

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

**REQUEST FOR PROPOSALS & QUOTATIONS
PROJECT MANAGEMENT TRAINING FOR STAFF FOR A PERIOD OF
6-MONTHS**

REF.: RFP/ZD/PROJECTMANAGEMENTSTAFFTRAINING/HR/560/2024-2025

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 operates in a project environment. For employees to fully function in this complex project environment, project management skills are essential to execute and manage their job roles and projects successfully.

The SACAA, therefore seeks to partner with a service provider to deliver a project management training programme for a total of 270 employees. The project management programme should enable employees, as a minimum, to be equipped with an understanding of project management principles, overall project lifecycle principles, how to manage a basic to advanced project from start to finish inclusive of risk, compliance and the consequences thereof. The training must include how the basic project management principles can be applied in the employees' day to day job-related tasks.

3. INVITATION TO BID

The purpose of this request for quotation (RFQ) is to appoint a suitable and qualified service provider to provide a Project Management Training Course for two-hundred and seventy (270) employees.

4. DURATION OF SERVICE

The project shall be completed within a period of six (6) Months from date of appointment.

5. PROJECT SCOPE

The service provider will be expected to render the following:

- Design, develop and deliver project management training learning material;
- Include case studies /assignments /or work – based projects as part of the learning material;
- The training programme will include module structures, learning outcomes of the modules and relevant activities to reinforce learning, and after training reference manual or material;
- Provide Learners Workbooks and Facilitator Guides in electronic formats.
- Deliver the Project Management Training **online** for one (1) Day per session.

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
SBD4 (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	Provide a brief company profile indicating or demonstrating the company's experience in offering the Project Management training. - Submitted Company Profile showing a minimum of Five (5) – Eight (8) years' experience - Ten (10) points. - Submitted Company Profile showing experience of more than eight (8) years - Fifteen (15) points.	10	15
Implementation Plan	Bidders to provide a detailed approach to implementing Project Management Training. The implementation approach should include the following but not limited to: - Methodology to be used in delivering the Training - Order of the project activities (draft project plan) with clear timelines for delivery - Draft Content for the training - Bidder submitted draft project plan with clear timelines for delivery – Twenty (20) Points - Bidder submitted methodology for the delivery of training and draft programme content for the training – Thirty (30) Points.	20	30
Reference	Provide signed reference letters from previous clients for whom the Project Management Training was delivered. The reference letters must be for work done in the last ten years and must include: - Duration of Training (Start and End Date) - Company Name - Company Letter Head - Contact person - Contact Telephone number and or email - Two (2) – four (4) Reference letters provided – Fifteen (15) points. - More than four (4) Reference Letters provided – Twenty-Five (25) points.	15	25

Resources	Illustrate capacity and relevant experience to undertake the project, by providing CVs of the team to be assigned to the project. • Provide facilitator's CV showing Project Management Qualification, Accreditation with relevant institution and 5 - 10 years' experience in presenting Project Management training– Twenty (20) Points • Provide facilitator's CV showing Project Management Qualification, Accreditation with relevant institution and 10 or more years' of experience in presenting Project Management training – Thirty (30) Points	20	30
Total Points		65	100

Bidders who score 65 or more points on functionality will be considered for phase 3 evaluations (Price and Specific Goals B-BBEE). Any bidder scoring less than minimum 65 points will not be considered further.

7. 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.

7.1. 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

8. NON-COMPULSORY BRIEFING SESSION

There will be no briefing session and any service provider that may seek further clarity may attend and send their queries to Ms. Zodwa Duma on duman@caa.co.za to seek any clarity on the tender document. All requests must be submitted through email.

9. SUBMISSION OF BID DOCUMENTS

9.1 The bid submission requires a three-envelope system as follows.

9.1.1. Envelope 1

- All administrative documents indicated above on Phase 1.

9.1.2. Envelope 2

- Technical/ Functional proposal indicated above on Phase 2.

9.1.3. Envelope 3

- The pricing schedule shall be submitted in a separate envelope from the technical proposal for ease of evaluation, as these will be evaluated separately. Bidders are required to submit their prices as indicated in **Annexure A** below (price schedule breakdown).

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

11. All bids submission should be hand delivered and deposited in the tender box at SACAA Offices: Building 16, Treur Close, Waterfall Office Park, Bekker Street, Midrand by Monday, 16 September 2024, 11h00.

Annexure A

Item	Description	Unit Price	Quantity
1	Project Management one day workshop each group. 5 groups from the 270 staff members.	Per Session	5 Sessions
Total Excluding VAT			
15% VAT			
Total Including VAT			