

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

**Request for Quotations
Translation of Developed Regulations to an
Afrikaans language as and when required
for a period of three (3) years**

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 SARPs of the 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. INVITATION TO BID

The purpose of this document is to invite experienced organisations with the necessary knowledge, expertise and qualification or accreditation interested in undertaking to execute work necessary to translate Regulations Developed into an Afrikaans language as and when required for a period of three (3) years.

3. SCOPE OF WORK

SACAA is seeking proposals from interested and qualified or accredited Organisations to translate developed Regulations into an Afrikaans language as and when required for a period of three (3) years.

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.

4.1. PHASE 1 (Part 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
SBD 4 (Bidders Disclosure)	Completed and signed	Yes

4.2 PHASE 1 (Part 2): TECHNICAL ADMINISTRATIVE MANDATORY COMPLIANCE REQUIREMENTS

Bidders are to ensure that they submit the following documentation / information with their bid. At this phase non-submission will result to disqualification.

Document	Comments	Compulsory requirement
Proof of Accreditation	Valid certificate, diploma or degree or accreditation for language or legal translation	Yes

4.2 PHASE 2 - TECHNICAL AND/ OR 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 Criterion, Weighting & Scoring when responding to this bid.

Table 1: Functionality Evaluation

FUNCTIONALITY EVALUATION: Functionality Description			
Technical Requirements:	Description	Min	Max
Company References and Experience	Provide dated and signed references letters on a client letterhead, including the contact person and contact details (telephone number and email address). Reference should be for similar nature of services provided. - Three (3) Reference Letters provided as per the requirement – 10 Points. - Four (4) Reference Letters provided as per the requirement – 15 Points. - Five (5) Reference Letters provided as per the requirement – 20 Points.	10	20
Proof of relevant translation qualification	Valid certificate, diploma or degree or accreditation for language or legal translation or related field	40	40
Ability to translate using current and professional Afrikaans legal terminology	Bidder to indicate the ability to translate using current and professional Afrikaans legal terminology (qualification or accreditation and CV to be provided): three (3) years' experience as professional translators– 10 Points	10	30

	• four (4) years' experience as professional translator- 20 points • five (5) or more years' experience as professional translators – 30 Points		
Turnaround time frame for translations	• Translation within 10 days or more- 5 points • Translation in less than 10 days- 10 points	5	10
Total Points		65	100

Bidders who score **65** or more points out of **100** on 'functionality' will be considered for the next evaluation phase. Any bidder scoring less than **65** points will not proceed to the next phase.

4.3 PHASE 3 – PRICE AND SPECIFIC GOALS EVALUATION (B-BBEE LEVELS)

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.

4.3.1 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 (B-BBEE LEVELS)	20
Total points for Price and SPECIFIC GOAL (B-BBEE LEVELS)	100

POINTS AWARDED FOR A SPECIFIC GOAL (B-BBEE LEVELS)

In terms of the Preferential Procurement Regulations 2022, points will be awarded for specific goal in accordance with the table below:

SPECIFIC GOALS (B-BBEE LEVELS)	Number of points
1	20
2	18
3	14
4	12
5	5
6	6
7	4
8	2
Non-Compliant contributor	0

5. NON-COMPULSORY BRIEFING SESSION

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

6. SUBMISSION OF BID DOCUMENT

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

6.1 Envelope 1

- All mandatory documents on Phase 1.

6.2 Envelope 2

- Technical proposal (1 original and copy).

6.3 Envelope 3

- The pricing schedule shall 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 populate their detailed price in accordance to the pricing schedule breakdown contained as annexure A.

7. Bid documents shall be submitted at the tender box and be addressed as follows: To Ms Matjie Itumeleng

Ref no:((RFQ/TRANSLATION//34/2023-2024)Translation of Developed Regulations to an Afrikaans language as and when required for a period of three (3) years

Physical address: **Ikhaya Lokundiza,Building 16,Treur Close,Waterfall Park,Bekker Street,Midrand Midrand 1685**

All bids submissions should be made on or before 17h00pm on the closing date of **29 September 2023**.

Annexure A

Item	Description	Unit Price per page	Quantity
1			1
Rate Total Excluding VAT			
15% VAT			
Rate Total Including VAT			