

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

SPECIFICATION FOR SACAA STRATEGIC PLANNING SESSIONS

RFP NUMBER: RFP/ZD/SACAASTRATFACILITATOR/DCAOFFICE/447/2024-2025

Due Date for Submission: Thursday, 02 May 2024, 11h00.

TERMS OF REFERENCE

APPOINTMENT OF A FACILITATOR FOR SACAA STRATEGIC PLANNING SESSIONS 2025/26-2029/30.

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

SACAA drafted a Strategic Plan during the 2020/21 fiscal year, which was endorsed by the Minister of Transport. The strategy is presently being executed annually via the Annual Performance Plan (APP) and monitored on a quarterly basis, nearing the final stages of implementation. SACAA is presently in the fifth year of the current strategy, necessitating a thorough evaluation of its performance over the years, an environmental analysis, and a review of developments since the adoption of the Strategic Plan. Additionally, plans must be made for the new five-year strategy cycle beginning in the 2025/26 fiscal year. The 2025/26 fiscal year will introduce a new planning cycle following the inauguration of a new administration, bringing in a fresh program of actions and new priorities. SACAA has developed an industry growth strategy that will underpin the broader organizational strategy for the 2025/26 to 2029/30 planning period. As a result, SACAA is gearing up to implement a new strategy based on the industry growth strategy, and a forward-thinking individual with extensive expertise in business process and strategic management is required to lead and supervise SACAA's planning endeavors, building upon prior achievements, and setting a vision for the future of aviation in South Africa.

The appointed facilitator should have the skills and capabilities necessary to align the industry growth strategy with the SACAA organizational strategy, ensuring its potential to become a world-class regulator and shape the industry by identifying opportunities for future growth. SACAA also recognizes the need for a motivated and revitalized workforce to implement the new strategy. Therefore, the selected service provider should be able to provide facilitation to the management team to maintain motivation and dedication to the organization's vision.

3. INVITATION TO BID

3.1 The purpose

The purpose of this Request for Quotations (RFQ) is to source and appoint a suitable, qualified, and experienced service provider to submit proposals for the facilitation of the SACAA Strategic Planning sessions for the MANCO, Executive Committee (EXCO), and SACAA Board for the 2025/26- 2029/30 Strategy planning cycle, including the consultations with the industry session. The service provider must also provide a comprehensive Draft Strategic Plan for the 2025/26-2029/30 period, the Draft Annual Performance Plan document for the 2025/26 financial year, and the draft comprehensive project close-out report on the project for approval by EXCO and the Board.

3.2 The Scope

THE SCOPE OF SERVICES REQUIRED FROM THE SERVICE PROVIDER WILL INCLUDE AND IS NOT LIMITED TO:

3.2.1 Strategic Planning (2025/26- 2029/30 Strategic Plan)

Facilitation of the SACAA Strategic Planning sessions which is envisioned to start immediately upon appointment of the service provider in line with the pronouncement by the DPME on the new planning cycle and the Framework for Strategic Plans and Annual performance plans.

3.2.2 The service provider will be required to do research and groundwork and work hand-in hand with the Office of the DCA in the development of the necessary templates for the strategic planning session.

3.2.3 The MANCO strategic planning session will take two full days in a venue and date that will be arranged by the SACAA.

3.2.4 The Executive Committee Strategic Planning session will also take place immediately after the MANCO Strategic Planning session and will also take 2 full days.

3.2.5 The Service provider will also be required to conduct/facilitate industry workshops (4 sessions) which will be the consultative sessions on the development of the new strategy.

3.2.6 The Service provider will be required to facilitate the Board Strategic Planning session which will also take two full days.

In this regard, the service provider will be expected to work with the Office of the Director of Civil Aviation (DCA) in the facilitation of the Strategic Planning sessions and is expected to write and deliver the Draft Strategic Plan, the Draft Annual Performance Plan, and the Project Close-out report and these shall be developed in line with the Framework for Strategic Planning and Annual Performance Plan, as pronounced by the Department of Planning Monitoring and Evaluation (DPME).

4. DURATION OF CONTRACT

The intended duration of the contract will be for a period of 6 - 9 months.

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 – 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
SBD4 (Bidders Disclosure)	Completed and signed	Yes

5.2 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 and Scoring when responding to this bid.

TABLE 1

5.3 . TECHNICAL EVALUATION

The following evaluation criteria will be used to assess the basis to which the proposal meets requirements specified in the scope of work and associated deliverables.

FUNCTIONALITY EVALUATION: Functionality Description			
Technical Requirements:	Description	Min	Max
Company Experience and Previous Project(s) Implemented	<p>Bidders are required to provide a minimum of five (5) signed, dated reference letters in client's letterhead where the bidder has rendered strategic planning services including the development of the Strategic Plan and Annual Performance Plans for Schedule 3A entities. The reference letters should meet the criteria below.</p> <ul style="list-style-type: none"> ➤ Reference letters should not be older than 10 years. ➤ Name of Company and details of contactable reference ➤ Project completion date. ➤ Confirmation of quality of the project delivery. ➤ Reference letters must be signed and be on letterheads. <ul style="list-style-type: none"> • Three (3) to five (5) assignment / project details – (15) Points). • Six (6) to Eight (8) assignment / project details – (20) Points. • More than Nine (9) assignment /project details – (30) Points. 	15	30

Methodology	<p>Bidders to provide a detailed approach to Strategy development and demonstrate an in-depth experience and comprehension of the Department of Monitoring Planning and Evaluation (DPME) Framework for Strategic Plans and Annual Performance Plans (APP).</p> <p>The methodology should include the following but not limited to</p> <ul style="list-style-type: none"> ➤ PowerPoint presentation format ➤ Project plan timelines ➤ Phased activities and deliverables ➤ Inception ➤ Implementation ➤ Reporting ➤ Develop the draft Strategic Plan and Annual Performance Plan (APP) ➤ Costing <ul style="list-style-type: none"> • Generic methodology submitted (20) points. • Detailed approach to Strategy development (30) points 	20	30
Resources	<p>Please submit the CV for the project team outlining.</p> <ul style="list-style-type: none"> • Lead facilitator with relevant technical skills and availability for the duration of the project with 15 and above experience- (20) points. 	20	20
	<ul style="list-style-type: none"> • Senior facilitator with relevant technical skills / experience with 5-10 years' experience- (10) points. 	10	10
	<ul style="list-style-type: none"> • 2nd Senior facilitator with relevant technical skills/experience with 5-10 years' experience - (10) points. 	10	10
Total Points		75	100

SACAA reserve a right to request written reference check of the shortlisted bidders as part of the evaluation process.

Bidders who score 75 or more points out of 100 on 'functionality' will be considered for the next evaluation phase. Any bidder scoring less than 75 points will not proceed to the next phase.

6. Phase 3 - PRICE AND SPECIFIC GOALS 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, 2022 pertaining to the Preferential Procurement Policy Framework Act, (Act No 5 of 2000).

6.2.1 For this bid 80 points will be allocated for Price and 20 points for Specific Goal. This tender will be evaluated using the 80/20 preferential point system. The following PPPFA formula will be used to evaluate price:

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

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) Specific Goal.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOAL	20
Total points for Price and SPECIFIC GOAL	100

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:

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

7. BRIEFING SESSION

There will be no briefing session, however any service provider that may seek clarity can send their queries to Ms. Ntombizodwa Duma at duman@caa.co.za . All requests must be submitted via email.

8. SUBMISSION OF BID DOCUMENT

The bid submission requires a three (3) envelope system.

8.1 Envelope 1

- All mandatory documents on Phase 1.

8.2 Envelope 2

- Technical / Functional proposal on Phase 2.

8.3 Envelope 3

- A detailed pricing schedule shall be submitted on a separate envelope from the technical proposal for ease of evaluation as these will be evaluated separately on Phase 3. The pricing schedule must include the full total with VAT.

9. Bidders are required to submit structured envelope files, as SACAA will not be held responsible for any loss of information whatsoever.

10. All bid submissions shall be hand delivered deposited into the SACAA tender box, Building 16, Treur Close, Waterfall Office Park, Bekker Street, Midrand by Thursday, 02 May 2024, 11h00.