

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

REQUEST FOR PROPOSALS

Specifications to appoint a service provider to conduct an ESG (Environmental, Social, and Governance) assessment

Submissions Due Date: 25 September 2025

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 conduct a comprehensive Environmental, Social, and Governance (ESG) assessment. The objective of this assessment is to evaluate the SACAA's current ESG performance, identify risks and opportunities, and develop a framework for sustainable and responsible operations.

1.3. Key Deliverables

- 1.3.1. To assess the current related SACAA policies, practices, and disclosures.
- 1.3.2. To identify gaps, risks and opportunities for improvement in ESG performance.
- 1.3.3. To benchmark the SACAA's ESG standing against industry best practices and international standards.
- 1.3.4. To prepare a comprehensive ESG report aligned with recognised frameworks.
- 1.3.5. To develop actionable recommendations for integrating ESG factors into organisational strategy and operations.
- 1.3.6. To develop a related policy, procedure, and reporting tools for the successful implementation of the recommendations once adopted.

1.4. The Scope

1.4.1. Initial Assessment & Planning

- 1.4.1.1. Review related policies, reports, and disclosures.
- 1.4.1.2. Conduct stakeholder mapping and engagement to gather insights and expectations.
- 1.4.1.3. Develop a detailed ESG assessment plan and timeline.

1.4.2. Data Collection & Analysis

- 1.4.2.1. Collect quantitative and qualitative data on environmental impacts (e.g. emissions, resource use).
- 1.4.2.2. Assess social aspects (e.g., labour practices, community engagement, safety standards).
- 1.4.2.3. Evaluate governance structures, transparency, risk management, and compliance.
- 1.4.2.4. Identify relevant ESG risks and opportunities related to civil aviation activities.
- 1.4.3. Benchmarking & Standards Alignment
 - 1.4.3.1. Benchmark against international standards and industry best practices for public and regulatory organisations.
 - 1.4.3.2. Align assessment criteria with related frameworks
- 1.4.4. Reporting & Recommendations
 - 1.4.4.1. Develop an ESG performance report with findings, insights, and gaps.
 - 1.4.4.2. Provide strategic recommendations for enhancing ESG performance.
 - 1.4.4.3. Draft an ESG implementation roadmap with prioritised actions.
 - 1.4.4.4. Draft an ESG policy, procedure and reporting tools for the successful implementation of the recommendations.
- 1.4.5. Presentation & Final Deliverables
 - 1.4.5.1. Present findings and recommendations to the SACAA Executive Committee
 - 1.4.5.2. Submit a comprehensive ESG assessment report suitable for public disclosure and internal use.
- 1.4.6. Delivery Timelines

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

1.5. **Proposal Submission Requirements**

- 1.5.1. Company profile detailing 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 ESG assessment 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 leads 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. 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

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
Technical Proposal and Methodology	<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"> • The methodology and approach proposed for the assessment are achievable within the timelines provided, and the rationale provided is based on proven best practice principles. • The company has proven capacity in terms of skills, time and resources to implement the proposal • The proposal is aligned with the scope of the project <p>All three criteria met = 30 points. Two of the criteria met = 20 points Less than two criteria met = 0 points</p>	20	30
	<p>The service provider must attach a comprehensive company profile listing previous project summaries. The profile will be evaluated against the following criteria:</p> <ul style="list-style-type: none"> • Experience in ESG assessments for government agencies, private company or in the civil aviation sector (5 points) • Familiarity with international ESG reporting standards and frameworks detailed in the company profiles and project summaries (5 points) • Strong analytical, communication, and stakeholder engagement skills proven in the company profile and project summaries (5 points) 	10	15

Company Experience	All three criteria met = 15 points. Two of the criteria met = 10 points One of the criteria met = 0 points		
	<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 confirm a track record for similar work done.</p> <ul style="list-style-type: none"> ○ Less than three (3) letters – 0 points ○ Three (3) to five (5) reference letters – 20 points ○ More than five (5) reference letters – 30 points <p>NB: SACAA reserves the right to conduct reference checks</p>	20	30
Project Resources	<p>Demonstrate Expertise in environmental auditing, social impact assessment, and governance review by providing the CVs of personnel.</p> <p>Provide a minimum list of four (4) team member names and CV's with capacity and experience to conduct this assignment – 10 Points</p>	10	10
	<p>The Project Lead must have a relevant diploma or degree and at least ten (10) years' working experience in environmental auditing, social impact assessment, and governance or 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 of at least ten (10) to fifteen (15) years working experience in environmental auditing, social impact assessment, and governance or related fields – 10 points. ○ A relevant 3-year diploma or degree plus more than fifteen (15) years' working experience in environmental auditing, social impact assessment, and governance or related fields – 15 points. 	10	15

Total	70	100
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Bidders who score 70 points or more out of 100 on functionality will be considered for the next phase. Any bidder scoring less than a minimum of 70 points will be disqualified and will not be considered further in the next phase.

3. PHASE 3 - PRICE AND 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 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

4. SUBMISSION OF BID DOCUMENT

Bid submission requires a three (3) Envelope system.

4.1. ENVELOPE 1 (ELECTRONIC FILE)

- All mandatory documents on Phase 1

4.2. ENVELOPE 2 (ELECTRONIC FILE)

- Technical / Functional proposal

4.3. ENVELOPE 3 (ELECTRONIC FILE)

- 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 sent via email to caaquotes@caa.co.za on or before 17:00 pm on the closing date of 25 September 2025.