

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

SPECIFICATION

**REQUEST FOR PROVISION OF
EDITING SERVICES FOR A PERIOD OF 2 YEARS.**

TERMS OF REFERENCE FOR 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 Civil Aviation Authority Act (the Act), and in accordance with the standards and recommended practices (SARP's) prescribed by the ICAO.

The above is achieved by complying with the Standards and Recommended Practices (SARPs) of the International Civil Aviation Organisation (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 AND CONTEXT

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 in a professional manner with stakeholders is crucial to the success of the organisation.

3. INVITATION TO BID

The South African Civil Aviation Authority (SACAA), in its quest to ensure that external correspondence will be sent in a professional format, void of spelling and grammar mistakes, wishes to appoint Experienced Panel of Editors.

In addition to possessing in-depth knowledge and experience of aviation terms will be advantage, but not compulsory.

4. Duration of Services

The SACAA hereby invites suitably qualified Service Providers to submit responses 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 in the provisioning of editing services.

Key outputs are:

- 5.1.1 Edit documents, such as minutes of meetings, including medical committee meetings, policy documents and accident and incident reports, as and when requested to do so by the SACAA.
- 5.1.2 Comply with the timelines given by the SACAA.
- 5.1.3 Perform the services diligently, competently, and efficiently.
- 5.1.4 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 for the Contractor performing the services in terms of this agreement, the SACAA shall pay the Contractor the agreed price, per page edited.

The Contractor shall not vary the fee as stated above for the two-year period of this contract.

6. REQUIREMENTS TO BE MET BY THE EDITING SERVICE PROVIDER

The appointed service provider must:

- 6.1 Be able to comply with the terms of the agreement;
- 6.2 Be suitably qualified to provide the services;
- 6.3 Have a good command of the English language and a proven record of English editing work;
- 6.4 Edit in terms of the UK English standards, and edit in terms of proofing, style and meaning;
- 6.5 Must familiarise themselves with the SACAA language and style guide that will be provided, and edit according to the recommendations of the Style Guide;
- 6.6 Provide the services;
- 6.7 With due care and skill;
- 6.8 In accordance with the terms of this agreement; and
- 6.9 In compliance with all applicable laws and regulations.

7. EVALUATION OF BID 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:

7.1 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 4 (Bidders Disclosure) | Completed and signed | Yes |

7.2 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.

| TECHNICAL EVALUATION | | POINTS | |
|--|--|-----------|------------|
| SUB-CRITERIA | DESCRIPTION | MIN | MAX |
| Reference letters | <p>Bidder to provide reference letters from previous clients. Please provide signed and dated reference letters (on company letterheads) of previous experience for similar work done, to include company name, contact person and contact details (telephone number and email) of the referenced company</p> <ul style="list-style-type: none"> • Two (2) reference letters – 5 points • Three (3) reference letters – 10 points • More than three (3) reference letters – 20 points | 5 | 20 |
| Track Record Experience | <p>Bidder to provide Curriculum Vitae of the editor reflecting previous experience in editing.</p> <ul style="list-style-type: none"> • Three (3) years' experience – 10 points • More than (3) years' experience – 20 points | 10 | 20 |
| Samples of previous work | <p>Bidder to provide the portfolio of evidence with samples of five different examples of previous work edited, be it external editorial copies or letters. This must contain copies of tracked changes and copies of the final version (five examples each).</p> <ul style="list-style-type: none"> • Portfolio of evidence submitted with not more than four editorial omissions/errors – 40 points • Portfolio of evidence submitted with not more than two editorial omissions/errors – 50 points • Detailed Portfolio of evidence submitted with no editorial omissions/errors on all examples – 60 points | 40 | 60 |
| TOTAL POINTS FOR TECHNICAL EVALUATION | | 50 | 100 |

Editors shall be required to score a minimum of **50** points or more out of **100** on technical evaluation, to be considered for contracting.

ADDITIONAL INFORMATION TO BIDDERS

The SACAA would like to contract with a Service Provider for all services required under this specification.

The SACAA reserves the right to clarify any information with any bidder regarding their response to this RFP at SACAA's discretion, within a reasonable period.

7.3 PHASE 3 –PRICE AND SPECIFIC GOAL (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, 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 the specific goals in a form of a B-BBEE status level of the 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:

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

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) B-BBEE Status Level of Contributor.

The maximum points for this bid are allocated as follows:

| | POINTS |
|--|------------|
| PRICE | 80 |
| Specific Goal (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 the Preferential Procurement Regulations 2022, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| SPECIFIC GOAL (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 |

8. SPECIAL CONDITION

Rates to be charged by bidders must be in line with the National Treasury approved consultant hourly rates.

9. SUBMISSION OF BID DOCUMENT

Bid submission requires three (3) Electronic files.

Electronic file 1

- All mandatory documents in Phase 1.

Electronic file 2

- Technical/Functional proposal in Phase 2.

Electronic file 3

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

All bid submissions should be submitted via email to caaquotes@caa.co.za and cc matjiei@caa.co.za on or before **11:00 am** on the closing date of **15 February 2023**.