

1. Attendance & Registration

- All bidders must sign the attendance register upon arrival.

2. General Conduct

- The session will be conducted in an orderly and professional manner.
- All participants must respect the chairperson and each other.
- Any disruptive behaviour will not be tolerated.

3. Agenda & Discussion Scope

- The meeting will follow a structured agenda.
- Only matters related to the tender/contract will be discussed.
- No off-topic discussions or private negotiations will be entertained.

4. Questions & Clarifications

- Bidders must raise their hands or use the designated process to ask questions.
- Questions should be clear, concise, and relevant to the procurement process.
- Responses will be provided during the session or in writing, if necessary.

5. Confidentiality & Fairness

- No bidder-specific discussions will take place.
- All information shared will be general and equally accessible to all bidders.
- Any attempt to seek unfair advantage or influence the process will not be permitted.

6. Recording & Documentation

- The session may be recorded for official purposes.
- Bidders are advised to take their own notes but should not record the session unless authorized.

7. Follow-Up & Communication

- Any additional clarifications will be provided in writing to all attendees.
- No direct engagement with other ACSA officials outside the designated channels

Contract Appointment for the Maintenance of the Baggage Handling System Conveyors and Carousels for a period of 60 months (5 years) at O.R. Tambo International Airport.

Compulsory Briefing Session

Tender Reference : ORTIA7740/2025/RFP



- **HOT-LINE**
- ACSA subscribes to fair and just administrative processes. ACSA therefore urges its clients, suppliers and the general public to report any fraud or corruption to:
- Airports Company South Africa TIP-OFFS ANONYMOUS
- **Free Call: 0800 00 80 80**
- **Free Fax: 0867 261 681**
- **Email: acsa@thehotline.co.za**

A person with a backpack is walking away from the camera on a moving walkway in an airport terminal. The terminal has large windows on the left and various signs and advertisements on the right. The word "AGENDA" is overlaid on a teal banner on the left side of the image.

AGENDA



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12/03/2025

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KEY DATES & CLARIFICATION

ACTIVITY	DATE
Tender Publication Date	CIDB TENDER PUBLICATION / NOTICE – 21st February 2025 TENDER DOCUMENT AVAILABILITY Tender document is available from 25th February 2025 , FROM 16:00 PM For free, Download from National Treasury's eTender Publication Portal (http://www.etenders.gov.za)
COMPULSORY PHYSICAL BRIEFING SESSIONS DATE/ TIME	A compulsory clarification meeting with representatives of the Employer will take place at online (ORTIA –Kudu Boardroom), on Wednesday,12th March 2025,(12:00 PM)
Tender Closing Date for Submissions	Tuesday 07 April 2025 @ (11:00 am) (NO LATE TENDERS WILL BE ACCEPTED)

TENDER CLARIFICATION PROCESS

- Request for clarity or information on the tender may only be requested until **Wednesday, 26th March 2025@ 16:00 PM**
- All responses to queries sought by a bidder will be advertised on Etenders .
- Responses will be made available **within forty-eight (48) hours** post-closing of queries .
- Bidders may not contact any ACSA employee on this tender other than those listed .

- All clarification shall be directed to : **Onkgopotse Boikanyo**

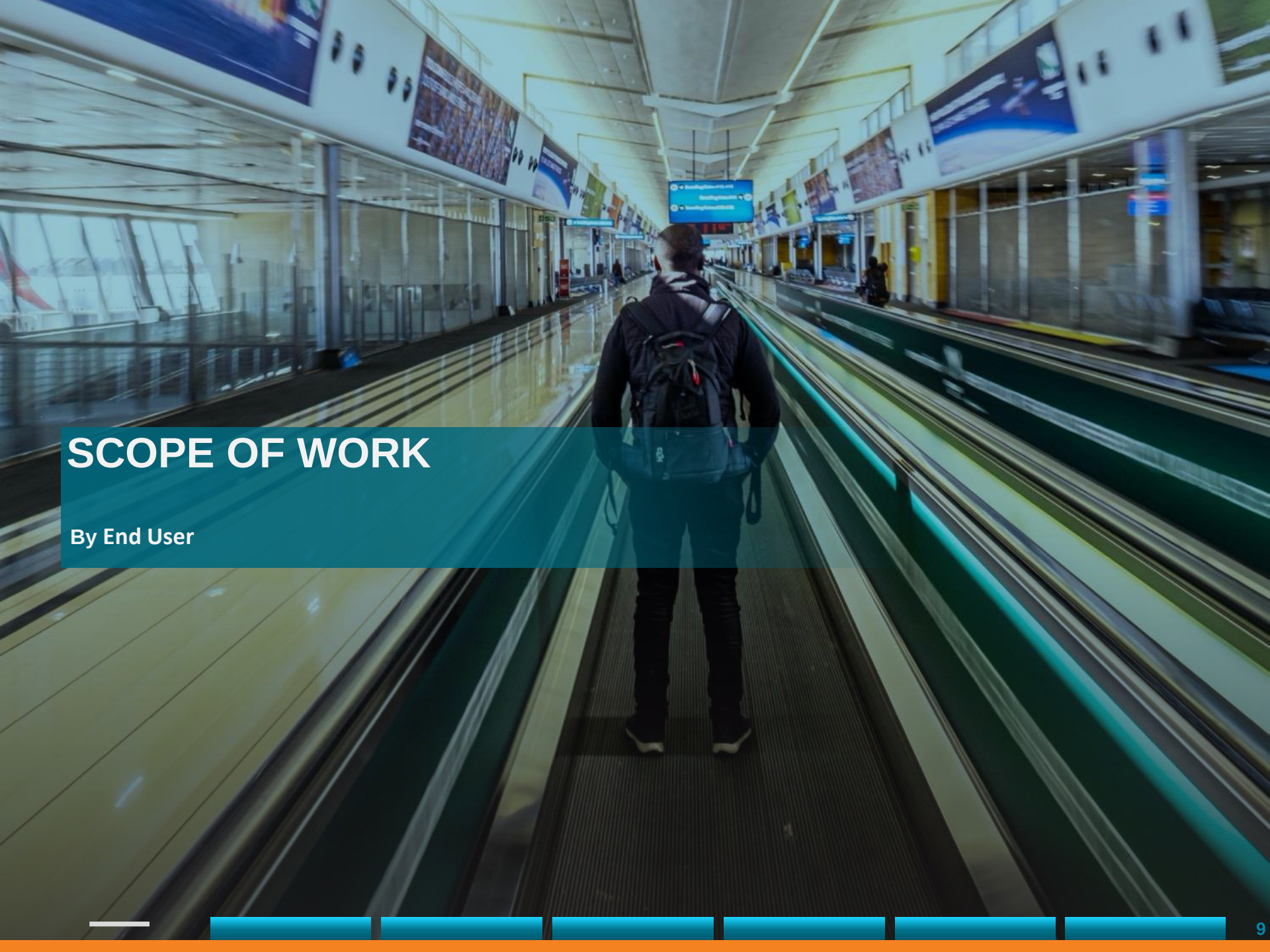
Designation: **Senior Buyer**

Tel: **011 723 1568**

Cell : **061 644 6380**

Email: Onkgopotse.Boikanyo@airports.co.za

- **Addenda will be issued ten (10) working days before the tender closing time.**
- **NB: Requests for tender closing extensions or any addendum to the bid can only be requested before the 03rd of February 2024.**

A person with a backpack is walking away from the camera on a moving walkway in an airport terminal. The walkway is flanked by glass walls and various advertisements. The scene is brightly lit with overhead lights.

SCOPE OF WORK

By End User

This procurement is absolutely mission critical for (1) ORTIA's baggage operations and (2) the upkeep of ORTIA's baggage handling infrastructure. This is core infrastructure of the airport. The baggage handling system (BHS) integrates with several 3rd party systems and comprise of around:

- 274 check-in counters
- 9.5km of conveyors
- 5 tilt-tray sortation systems
- 4 transfer bag induction areas
- 99 loading positions
- 49 early bag storage lines
- 18 arrival carousels
- 5 sophisticated E-stop systems
- 54 PLCs, programmed with OEM proprietary software
- 7 computer servers and 2 network storage devices – with numerous workstations (with OEM “sole supplier” software)

The various elements of the BHS are controlled at machine level by PLCs that are linked to a system of servers that provide the means of controlling and interacting with the system. The BHS is further integrated with various 3rd party airport systems such as Hold Baggage Screening systems, the live airport flight database, etc.

The above includes several (around 474) assets that belong to Aviation Co-ordination Services.

Presently there are two maintenance contracts with high-level Hotline support services by the OEM included via a provision in one of the contracts:

The Contractor will be responsible for maintaining the Arrivals Baggage Handling System (BHS) at OR Tambo International Airport (ORTIA), covering areas both within security-controlled zones and public spaces. The contract is directly with Airports Company South Africa (ACSA).

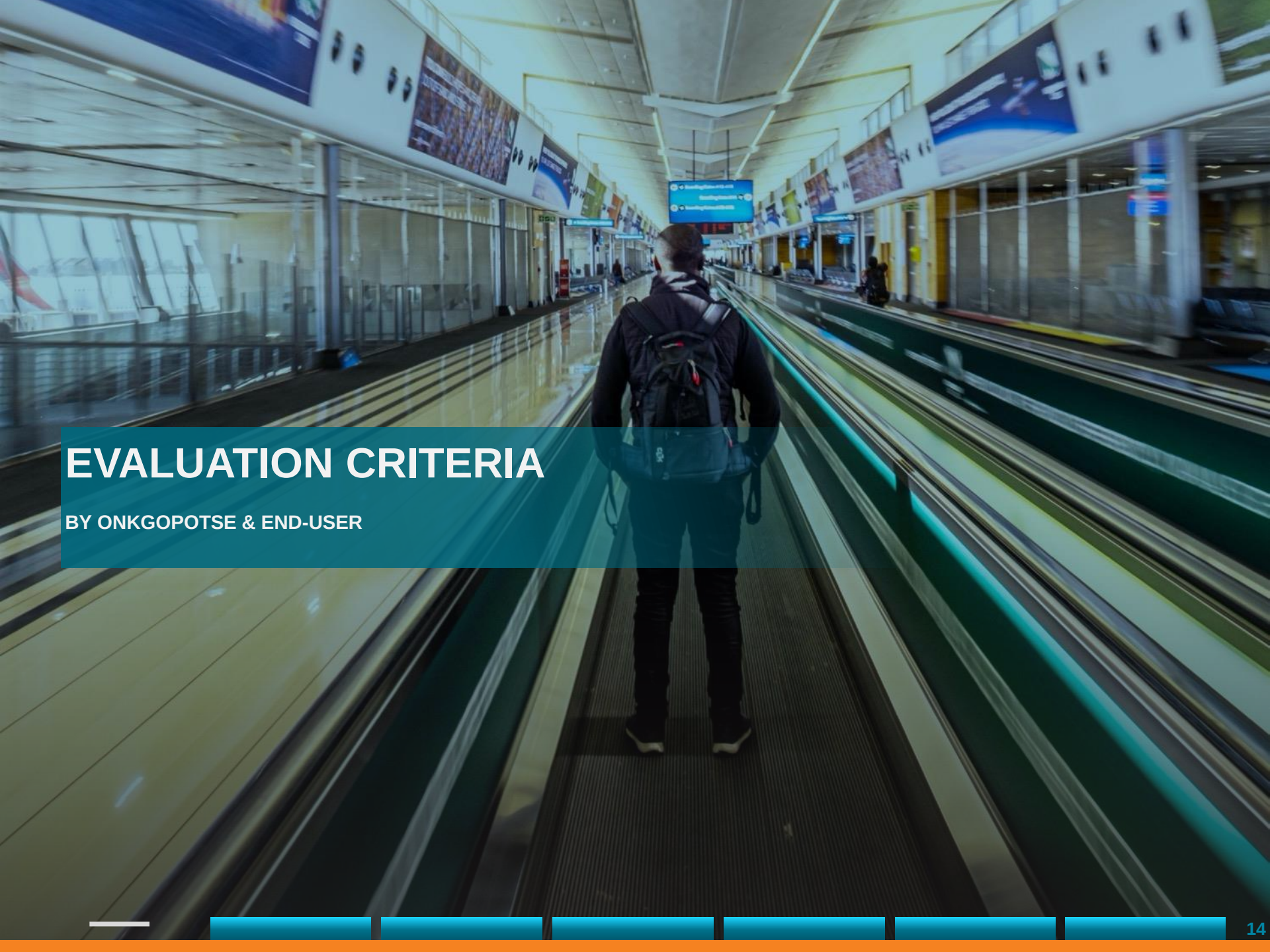
Scope of Work:

- Maintain departures and arrivals conveyor systems across Terminal A, Terminal B, and the Central Terminal Building.

- Includes:

- 18 arrival carousels (Vanderlande brand), plus one additional carousel for Terminal A.
- 4 baggage sortation carousels (Terminal A & B basements).
- 272 check-in scales (Atrax ABS960), 52 baggage elevators, 1 lowerator (Logan brand).
- 2,224 conveyor belts (Beumer, Vanderlande, Transform, Logan), including curved and specialized conveyors.
- Small roller shutter doors, transfer bag induction areas, and baggage handling facilities.
- Electrical motors/gearboxes and wiring (excluding main control systems).
- Automated baggage sortation systems and upper-level control systems are **excluded**.

- Perform all system maintenance (preventative, corrective, and emergency repairs).
- Ensure operational readiness of all equipment; move baggage manually if needed to avoid delays.
- Collaborate with third parties managing departures baggage and system operations.
- Work in compliance with OEM specifications, legal regulations, and ACSA policies.
- Maintain a skilled workforce, ensuring technicians have SAQA Accredited Trade Test qualifications.
- Guarantee a defect-free period of 6 months for all repair work.
- Maintain spare parts inventory provided by ACSA and ensure security of stock.
- Ensure continuous accessibility of senior staff and proper uniforming of maintenance staff.
- Adhere to ORTIA's National Key Point security requirements, including personnel vetting.

A person with a backpack is walking away from the camera on a moving walkway in an airport terminal. The terminal has large windows on the left and various signs and advertisements on the walls and ceiling. The walkway is moving to the right.

EVALUATION CRITERIA

BY ONKGOPOTSE & END-USER

Test for
responsiveness

Mandatory
Administration

Technical
Functionality
Evaluation

Price & Preference

Mandatory Administration Criteria

- (a) Completed in full and signed Form of offer C1.1. (Found in the NEC 3 ECC Contract)
- (b) Only bidders who are a CIDB contractor grading of 6 ME or higher.
- (c) Attendance of compulsory briefing session

FUNCTIONALITY EVALUATION OVERVIEW

Points allocated for Functionality shall be evaluated in accordance with the criteria as listed below. An overall minimum threshold of **75 points out of 100** must be achieved for the tender to be eligible for further evaluation on Price and B-BBEE.

Bidders who also fail to achieve the sub - minimum score per criteria will be disqualified and not be eligible for further evaluations

Functionality Evaluation Summary			
	Criteria	Maximum Points	Minimum Threshold
1	Company Experience	40	30
2	Key Staff Resource Experience/Qualifications	40	30
3	Technical Approach and Methodology Statement	20	15
	Total	100	75

EVALUATION CRITERIA – CONTINUED (SUMMARY)

Evaluation Criteria	Description
1. Company Experience	Experience in maintaining automated* conveyor systems (*Systems that use motors, sensors, and control)technologies such as PLCs or other similar systems or technologies that serve the same purpose, to handle materials efficiently
2. Key Staff Resource Experience/Qualifications	Assesses qualifications and experience of key staff, including • Site Supervisor • Technician.
3. Technical Approach and Methodology Statement	Examines the proposed technical approach, methodology, staffing plans, and contingency measures for system breakdowns, peak season operations, and industrial actions

PHASE 3 – Price and Preference Points

- ❖ ACSA will score specific goals out of 20 in accordance with the PPP Regulations 2022/2023. If a bidder fails to meet the Specific goals as outlined on the table below and to submit proof, the bidder will score zero (0) out of 20. ACSA will not disqualify the bidder.

See below Specific goals that must be achieved for this bid:

Specific Goals	Score	
	20	10
51% owned by Black male and Black women and Black youth and People living with disabilities	20	10
51% owned by Black male or Black women or Black youth or People living with disabilities (at least two of the above designated groups must achieved)	15	8
51% owned by Black male or Black women or Black youth or People living with disabilities	10	6
Less than 51% owned by Black male, Black women, Black youth, People living with disabilities	5	4
Other	0	0

PRICING INSTRUCTIONS

The final price from C2.2 Price List must be transferred to the Form of Offer found in C1.1 Forms of Offer and Acceptance to ensure consistency and accuracy in the bid submission.

The offered total of the Prices exclusive of VAT is	
Value Added Tax @ 15% is	
The total offered amount due inclusive of VAT is	
(in words)	

SUBMISSION OF BID DOCUMENTS

CLOSING DATE

- The closing time for receipt of tenders is **Monday, 07 April 2025 at 11h00 am** (South African Time).
- Tenders must be deposited inside the **Tender Box C** at O. R. Tambo International Airport.

The Employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:

LOCATION OF TENDER BOX:

ACSA NORTH WINGS OFFICES

INTERNATIONAL TERMINAL BUILDING 3RD FLOOR

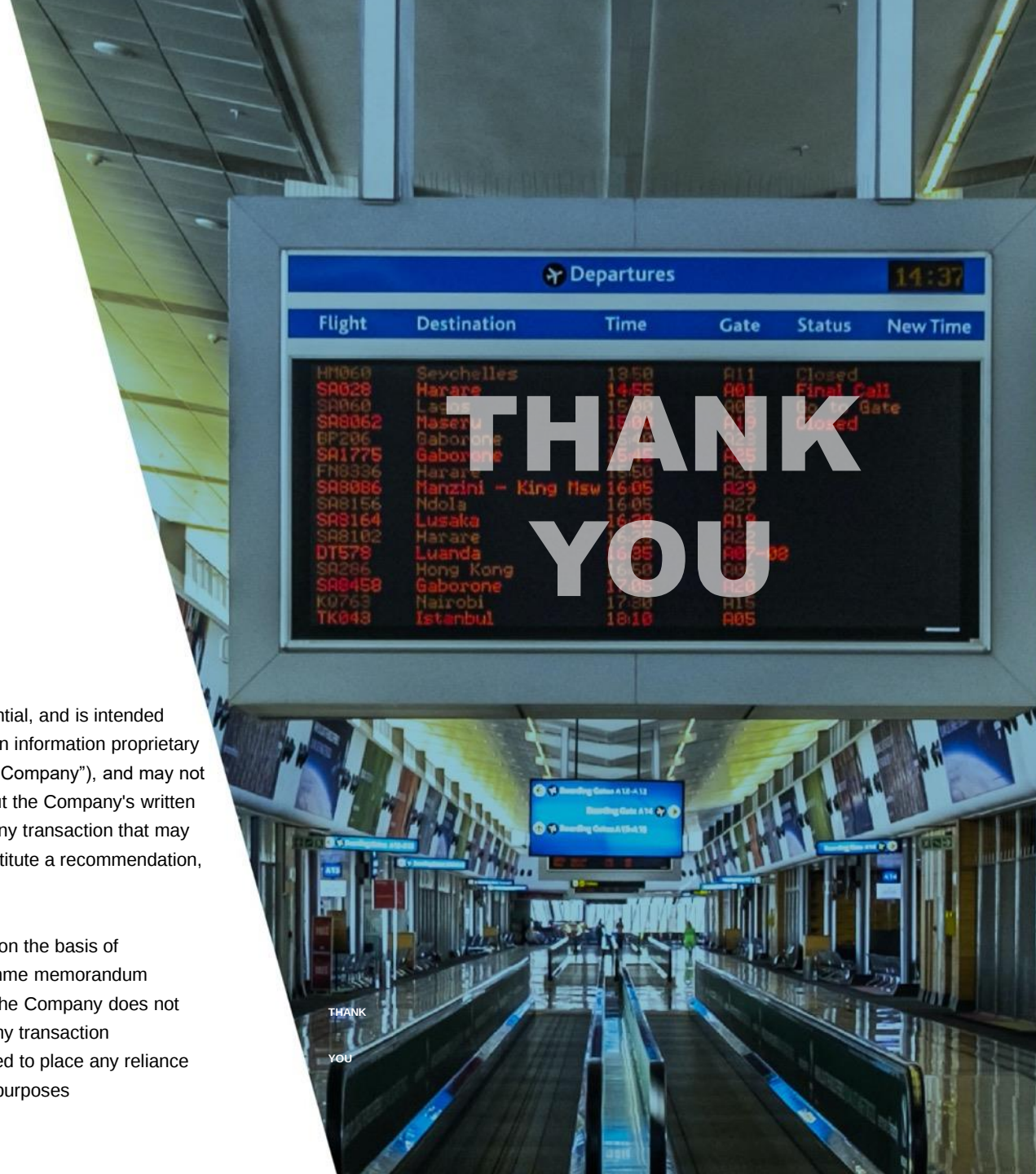
O. R. TAMBO INTERNATIONAL AIRPORT

TENDER BOX C

BIDDERS ARE REQUESTED TO SUBMIT ALL BIDS IN THE FORMAT INSTRUCTED, NO OTHER FORMAT WILL BE ACCEPTABLE

The background of the slide is a dense, overlapping field of three-dimensional question marks. These symbols are rendered in various shades of blue, from a deep navy to a lighter, almost white blue, creating a sense of depth and movement. The lighting appears to come from the upper left, casting soft shadows and highlighting the edges of the question marks. A semi-transparent teal horizontal bar is positioned across the middle of the slide, serving as a backdrop for the title.

QUESTIONS



✈ Departures 14:37					
Flight	Destination	Time	Gate	Status	New Time
HM060	Seychelles	13:58	A11	Closed	
SA028	Harare	14:55	A01	Final Call	
SA060	Laos	15:00	A05	Gate	
SA0062	Naseru	15:00	A19	Closed	
BP206	Gaborone	15:00	A15		
SA1775	Gaborone	15:45	A35		
FH8336	Harare	15:50	A21		
SA0086	Manzini - King Msw	16:05	A29		
SA0156	Ndola	16:05	A27		
SA0164	Lusaka	16:20	A18		
SA0102	Harare	16:20	A23		
DT578	Luanda	16:35	A07-08		
SA286	Hong Kong	16:50	A05		
SA0458	Gaborone	17:00	A10		
KQ763	Nairobi	17:30	A15		
TK043	Istanbul	18:10	A05		

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