

**TO: ALL BIDDERS**

PROJECT: CONTRACTOR APPOINTMENT FOR BAGGAGE HANDLING OPERATIONS SERVICES FOR A PERIOD OF 60 MONTHS AT OR TAMBO AIRPORT.

BID REFERENCE NUMBER: ORTIA7742/2025/RFP

DATE: 16 April 2025

SUBJECT: AMENDMENT TO FUNCTIONALITY EVALUATION CRITERIA

Dear Bidders,

This addendum serves to clarify and provide additional information regarding the bid document for the **Contractor Appointment for Baggage Handling Operations Services at OR Tambo International Airport.**

This revision removes the System Controller (ULC Room) and Controllers (Jam Operators/Labourers) roles from the evaluation framework, along with their relevant experience and qualifications.

REMOVAL OF ROLES:

- System Controller (ULC Room)
- Controllers (Jam Operators/Labourers)

Only key resources will be evaluated, while the above-mentioned roles will remain part of the contract but will not be subject to evaluation.

This adjustment addresses concerns raised in the briefing session and addresses the following:

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Airports Company South Africa SOC Ltd Reg No 1993/004149/30 VAT no 4930138393 Board of Directors: Dr S Nogxina (Chairperson), M Mpofu (Chief Executive Officer), L Mbotya (Chief Financial Officer), D Hlatshwayo, A Khumalo, F Zikala-Mvelase, G Mancotywa, Y Pillay, S Sambo, N Siyotula, Dr K Badimo, F Sefara (Company Secretary)



- **Operational Flexibility:** The removal allows the service provider to manage these roles without restrictive evaluation criteria, ensuring adaptability in staffing.
- **Focus on Critical Expertise:** Prioritizing key resources ensures that the evaluation process assesses competencies that have the greatest impact on service delivery.
- **Market Competitiveness:** Broadening participation by reducing stringent requirements for non-specialist roles encourages a more competitive bidding process.
- **Alignment with Industry Practices:** Many similar contracts do not evaluate operational support roles, recognising their interchangeable nature and standard qualification requirements.

STAGE 3: FUNCTIONALITY EVALUATION CRITERIA - CRITERIA POINTS HAVE BEEN ADJUSTED TO REFLECT THESE CHANGES.

	Criteria	Maximum Points	Minimum Threshold
1	Company Experience	40	30
2	Key Staff Resource Experience/Qualifications	30	20
3	Technical Approach and Methodology Statement	30	20
	Total	100	70

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1. Evaluation of Company Experience*			
Maximum Points: 40		Minimum Threshold: 30 Points	
Description		Min Points	Max Points
<p>The respondent must demonstrate prior experience in the management and/or operation and/or monitoring and operating SCADA (supervisory control and data acquisition) for automated sortation and/or automated conveyor systems with previous employers. For e.g., this could have been performed for airport baggage areas, warehouse parcel distributions centres, material handling or retail warehouses, FMCG or industrial manufacturing.</p> <p>Less than 3 years (0 POINTS) 3 to 5 years (15 POINTS) More than 5 years (40 POINTS)</p>		30	40
<p>For evaluation purposes, Tenderers MUST submit reference letters from previous clients.</p> <p>Each reference letter must include contactable details:</p> <ul style="list-style-type: none"> • A valid email address (mandatory, for traceable reference checks) • A telephone number (optional, but preferred as a supplementary contact method) A telephone number (for supplementary/backup contact) • On the reference letter, provide a brief description of the work undertaken • Indicate the dates of service <p>NB: These documents will be used to evaluate the experience and track record criteria. Failure to submit this documentation in the prescribed format will result in a zero (0) score for this criterion.</p>			

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Addendum: Evaluation of Key Staff Resource Experience & Qualifications

Qualifications		
Resource	Min Points	Max Points
Contract Manager	Diploma in Engineering (Mechanical/Electrical/Controls and Instrumentation) or in Logistics or Operations Management	Degree in Engineering (Mechanical/Electrical/Controls and Instrumentation) or in Logistics or Operations Management
Supervisor	N2 and QCTO accredited Trade test in (Millwright/Electrician/Fitter/Instrumentation)	Diploma or higher (Mechanical/Electrical/Instrumentation)

Key Staff Member	Evaluation Area	Criteria	Minimum Points	Maximum Points
Contract Manager	Years of relevant experience (as detailed in the bid requirements for the role) in automated sortation/conveyor systems (Managerial role)	Less than 3 years: 0 3 to 5 years: 5 More than 5 years: 6	6	8
	Relevant tertiary qualification (SAQA accredited)	No Advanced Certificate: 0 Advanced Certificate/N6: 4 Diploma or Higher: 6	6	8

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Key Staff Member	Evaluation Area	Criteria	Minimum Points	Maximum Points
Site Supervisor	Years of relevant experience (as detailed in the bid requirements) in automated/conveyor systems (Supervisory role)	Less than 2 years: 0 2 to 5 years: 4 More than 5 years: 5	4	7
	Minimum qualification (SAQA accredited)	No Grade 12/N3: 0 Grade 12/N3: 3 N4 or Higher: 5	4	7
Total			20	30

Experience in detail		
Resource	Min Points	Max Points

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Contract Manager	Industry Experience <ul style="list-style-type: none"> - 3 to 5 years of experience in managing similar automated material handling systems (e.g., conveyor systems in process plants, sorting systems, or automated parcel centers). - Familiarity with SCADA (Supervisory Control and Data Acquisition) systems used for monitoring and controlling automated processes in industries such as process plants, manufacturing facilities with automated production lines or large-scale automated logistics OR distribution centers - Experience in managing operations contracts with multiple stakeholders. 	Industry Experience <ul style="list-style-type: none"> - More than 5 years of experience in managing Airport Baggage Handling System Check-in, Sortation and Arrival conveyers and Carousels - Familiarity with SCADA (Supervisory Control and Data Acquisition) systems used for monitoring and controlling automated Baggage Handling Systems at a commercial International Airport. - Experience in managing operations contracts with multiple stakeholders.
Supervisor	Industry Specific Experience <ul style="list-style-type: none"> - At least 2 to 5 years of experience in operating automated material handling systems (e.g., conveyor systems, sorting systems, or automated parcel or distribution centers). - Familiarity with SCADA (Supervisory Control and Data Acquisition) systems used for monitoring and controlling automated processes in industries such as process plants or manufacturing facilities with 	Industry Specific Experience <ul style="list-style-type: none"> - More than 5 years of experience in operating baggage handling systems in an international commercial airport. - Familiarity with SCADA (Supervisory Control and Data Acquisition) systems used for monitoring and controlling automated processes in a commercial international airport baggage handling system.

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	automated product lines or large-scale logistics or distribution centers.	
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CHANGE IN ALLOCATION OF POINTS ON TECHNICAL APPROACH AND METHODOLOGY STATEMENT - CRITERIA
POINTS HAVE BEEN ADJUSTED TO REFLECT THESE CHANGES.

MINIMUM POINTS: 20

MAXIMUM POINTS: 30

3.				
Description: Technical Approach and Methodology Statement				
Maximum Points: 20			Minimum Threshold: 10Points	
Item No	Requirement Description Points	Poor= 0	Minimum = 20	Maximum Points: 30
1	Organogram must include the staff quantities	No demonstrated compliance with requirements for Item Number 1 – 3.	Requirement 4 not submitted. Full compliance to requirements for Item Number 1 - 3	Full compliance with requirements for Item Number 1 – 4
2	Contingency plan includes systems breakdown			
3	Contingency plan includes Peak Season			
4	Contingency plan includes Industrial Action			
NB Scoring Notes: Technical approach must be relevant and specific to the Baggage Operations				

Both the below resources will not be evaluated on their technical functionality, however the resources will be required for contracting purposes and therefore the resources will need to meet the below requirements for contracting.

MINIMUM REQUIREMENTS FOR THE RESOURCES IS AS FOLLOWS:

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- **ULC System operator** – Matric certificate and/or 2 Years of relevant experience in BHS operations and/or N3 Trade qualification.
- **Operator (Jam Operator)** – 1 Year of relevant experience in BHS operation and/or Matric certificate and/or N2 Trade qualification

All bidders are advised to ensure their submissions comply with the revised requirements. Failure to meet the updated criteria may result in disqualification.

For any further clarifications, please contact Onkgopotse.Boikanyo@airports.co.za

END OF ADDENDUM

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