

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

**South African Civil Aviation Authority (SACAA)
Request for bids to Conduct Salary/ Payscales
Benchmarks.**

REF.: RFQ/ZD/2024SALARYBENCHMARKS/HR/530/2024-2025

1. PURPOSE

The purpose of this document is to invite experienced and reputable service providers to conduct a comprehensive salary/ payscale benchmarks for the SACAA.

2. BACKGROUND

The South African Civil Aviation Authority (“SACAA”) is a Schedule 3A public entity in terms of the Public Finance Management Act (PFMA). SACAA was established on the 1st of October 1998, following the enactment of the now-repealed South African Civil Aviation Authority Act, 1998 (Act No.40 of 1998). The SACAA is an agency of the National Department of Transport (NDoT). The Civil Aviation Act, 2009 (Act No 13 of 2009) 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 above is to be achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (ICAO), whilst considering the local context.

3. SCOPE OF WORK

The South African Civil Aviation Authority (SACAA) is a medium sized organisation employing approximately 600 employees. In order to keep abreast with remuneration trends, the SACAA embarks on external benchmarks every two years against the organisations with similar size or larger from which it operates to ensure competitive remuneration.

3.1. The SACAA requests experienced and reputable salary/ payscale specialists bidders to submit proposals for the following service;

3.1.1. To conduct salary/ payscales benchmarks on the Director of Civil Aviation, Executives, Commercial and Technical positions.

3.1.2. To conduct salary/ payscales benchmarks from the following regions operating in Aviation:

- 1) South Africa
- 2) Developed and progressive international organisations with a reputable aviation background.
- 3) Other related progressive organisations and or any other based on best practices.

3.1.3. The bidder must be able to provide focussed benchmarking for specific positions such as but not limited to:

- a) Pilots/Senior Pilots.
- b) Aviation Medical Officers / Senior Medical Advisors.
- c) Pans Ops Inspectors.
- d) Information Technology.
- e) Inspectors /Investigators.
- f) International Mission Officers.
- g) Safety Management Technical Officers.
- h) Testing Standard Officers.
- i) Air Traffic Services(ATS) Inspectors.
- j) Communications, Navigation and Surveillance(CNS) Inspector.
- k) Dangerous Goods Inspectors.
- l) Inspector : Training, Airlines and Airports
- m) Aviation Security :Specialist.

- n) Non technical support positions in Finance, Procurement and Supply Chain, Internal Audit, Human Resources, Legal and Compliance, Administration, Corporate Services, Communications and Marketing, Company Secretary and Board e.t.c
- 3.3. Develop pay scales and provide an impact report of the proposed pay scales on the current SACAA remuneration practices.
- 3.5. The bidder to conduct presentations to the Director of Civil Aviation, EXCO and HRC on the outcomes of benchmarks.
- 3.6. The bidder should be a Remuneration and Benefits Specialist organisation with a proven track record of conducting salary benchmarks, development of pay scales and policies for public and private companies that has more than 500 employees.

4. 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 2017. The evaluation criteria will consist of the following three (3) phases:

4.1 PHASE 1 – MANDATORY REQUIREMENTS (NON-COMPLIANCE LEADS TO AUTOMATIC DISQUALIFICATION HOWEVER SACAA RESERVE THE RIGHT TO REQUEST ADDITIONAL INFORMATION).

Submission of Minimum Standards and Mandatory documents listed below:
This phase of evaluation does not carry any weight, however, bidders who do not meet all the requirements below will be immediately disqualified from the bidding process.

- 4.1.1 Prospective bidders must register on the Central Supplier Database (CSD) prior to submitting bids. **Please provide / supply the CSD supplier number.**
- 4.1.2 Service provider must submit a completed and signed SBD4 Form.

4.2 PHASE 2 - TECHNICAL AND/OR FUNCTIONALITY EVALUATION

- 4.2.1 The following table is critical to the evaluators and will be a benchmark against your submission as per section 5 (1) of the Preferential Procurement Policy framework, Act 2000: Preferential Procurement Regulations, 2017.

Table 1: Functionality Evaluation

FUNCTIONALITY EVALUATION: Functionality Description			
Technical Requirements:	Description	Min	Max
TECHNICAL EXPERTISE	<p>A minimum of 10 years' technical experience in Conducting Salary Benchmarks</p> <ul style="list-style-type: none"> • 5 yrs – (10 Points) • 10yrs - (15 Points) • More that 10 yrs (20 points) 	10	20
TECHNICAL EXPERTISE	<p>A minimum of 10 years' technical experience in Development of pay scales</p> <ul style="list-style-type: none"> • 5 yrs – (10 Points) • 10yrs - (15 Points) • More that 10 yrs (20 points) 	10	20
TECHNICAL EXPERTISE	<p>A minimum of 10 years' technical experience in: Conducting Benchmarks in Southern Africa region and Internationally.</p> <ul style="list-style-type: none"> • 5 yrs – (10 Points) • 10yrs - (15 Points) • More that 10 yrs (20 points) 	10	20
References	<p>Reference letters from a minimum of 3 organisations that employs more than 500 employees where salary/payscale benchmarking and development of pay scales have been conducted:</p> <ul style="list-style-type: none"> • 3 reference letters - (10 Points) • 4-5 reference letters– (15 points) • More than 5 reference letters (20 points) 	10	20
Project Team	<p>Provide CV's of project team members who will be working on the project. All project team members must have a minimum 5 yrs experience in salary benchmarking and development of pay scales.</p> <ul style="list-style-type: none"> • 5 yrs experience – (10 points) • 10 yrs experience - (15 points) • More than 10 yrs experience – (20 points) 	10	20
Total Points		50	100

Bidders shall be required to score **50** and minimum points in each criterion or more points out of 100 on Functionality evaluation to be considered further for the next phase 3, (Price and B-BBEE).

4.3 PHASE 3 – B-BBEE AND PRICE EVALUATION

Proposal will be evaluated in accordance with the 80/20 preference point system only on Price and B-BBEE as follows:

4.3.1 The following PPPFA formula is used to evaluate price:

$$PS = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

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

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid.

4.3.2 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:

Price & BBEE	SCORE
Price	80
BBEE	20
TOTAL	100

4.3.3 The SACAA will award preference points to bidders with a verified and valid B-BBEE. Verification status as it may appear on the CSD document or a copy of Certificate or Affidavit issued. A contract will be awarded to a bidder who scores the highest number of points on Price and B-BBEE.

4.4 SUBMISSION OF BID DOCUMENT

4.4.1 The bid submission requires a three (3) envelope system as per Section 4 of the evaluation criteria.

4.4.2 Envelope 1

- All mandatory documents on Phase 1 (CSD number and SBD4 form).

4.4.3 Envelope 2

- Technical proposal on Phase 2 (1 original).

4.4.4 Envelope 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).
- Bidder are required to submit a detailed price breakdown with a total that cover the duration of the project.

4.4.5 Bidders are required to submit neat and well binded documents, as SACAA will not be held responsible for any loss of documents whatsoever.

4.4.6 Bid documents shall be submitted in a sealed envelope and/ or package clearly with bidder company name and be sent to the SACAA head office as follows:

All bid submissions should be hand delivered, dropped off inside the tender box at SACAA offices, Treur Close, Waterfall Office Park, Bekker Street, Midrand for the attention of Ms. Ntombizodwa Duma by Friday, 16 August 2024. 11:00am.