

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

**REQUEST FOR PROPOSAL
SPECIFICATION: IMPLEMENTATION OF LEARNERSHIP**

TERMS OF REFERENCE
APPOINTMENT OF A SERVICE PROVIDER TO MANAGE AND COORDINATE THE
SACAA LEARNERSHIP PROGRAM.

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 It was established on 1st of October 1998, following the enactment of the now repealed South African Civil Aviation Authority Act, 1998 (Act No. 40 of 1998).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, where more and more states implemented this option. The SACAA is an agency of the Department of Transport (DoT).

2. BACKGROUND

Transformation is an integral part of the SACAA DNA, and as part of the SACAA's Three-Year Transformation Plan, the organization intends to conduct Learnership Programs for learners from previously disadvantaged communities and with a particular focus on those learners who are living with disabilities. The Learnership which is a work-based education and training program that is linked to a qualification registered on the National Qualifications Framework (NQF) with the South African Qualifications Authority (SAQA) consist of both structured theoretical learning and practical workplace experience. Through this program, the SACAA intends to provide an opportunity for young people living with disabilities to gain access to skills, knowledge and on-the-job experience that would equip them and enhance their chances of being employable in future.

3. INVITATION TO BID

3.1. The purpose

The purpose of this Request for Proposal (RFP) is to source and appoint a suitable Training Service Provider who is accredited to conduct the Certificates in Systems Development and Business/ Office Administration. The Service provider will be required to manage the learnership program.

3.2. The Scope

THE SCOPE OF SERVICES REQUIRED FROM THE SERVICE PROVIDERS WILL INCLUDE AND IS NOT LIMITED TO:

1. Implement learnership for six (6) learners with disabilities, (3 learners for Systems Support and 3 learners in Business/ Office Administration)
2. Partner with SACAA for the recruitment of learners
3. Provide theoretical training for the learners in Certificate in Systems Support NQF 5 and Business/Office Administration NQF 4 Learnership Programs.
4. Provide Facilities wherein the training will be conducted and ensure that they are conducive for learners living with disabilities.
4. Provide all the training material and equipment (computers) that is required for the training program.
5. Facilitate the implementation of the full theoretical phase of training first and then after completing it, monitor the implementation of the Practical Phase of Training.
6. Ensure that the training is facilitated, assessed, and moderated by suitably qualified persons.
7. Register the learners with the relevant bodies that conduct quality assurance on the training and ensure that the statement of results and competency certificates are issued to the learners within reasonable time.
8. Provide monthly progress reports
9. Provide support to the SACAA mentors and learners.
10. Administer all statutory requirements.
11. Engage stakeholders in the implementation of the project.

4. Duration of contract

The intended duration of the contract will be for a period of 18 months.

5. 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 2017. The evaluation criteria will consist of the following three (3) phases:

5.1. Phase 1 – SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVE MANDATORY 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. (Non-compliance leads to automatic disqualification, however the SACAA reserve a right to request additional documents).

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

5.2. 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 and Scoring when responding to this bid

TABLE 1

FUNCTIONALITY EVALUATION: Functionality Description			
Technical Requirements:	Description	Min	Max
Company Profile and track record	Provide a profile detailing the company's experience and accreditation with SETA /QCTO /CHE . • Five (5) years' experience in managing learnership for learners with disability – 10 points. • Six (6) - Eight (8) years' experience in managing learnership for learners with disability – 15 points • Over Nine (9) years' experience in managing learnership for learners with disability – 20 points	10	20
Project implementation plan	Submission of a training plan that includes, a methodology for training the learners and a project plan Submitted training plan of the theoretical phase – (20 Points) Submitted training plan and project plan of the theoretical and practical phase – (30 Points)	20	30
References	References letters – Provide reference letters from organisations where you managed learnerships : • Two (2) to Three (3) references letters – (10 Points). • Four (4) to Five (5) references letters – (15 Points) • More than Five (5) references letters – (20 points)	10	20
Resources	Submit a list of CV of the resources that will be used to manage the learnership showing their years of experience.		

	- CVs of the facilitators with 3 or more years' experience – (10 Points) - Cvs of the Assessor and moderator showing experience – (15 Points) - Cvs of Project Manager, Coordinator, Assessor, facilitator; moderator and coordinator showing experience (30 points)	10	30
Total Points		50	100

Bidders who score **50** or more points on functionality will be considered for the next evaluation Phase. Any bidder scoring less than minimum **50** points will not be considered further and will be disqualified.

5.1

5.2 PHASE 3 - PRICE AND B-BBEE EVALUATIONS

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) B-BBEE Status Level of Contributor.

The maximum points for this bid are as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE	100

The SACAA will award preference points to bidders who provide an original or certified copy of a valid B-BBEE Verification Certificate or Affidavit issued by the accredited verification agency.

POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points
1	20
2	18
3	14
4	12
5	5
6	6
7	4
8	2
Non-Compliant contributor	0

6. SUBMISSION OF BID DOCUMENT

6.1 The bid submission requires a three (3) envelope system.

6.1.1 Envelope 1 electronic file

- All mandatory documents on Phase 1.

6.1.2 Envelope 2 electronic file

- Technical / Functional proposal on Phase 2.

6.2.3 Envelope 3 electronic file

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

8. All bids' submissions should be sent via email to caaquotes@caa.co.za on or before 11:00 am on the closing date of **24 January 2025**

