE EVALUATION

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 value of this bid is estimated NOT to exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable.

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
Total points for Price and B-BBEE	100

The SACAA will award preference points to bidders who provide an original or certified copy of 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

7. SPECIAL CONDITION

None

8. SUBMISSION OF BID DOCUMENT

Bid submission requires three (3) envelopes:

- **Envelope 1**

All mandatory documents on Phase 1.

- **Envelope 2**

Technical / Functional proposal on Phase 2.

- **Envelope 3**

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

9. Bid documents shall be hand delivered to our Centurion office as follows: 12 Byls Bridge Boulevard, Building Number 2 Byls Bridge Office Park , Centurion 0062, by **22 July 2025 @ 11:00 a.m.**

Annexure A

Item	Description	Unit Price	Quantity	Unit price Total
	<p><u>Year 1</u> Editing and proofreading of per page (word count of 500-600 words when single-spaced with standard margins and a 12-point font)</p> <p><u>Year 2</u> Editing and proofreading of per page (word count of 500-600 words when single-spaced with standard margins and a 12-point font)</p>			
Total, Excluding VAT				
15% VAT				
Total, including VAT, for the Period of three (2) years				