

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

**REQUEST FOR INFORMATION (RFI)
TO PROVIDE AN ELEARNING PLATFORM AND
COURSEWARE FOR THE SACAA**

This Request for Information (RFI) is an invitation for organisations to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory or other rights. No binding contract or other understanding for the supply of services will exist between the SACAA and any Respondents unless and until the SACAA has executed a formal written contract with the selected supplier.

1. INTRODUCTION

The South African Civil Aviation Authority (SACAA) is a Schedule 3A public entity in terms of the Public Finance Management Act ("PFMA") (Act No. 1 of 1999) and an agency of the Department of Transport (DoT). It was established on 1st of October 1998, following the enactment of the now repealed South African Civil Aviation Authority Act, 1998 (Act No.40 of 1998).

The Act provided for the establishment of a stand-alone authority charged with promoting, regulating and enforcing civil aviation safety and security. The establishment of the civil aviation authority is reflective of Government's priorities and is in line with international trends within the aviation environment. 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.

2. BACKGROUND

The SACAA needs a comprehensive e-Learning platform with courseware that addresses the full range of skills across different occupational levels within the organization. This should include courseware with clearly articulated outcomes for each course, from on-boarding to Continuous Development Programmes, Soft Skills, Leadership Development, Compliance related and industry recognised courses.

Information is therefore sought from suitable service providers on how they will deliver a relevant, competence-based e-Learning platform for the SACAA.

3. INVITATION TO RESPOND

3.1. The purpose

The purpose of this Request for Information (RFI) is to source suitable, qualified and experienced service provider to implement an eLearning platform for the SACAA. The service provider must also provide a courseware on the platform.

3.2. The Scope

FEATURES AND TECHNICAL FUNCTIONALITY OF THE ELEARNING PLATFORM SHOULD INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

The SACAA requires information on eLearning platforms containing locally and/ or internationally recognised courseware and learning content, to provide a platform that comprises the following:

- Technical, business and soft skills to support the upskilling and reskilling of the SACAA workforce.
- The solution must have robust multi-media content management system with support for video, audio, pdf, Word, PowerPoint,
- The ability for users to sign up and search for courses that are related to their fields and interests and to start learning immediately.
- Provision for multiple digital devices, such as PCs, laptops, smart phones, tablets, etc. to allow learners to learn anytime and anywhere.
- Ability to track learners' engagement and progression through the courseware and provision of appropriate recognition mechanisms for course completion.
- Provide the functionality for the SACAA to upload custom courseware and custom learning pathways (e.g. the addition of on-boarding materials for new employees). Ensure that courseware is always up to date.
- It will be advantageous if the platform can integrate into other SACAA systems.
- Provide Analytics, e.g usage, interactive dashboards
- Send notifications to employees and their manager for reminders on course attendance and completion
- Personalised landing page- only showing courses assigned to the employee
- Functionality to evaluate the course content and usability of the platform
- Respondent must clearly outline costing implications of the solution required, as well as any economic factors (i.e. exchange rate implication) that may pose a risk impact against the costing.

4. SUBMISSION OF RESPONSES

- With your submission, please include CSD supplier number, MAAA... and SBD4, Bidders' Disclosure.
- ***All submissions should be sent via email to caaquotes@caa.co.za by Monday, 01 September 2025, 17h00.***

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

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3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF

PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND

COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

DECLARATION PROVE TO BE FALSE.

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Signature

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Date

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Position

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Name of bidder