

***SOUTH AFRICAN***



***CIVIL AVIATION  
AUTHORITY***

## **SPECIFICATION**

**REQUEST FOR PROPOSALS (RFP) FOR  
THE PROVISION OF VERIFICATION OF  
QUALIFICATIONS AND OTHER  
BACKGROUND CHECKS ON AN AS AND  
WHEN REQUIRED BASIS FOR A PERIOD  
OF THREE (3) YEARS**

## **TERMS OF REFERENCE**

### **VERIFICATION OF INFORMATION**

#### **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 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**

SACAA seeks to appoint a suitable service provider for the provision of verification of qualifications and other background checks on an as and when required basis for a period of three (3) years. The successful bidder will not be entitled to a retainer fee.

#### **3. INVITATION TO BID**

##### **3.1. The purpose**

- a) The purpose or overall objective of this Request for Proposal (RFP) is to procure the services of a service provider who will conduct verifications on ID, secondary, tertiary, and short course qualifications, as well as verifications both locally and globally and any other background checks such as personal assets, criminal and credit checks on an as and when required basis.

3.1.2. The services shall consist of:

- a) Conduct verifications on Conduct verifications on ID, secondary, tertiary, and short course qualifications, as well as verifications both locally and globally and any other background checks such personal assets, criminal and credit checks on an as an when required basis.

3.1.3. Direct Services

- a) Conduct verifications on ID, secondary, tertiary, and short course qualifications, as well as verifications both locally and globally and any other background checks such personal assets, criminal and credit checks.
- b) Submit verification and background check reports to SACAA within **three (3) to five (5) days** from the time the information was requested.

#### 4. PRICE SCHEDULE

VERIFICATION TYPE	PRICE
ID Document	
Matric/Grade 12 Certificate	
Tertiary Qualifications (Local and Global)	
Short Course Certificates (Local and Global)	
Personal Assets checks	
Criminal checks	
Credit checks	

#### 5. DURATION OF CONTRACT

The SACAA intends to conclude a Service Level Agreement with the successful service provider for a period of three (3) years on an as and when required basis.

#### 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 (03) phases:

##### 6.1. Phase 1 – Mandatory requirements (Non-compliance leads to automatic disqualification)

- 6.1.1. Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. Please provide CSD number, MAAA...

6.1.2. Fully completed Bidders Disclosure, SBD4 form.

## 6.2. Phase 2- Technical/ Functionality Evaluation

6.2.1. 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, 2022.

**TABLE 1: FUNCTIONALITY EVALUATION**

<b>FUNCTIONALITY EVALUATION: Functionality Description</b>			
<b>Technical Requirements:</b>	<b>Description</b>	<b>Min</b>	<b>Max</b>
<b>COMPANY EXPERIENCE</b>	<p>The potential service provider must have a minimum of 5 years' experience in providing verification services on secondary, tertiary, and short course qualifications, as well as verifications both locally and globally and any other background checks such personal assets, criminal and credit checks.</p> <ul style="list-style-type: none"> <li>• Five (5) years' experience – <b>(20 points)</b></li> <li>• Six to nine (9) years' experience – <b>(25 points)</b></li> <li>• Ten (10) or more years' experience – <b>(30 points)</b></li> </ul> <p><b>NB: Please attach proof indicating the years of experience</b></p>	20	30
<b>CAPABILITIES</b>	<p><b>Service providers must submit a sample of a verification and background check reports.</b></p> <ul style="list-style-type: none"> <li>• Sample of a Secondary and Tertiary short course qualifications report both locally and globally with ID, criminal and credit check <b>(20 Points)</b></li> <li>• Sample of a Secondary and Tertiary short course qualifications report both locally and globally with ID, criminal, credit, personal assets checks <b>(40 Points)</b></li> </ul>	20	40
<b>REFERENCES</b>	<p><b>Service provider must submit a minimum of three (3) signed Reference letters in client's letterhead from organisations where this</b></p>	20	30

	<b>type of service was or is being provided.</b> <ul style="list-style-type: none"> <li>• Three (3) – four (4) signed reference letters in client letterhead - <b>(20 Points)</b></li> <li>• Five (5) signed reference letters in client letterhead – <b>(25 points)</b></li> <li>• More than Five (5) signed reference letters in client letterhead - <b>(30 points)</b></li> </ul>		
<b>TOTAL POINTS</b>		<b>60</b>	<b>100</b>

Bidders who score 60 points or more out of 100 on functionality will be considered for the next phase of Price and B-BBEE evaluations.

### 6.3 PHASE 3: PRICE AND SPECIFIC GOAL (B-BBEE STATUS LEVEL OF THE CONTRIBUTOR)

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

6.3.1 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.

6.3.2 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:

<b>Price and Specific Goal</b>	<b>SCORE</b>
<b>Price</b>	<b>80</b>
<b>SPECIFIC GOAL.</b>	<b>20</b>
<b>TOTAL</b>	<b>100</b>

6.4.3 The SACAA will award preference points on Specific Goal 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 SPECIFIC GOAL (B-BBEE STATUS LEVEL OF CONTRIBUTOR)

In terms of the Preferential Procurement Regulations 2022, preference points must be awarded to a bidder for attaining a Specific Goal (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	8
6	6
7	4
8	2
Non-Compliant contributor	0

## 7. SUBMISSION OF BID DOCUMENT

Bid submission requires a three (3) Envelope system.

### 7.1 Envelope 1

- All mandatory documents on Phase 1

### 7.2 Envelope 2

- Technical / Functional proposal

### 7.3 Envelope 3

- Pricing schedule shall be submitted on a separate envelope from the technical proposal for ease of evaluation as these will be evaluated separately.

8. All submissions should be hand delivered to SACAA offices in Midrand, Ikhaya Lokundiza Building 1. **Address:** Building 16, Waterfall Park, Bekker Rd &, Treur Close, Midrand, 1682. **Closing date 18<sup>th</sup> of April 2023 @ 11h00**