

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

**REQUEST FOR QUOTATIONS
LEADERSHIP TOASTMASTER PROGRAMME FOR A PERIOD OF 12-
MONTHS**

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

The SACAA holds Leadership as one of its organizational culture pillars. Through its leadership the organization is able to set the tone of how things are done in the organization. With good leadership employees feel secure and are able to buy-into the vision of the organization. It is therefore for this reason that the SACAA continuously strives for excellence in its leadership. This is achieved through equipping its leaders with all the skills and competencies that they need to lead effectively, to communicate clearly and to solve problems accordingly.

The SACAA is therefore intending to conduct a Toastmasters programme for all the leadership levels in the organization.

3. INVITATION TO BID

The purpose of this request for quotation (RFQ) is to appoint a suitable and qualified service provider to provide a Toastmasters programme targeting three (3) levels of Leadership for a period of 12-

months, a programme that will further equip SACAA's leaders with the communication and presentation skills that they need to perform at their level best.

4. DURATION OF SERVICE

The project shall be for a period of twelve (12) Months.

5. PROJECT SCOPE

The successful service provider will be required to develop a Project Implementation Plan for a Toastmasters Programme targeted at each of the three levels of Leadership:

- Implement a Toastmasters Programme for a total of Eleven (11) Executives.
- Implement a Toastmasters Programme for a total of Eighteen (18) Senior Management.
- Implement a Toastmasters Programme for a total of Seventy-Two (72) Middle Management.
- Submit Monthly Project Progress Reports with Recommendations.
- Submit a Close-out report with recommendations.

6. 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:

6.1. 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
SBD 4 (Bidders Disclosure)	Completed and signed	Yes

6.2. PHASE 2 (Part 1): TECHNICAL/ 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 Criteria, Weighting and Scoring when responding to this bid.

TABLE 1

FUNCTIONALITY EVALUATION: Functionality Description			
Technical Requirements:	Description	Min	Max
Company Experience	<p>Provide a company profile indicating the company's experience on Toastmaster programme</p> <ul style="list-style-type: none"> Submitted Company Profile showing a minimum of five (5) – ten (10) years' experience – 5 points. Submitted Company Profile showing experience of more than (10) years – 10 points. 	5	10
	<p>Bidders to provide a detailed approach to toastmaster programme and demonstrate an in-depth experience and comprehension and implementation.....</p> <p>The methodology and implementation plan should include the following but not limited to:</p> <ul style="list-style-type: none"> PowerPoint presentation format -5 Points. Project plan timelines 5 Points- Phases activities and deliverables-5 Points. Inception -5 Points. 	30	40

Implementation Plan	<ul style="list-style-type: none"> • Implementation -5 Points. • Reporting-5 Points. • Develop the draft programme content and schedule -5 Points. • Costing-5 Points. 		
Reference	<p>Provide dated and signed letters of references on a company letterhead, including the contact person and contact details (telephone number or email address). Reference should be for similar nature of services provided. (conducted Toastmasters programme).</p> <ul style="list-style-type: none"> • Two (2) – four (4) Reference letters provided – 15 points. • More than four (4) Reference Letters provided – 20 points. 	15	20
Resources	<p>Please submit the CV for the project team outlining:</p> <p>Lead facilitator with relevant technical skills and availability for the duration of the project with experience of ten (10) years or more - (20) points.</p> <p>Minimum of two additional facilitators with relevant technical skills / experience with five (5)- ten (10) years' experience- (30) points.</p>	20	30
Total Points		70	100

Bidders who score 70 or more points on functionality will be considered for presentation evaluations. Any bidder scoring less than minimum 70 points will not be considered further.

5.1 PHASE 2 (Part 2): Presentation Evaluation

Bidders that meet the minimum criteria as indicated above will be invited to a presentation and the presentation will be measured based on the following requirements.

Presentation	Description	Min	Max
	Bidder(s) must present their ability to deliver a specialized toastmasters programme for the SACAA's leadership teams:		

	Presentation must contain the following: <ul style="list-style-type: none"> • Information on the service provider's ability to deliver a toastmaster programme - 10 Points • Ability to customize the programme to suit the SACAA environment and needs - 10 Points • Brief overview of the organisation and clients that the service provider has worked with on the same programme. - 10 Points 	20	30
Total Points		20	30

Bidders who score **20** on presentation will be considered for the next evaluation Phase (Price and SPECIFIC GOAL). Any bidder scoring less than minimum **20** points will not be considered further.

5.2 PHASE 3: PRICE AND SPECIFIC GOAL 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, 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 Specific Goal.

4.2.1 This tender will be evaluated using the 80/20 preferential point system. The following PPPFA formula will be used to evaluate price:

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

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) 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. NON-COMPULSORY BRIEFING SESSION

There will be no briefing session and any service provider that may seek further clarity can send their queries to Ms. Kanelani Mthombeni via email on Mthombenik@caa.co.za to seek any clarity on the tender document. All requests must be submitted through email.

8. SUBMISSION OF BID DOCUMENT

6.1 The bid submission requires an electronic file system as follows.

6.1.1 File 1

- All administrative documents on Phase 1.

6.1.2 File 2

- Technical / Functional proposal on Phase 2 (Part 1).

6.2.3 File 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 and 1 copy). Bidders are required to submit their prices as indicated in **Annexure A** (price schedule breakdown).

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

All bids' submissions should be **hand delivered to SACAA head office in Midrand on the following address:** Building 16, Waterfall Park, Bekker Rd &, Treur Cl, Midrand, 1682 on or before 11:00am on the closing date **of 10 October 2023.**

Annexure A

Item	Description	Unit Price	Quantity
1			1

Total Excluding VAT	
15% VAT	
Total Including VAT	