

***SOUTH AFRICAN***



***CIVIL AVIATION  
AUTHORITY***

**REQUEST FOR PROPOSALS**

**MATHS AND SCIENCE PROJECT (IFLYSTEM) IN KRIEL – MPUMALANGA**

## **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 establishing 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 accordance with the Civil Aviation Authority Act (the Act) and 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), considering the local context. The SACAA is a Schedule 3A public entity, as prescribed by the Civil Aviation Act and the Public Finance Management Act (PFMA), 1999 (Act No.1 of 1999).

## **2. BACKGROUND**

As a good corporate citizen, the SACAA is committed to making a positive impact beyond its mandate of controlling, promoting, regulating, supporting, developing, enforcing, and continuously improving safety and security throughout the civil aviation industry. The SACAA explores transformation-related initiatives to help address past imbalances, including the triple challenges of poverty, inequality, and unemployment, through its socio-economic development (SED) projects. Our programme focuses on the education and poverty alleviation of our communities across the country, primarily where women, youth, and children are concerned.

The IFLYSTEM project is a clear demonstration of our unwavering commitment to STEM education. Through this programme, the SACAA provides Maths and Science Tutoring services to a group of carefully selected learners from an identified school, showing our dedication to fostering a love for these subjects in the next generation.

## **3. INVITATION TO BID**

This document invites NGOs or companies with youth-focused projects specialising in STEM education to submit proposals for a tutoring programme aimed at improving the academic performance of 25 maths and science learners at an identified school in Kriel, Mpumalanga.

#### 4. DURATION OF SERVICE

The project will be valid for three years, from 1 February 2025 to 20 December 2027

#### 5. PROJECT SCOPE

##### 5.1.1. General Information and Requirements:

- 5.1.1.1. The company **must attach a minimum of two completed projects to support its capabilities to manage STEM-related projects.**
- 5.1.1.2. The company **must attach evidence** of working with South African communities in rural and semi-urban townships.
- 5.1.1.3. Experience in the aviation or related sector will be beneficial

##### 5.1.2. Key Deliverable: Implementation of a three-year Maths and Science Project.

##### 5.1.2.1. Submit a proposal for a **Maths and Science Tutoring programme** which meets the following criteria:

- 5.1.2.1.1. The project must aim to improve Learners' Maths or Science school performance through a tutor programme.
- 5.1.2.1.2. The project must assist 25 Grade 10 learners from Mpumalanga, Kriel.
- 5.1.2.1.3. The project's methodologies must instil confidence in maths and science content.
- 5.1.2.1.4. The proposal identifies implementation risks and how they will be mitigated, such as community strikes, protests, load shedding, etc.
- 5.1.2.1.5. The proposal must include proposed annual class schedules from February to November.
- 5.1.2.1.6. The cost proposal must only be based on a tutoring programme, and any proposed additional activities must be costed separately.

##### 5.1.3. Key Deliverable: Onsite Project Management

- 5.1.3.1. Onsite project management will be required from the appointed company to plan, oversee implementation and monitor the progress of the project plan
- 5.1.3.2. The service provider will be required to submit monthly and quarterly project reports
- 5.1.3.3. The service provider will be expected to deliver an Impact Assessment Report annually.

##### 5.1.4. Annual Project Timelines

<b>Deliverables</b>	<b>Implementation Date</b>
Commencement of classes	February – November
Project Update Meetings and Reports, including Attendance Registers	Monthly
Facilitate SACAA onsite visits.	Bi-Annual
Facilitate SACAA-sponsored learner trips.	Bi-Annual
Comprehensive Report indicating Academic Progress of Learners in Maths and Science subjects	Quarterly
Annual closure report	December

## 6. PROPOSAL FORMAT GUIDELINE

Proposals must be written in a format that follows the requirements outlined under functionality evaluation.

## 7. PROPOSED PAYMENT STRUCTURE AND PRICE PROPOSAL

- 7.1. Payment will be structured as follows: 30% during the preparation phase, 60% in equal instalments during the commencement phase, and 10% after the closure report is approved.
- 7.2. Payment will be subject to the submission of reports and conditions set out as agreed upon in the project plan approval and contracting phase.
- 7.3. All costs necessary to implement the project must be included; no additional amounts will be made after the appointment of the service provider. Items to be considered include but are not limited to:
  - 7.3.1. Project Management Fees
  - 7.3.2. Site visits costs travel cost
  - 7.3.3. Staff costs
  - 7.3.4. Equipment or Work tools costs

## 8. EVALUATION CRITERIA

Bidders will be evaluated in accordance with the Supply Chain Management Policies, the Preferential Procurement Policy Framework, 2000 (Act No. 5 of 2000), and the Preferential Procurement Regulations of 2022.

### 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 reserves 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 the National Treasury	Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. <b>Please indicate or supply the supplier number.</b>	Yes
SBD 4 (Bidders Disclosure)	Completed and signed	Yes

## 6.2 PHASE 2: TECHNICAL/ FUNCTIONALITY EVALUATION

Assessment of the technical/functional evaluation of the bid will be done according to the criteria stated in the table below. Bidders should take note of the Criteria, Weighting and Scoring when responding to this bid.

	FUNCTIONAL EVALUATION	MIN	MAX
Infrastructure of company, experience, and capacity	<p>The company must <b>attach a minimum of two projects completed to support its capabilities to manage STEM related projects.</b></p> <p>more than 2 projects = 30 points            2 projects = 20 points            0-1 points = 0 points</p>	20	30
	<p>The company must <b>attach evidence of working with South African communities located in rural and semi-urban townships.</b></p> <p>Previously completed projects described by the company were implemented in South African communities located in rural and semi-urban townships.</p> <ul style="list-style-type: none"> <li>• <b>more than two projects</b> were implemented within South African communities located in rural and semi-urban townships = 20 points</li> <li>• <b>Two projects</b> were implemented within South African communities located in rural and semi-urban townships = 15 points</li> <li>• <b>One project</b> was implemented within South African communities located in rural and semi-urban townships = 0 points</li> </ul>	15	20
Proposal evaluation	<p><b>Submit a proposal for a Maths and Science Tutoring programme</b> which meets the following criteria:</p> <ul style="list-style-type: none"> <li>✓ The project must aim to improve Learners' Maths or Science school performance through a tutor programme.</li> <li>✓ The project must incorporate a life, study skills, and career development programme to help instill confidence in the learners.</li> <li>✓ The proposal includes a proposed schedule of classes and identifies implementation risks and how they will be mitigated.</li> </ul> <ul style="list-style-type: none"> <li>• The proposal meets <b>all three requirements listed</b> above = 50 points</li> <li>• The proposal meets <b>the first two requirements listed</b> above = 35 points</li> <li>• The proposal meets less than three <b>requirements listed</b> above = 0 points</li> </ul>	50	50
	<b>Total Points scored for Experience and Proposed Programme</b>	<b>85</b>	<b>100</b>

Bidders who score 85 or more points on functionality will be considered for presentation evaluations. Any bidder scoring less than a minimum of 85 points will not be considered further.

**6.3 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.

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

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

- 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) Specific Goal.

The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
PRICE	80
SPECIFIC GOAL	20
<b>Total points for Price and SPECIFIC GOAL</b>	<b>100</b>

**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

## 9. NON-COMPULSORY BRIEFING SESSION

There will be no briefing session and any service provider that may seek further clarity can send their queries to Mr. Sambeso Mbande at mbandes@caa.co.za to seek any clarity on the tender document. All requests must be submitted by email.

## 10. SUBMISSION OF BID DOCUMENT

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

### 8.1 Envelope 1

- All mandatory documents on Phase 1.

### 8.2 Envelope 2

- Technical proposal (1 original and copy) on Phase 2.

### 8.3 Envelope 3

- The pricing schedule must 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 provide a detailed price schedule breakdown as indicated in “**Annexure A**” attached.

**11.** Bidders are required to submit neatly bound documents, as SACAA will not be held responsible for any loss of documents whatsoever.

**12.** Bid documents must be submitted in a sealed envelope and/or package clearly marked with the bid reference number and the company name as per the bid advertisement. The bid is to be deposited in the tender box situated at the foyer of the SACAA head office on or before the closing date of 28 October 2024 on or before 11.00am.

**Annexure A - Pricing Schedule**

Item	Description	Unit Price	Quantity	Unit price Total
1			1	
Total, Excluding VAT				
15% VAT				
Total, Including VAT				