

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

**REQUEST FOR OFFERS, REVERSE PROCUREMENT / DISPOSAL OF USED
OFFICE FURNITURE AND EQUIPMENT FOR THE SOUTH AFRICAN CIVIL
AVIATION AUTHORITY (SACAA) AT SACAA OFFICES, WATERFALL OFFICE
PARK, BEKKER STREET - MIDRAND**

TERMS OF REFERENCE:

REQUEST FOR OFFERS, REVERSE PROCUREMENT / DISPOSAL OF USED OFFICE FURNITURE FOR THE SOUTH AFRICAN CIVIL AVIATION AUTHORITY (SACAA) AT SACAA OFFICES, WATERFALL OFFICE PARK, BEKKER STREET - MIDRAND

1. INTRODUCTION

The South African Civil Aviation Authority (SACAA) is a Schedule 3A public entity in terms of the Public Finance Management Act ("PFMA"). It was established on the 1st of October 1998, following the enactment of the now repealed South African Civil Aviation Authority Act, 1998 (Act No.40 of 1998), which is wholly repealed by the Civil Aviation Act, 2009, (Act No.13 of 2009).

The Act provided for the establishment of a stand-alone authority charged with promoting, regulating and enforcing civil aviation safety and security. It reflected the Government's priorities and was in line with international trends in the aviation world where more and more states implemented this option. The SACAA is an agency of the Department of Transport (DoT).

2. BACKGROUND

The SACAA head office is located inside Waterfall Park, Bekker Street, Midrand. It has two buildings adjacent to each other namely building 16 at Treur Close and Kernick House. Building 16 operates as the main SACAA head office building.

SACAA is in a process of moving to new Head Office premises effective from 1 April 2025 situated in Byls Bridge Office Park, SACAA building, 11 Byls Bridge Boulevard, Highveld Centurion. The SACAA will not be moving with any of its old furniture and equipment and will need to dispose of its old furniture and equipment.

3. INVITATION TO BID

3.1. Purpose

- The purpose of this tender is to invite interested service providers to buy SACAA's used office furniture and equipment as per the attached list as per Annexure A). Interested bidders are required to put in offers for all the items on the list.
- The highest bidder will be the preferred winning bidder. In your offer kindly include your own transport cost to collect the items. Once the service provider is formally appointed, the

service provider will be required to make payment to SACAA bank account, once payment is received the items will be released for the bidder's collection.

- Physical Address is Building 16, Treur Close, Waterfall Office Park, Bekker Street, Midrand.

3.2. Scope

Refer to attached Annexure A – Fixed Asset Register

NB: Non-compulsory site inspection will take place on the 25 October 2024 at 11h00am. Bidders are required to confirm their attendance and to send their contact details to the following email address Ndzibongwanan@caa.co.za, this is to ensure that SACAA may make the necessary arrangements for the site inspection.

3.3. Costing

ITEM	OFFERS, REVERSE PROCUREMENT/ DISPOSAL OF USED OFFICE FURNITURE FOR THE SOUTH AFRICAN CIVIL AVIATION AUTHORITY (SACAA) AT SACAA OFFICES, WATERFALL OFFICE PARK, BEKKER STREET - MIDRAND	TOTAL PRICE ALL INCLUSIVE (inclusive of VAT)
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4. 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 two (2) phases:

4.1 PHASE 1 – SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVEMANDATORY 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.

(however, the SACAA reserves a right to request additional information for or documents missing at this stage of evaluation from the bidder).

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	Bidders must be registered on the CSD. Bidder must provide MAAA number.	Yes
SBD 4 (Declaration of interest)	Completed and signed	Yes

4.2 PHASE 2 - PRICE AND SPECIFIC GOAL EVALUATIONS

4.2.1 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, 2000 (Act No 5 of 2000) and the Preferential Procurement Regulations of 2022.

For this bid **80** points will be allocated for the Price and **20** points for SPECIFIC GOAL.

This tender will be evaluated using the 80/20 preferential point system.

4.2.2 The following PPPFA formula will be used to evaluate price:

$$PS = 80 (1 + \frac{Pt - Pmax}{Pmax})$$

P max

Where:

Ps = Points scored for the price of Bid under consideration

Pt = Price of Bid under consideration

Pmax = Price of highest acceptable Bid

Only bidders that have achieved the maximum 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 goals (B-BBEE Black Ownership Status Level of Contributor).

The maximum points for this bid are allocated as follows:

Specific goals (B-BBEE Black Ownership)	POINTS
PRICE	80
SPECIFIC GOAL	20
Total points for Price and SPECIFIC GOAL	100

The SACAA will award preference points to bidders for SPECIFIC GOAL in accordance with the table below.

SPECIFIC GOAL	Number of points
100% Black Owned	20
50% Black Owned	18
30% Black Owned	14
10% Black Owned	12

5. SUBMISSION OF BID DOCUMENT

Bid submission requires a one (1) Envelope system.

5.1. Envelope 1

- All mandatory documents on Phase 1
- The pricing schedule shall be submitted together with the mandatory documents in one (1) envelope.

- 5.2. All bids (offers) submissions should be deposited or delivered at our Tender Box on or before **11:00 am** on the closing date of **05 November 2024**.

Attention: Senior Manager: SCM

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SACAA SCM Department

South African Civil Aviation Authority

Building 16, Treur Close

Waterfall Park, Bekker Street, Midrand