

**ISSUE DATE: 15 April 2025**

## **FUNCTIONALITY ADDENDUM**

### **CONTRACTOR APPOINTMENT FOR MAINTENANCE OF BAGGAGE HANDLING SYSTEM CONTROLS AND SORTERS FOR A PERIOD OF 60 MONTHS (5 YEARS) AT O.R. TAMBO INTERNATIONAL AIRPORT.**

**Bid Reference Number: ORTIA7741/2025/RFP**

#### **Closing time**

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: Tender Box "B"**

**3rd Floor, North Wing**

**O. R. Tambo International Airport**

**Bid Reference Number: ORTIA7741/2025/RFP**

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

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	<b>Total</b>	<b>100</b>	<b>75</b>
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## COMPANY EXPERIENCE

<b>1</b>	<b>Evaluation of Company Experience</b>		
	<b>Functionality Sub criteria and Points</b>	<b>Min Points</b>	<b>Max Points</b>
1.1	<p>Experience in maintaining automated* conveyor systems and Tilt Tray Baggage/Parcel Sortation System (s).</p> <p>Less than 3 years (0 POINTS)</p> <p>Maintaining automated* conveyor systems and Tilt Tray Baggage/Parcel Sortation System (s) <b>5 -7 years' experience in maintaining a similar installation at a commercial international airport with annual departing and arriving bag volume of 7 million per annum (15 POINTS)</b></p> <p>Maintaining automated* conveyor systems and Tilt Tray Baggage/Parcel Sortation System (s) <b>more than 7 years' experience in maintaining a similar installation at a commercial international airport with annual departing and arriving bag volume of above 15 million per annum</b></p> <p>(20 POINTS)</p> <p><b>To meet either the minimum or maximum threshold of points set for this sub-criterion, all factors must be satisfied.</b></p>	15	20

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

1	Evaluation of Company Experience		
	Functionality Sub criteria and Points	Min Points	Max Points
1.2	Experience in maintaining ASi <u>and</u> Profibus-based automated systems  Less than 5 years (0 POINTS) 3 to 5 years (15 POINTS) More than 5 years (20 POINTS)	15	20
<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"> <li>• A valid email address (mandatory, for traceable reference checks)</li> <li>• A telephone number (optional, but preferred as a supplementary contact method) A telephone number (for supplementary/backup contact)</li> <li>• On the reference letter, provide a brief description of the work undertaken</li> <li>• Indicate the dates of service</li> </ul> <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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<b>2.</b>	<b>Evaluation of Key Personnel Requirements</b>			
	<b>Evaluation Area</b>	<b>Functionality Sub criteria and Points</b>	<b>Min Points</b>	<b>Max Points</b>

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2.1	Maintenance Manager	Any SAQA accredited Trade test (Millwright or Electrical or Mechanical or Fitter)		
		No qualification (0)		
		Trade test (Millwright or Electrical or Mechanical or Fitter (5)		
		Trade test (Millwright or Electrical or Mechanical or Fitter plus any management qualification (6)		
		Experience in maintaining automated* conveyor systems and Tilt Tray Baggage/Parcel Sortation System (s) with 5 years' experience in maintaining a similar installation at a commercial international airport annual departing and arriving bag volume of 7 million per annum (5 Points)	5	6
		Experience in maintaining automated* conveyor systems and Tilt Tray Baggage/Parcel Sortation System (s) more than 7 years' experience in maintaining a similar installation at a commercial international airport annual departing and arriving bag volume of 15 million per annum (6 points)	5	6
		Less than 5 years (0 POINTS)		
		5 to 7 years (5 POINTS)		
		More than 7 years (6 POINTS)		
		Bidder must provide an official reference letters or client confirmations from airport authorities or clients, stating the following:		
		<ul style="list-style-type: none"> <li>Name of automated machinery maintained, and the model of machinery maintained detailing daily output or Operational data or</li> </ul>		

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2.	Evaluation of Key Personnel Requirements			
	Evaluation Area	Functionality Sub criteria and Points	Min Points	Max Points
		<p>summaries indicating daily output volume figures.</p> <p><b>All reference letters must be:</b></p> <ul style="list-style-type: none"> <li>Issued on official letterheads of the airport operator or referee client.</li> <li>Clearly confirming the annual bag volumes managed during the relevant period.</li> </ul> <p>FOR EVALUATION PURPOSES, TENDERERS MUST SUBMIT reference letters from previous clients. Each reference letter must include contactable details:</p> <ul style="list-style-type: none"> <li>A valid email address (mandatory, for traceable reference checks)</li> <li>A telephone number (optional, but preferred as a supplementary contact method) A telephone number (for supplementary/backup contact)</li> <li>On the reference letter, provide a brief description of the work undertaken</li> <li>Indicate the dates of service</li> </ul> <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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<b>2. Evaluation of Key Personnel Requirements</b>				
	<b>Evaluation Area</b>	<b>Functionality Sub criteria and Points</b>	<b>Min Points</b>	<b>Max Points</b>
<b>2.2</b>	<b>Commissioning Engineer</b>	Any SAQA accredited qualification (e.g. electrical, electronic, computer, mechanical, mechatronic engineering, management, etc.)  No diploma (0)  Diploma (03)  Degree or higher (04)	<b>3</b>	<b>4</b>
		Experience in installing, commissioning and maintaining automated* conveyor systems and Tilt Tray Baggage/Parcel Sortation System (s). (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  Less than 5 years (0 POINTS) 5 to 7 years (3 POINTS) More than 7 years (4 POINTS)		
<b>2.3</b>	<b>IT Technician</b>	Any SAQA accredited qualification (e.g computer systems, Electronics, Computer engineering, IT, information technologies, information systems.  No diploma (0)  Diploma (3)  Degree or higher (4)	<b>3</b>	<b>4</b>

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<b>2. Evaluation of Key Personnel Requirements</b>				
	<b>Evaluation Area</b>	<b>Functionality Sub criteria and Points</b>	<b>Min Points</b>	<b>Max Points</b>
		Experience in maintenance of IT Networks at least 5 years' experience at a commercial international airport  Less than 3 years (0 POINTS) 3 to 5 years (3 POINTS) More than 5 years (4 POINTS)	<b>3</b>	<b>4</b>
<b>2.4</b>	<b>Site Supervisor</b>	No qualification <b>(0)</b>  SAQA Accredited Trade test (Millwright <b>OR</b> Electrical engineering <b>OR</b> Instrument and control) <b>(2)</b>  SAQA accredited Trade test (Millwright or Fitter) plus any higher Electrical engineering <b>OR</b> Instrument and control qualification <b>(3)</b>	<b>2</b>	<b>3</b>
		Experience in management of an automated* conveyor systems and Tilt Tray /electronics material automated handling systems in baggage/Parcel Sortation System (s).  <b>(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.</b>  Less than 5 years (0 POINTS) 5 to 7 years (2 POINTS) More than 7 years (3 POINTS)	<b>2</b>	<b>3</b>

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2.	Evaluation of Key Personnel Requirements			
	Evaluation Area	Functionality Sub criteria and Points	Min Points	Max Points
2.5	Technician	SAQA accredited  Trade test (Millwright or Electrical or Mechanical or Fitter) <b>(2)</b>  N5 Control and Instrumentation <b>(3)</b>  No qualification <b>(0)</b>	2	3
		Experience in maintenance of an automated* conveyor systems and Tilt Tray  <b>Baggage/Parcel Sortation System (s). (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.</b>  Less than 3 years (0 POINTS) 3 to 5 years (2 POINTS) More than 5 years (3 POINTS)		
<p>For evaluation purposes, Tenderers MUST as a minimum, submit CVs of staff. This may include staff that are not yet employed by the Tenderer but have indicated their interest to commence employment with the Tenderer in the event the Tenderer is awarded this contract.</p> <p>NB: This documentation will be used to evaluate the criteria/requirements and failure to submit will result in a zero (0) score for the criteria.</p>				

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3.				
Maximum Points: 20		Minimum Threshold: 15 Points		
Description: Technical Approach and Methodology Statement				
Item No	Requirement Description Points	Poor = 0	Minimum = 15	Maximum = 20
1	Organogram must include the staff quantities	No demonstrated compliance with requirements for <b>Item Number 1 – 3.</b>	Requirement 4 not submitted. Full compliance to requirements for <b>Item Number 1 - 3</b>	Full compliance with requirements for <b>Item Number 1 – 4</b>
2	Contingency plan includes systems breakdown ( <b>IT systems network</b> )			
3	The contingency plan includes peak season maintenance and stop network failure.			
4	Contingency plan includes Industrial Action			
NB Scoring Notes: Technical approach must be relevant and specific to the Baggage Operations				

### Evaluation matrix Technical Approach and Methodology Statement

<b>Poor (0 points)</b> <ul style="list-style-type: none"> <li>Vague methodology, lacking clarity and structure and failing to identify key operational processes.</li> <li>Incomplete or unclear staffing chart. Staffing quantities are not aligned with operational needs.</li> <li>No contingency planning presented for any foreseeable issue. Limited understanding of peak season challenges. Unclear response to potential industrial action risks.</li> <li>No identification of critical systems or processes. Completely absent response for contingency plans for managing system failures or disruptions.</li> </ul>
<b>Good (Score – 15 points)</b>

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- Generally clear methodology, but some areas require more detail. Covers main operational processes but lacks sufficient depth in explanation. Demonstrated compliance at least 3 requirements.
- Clear staffing chart with appropriate roles identified. Reasonable staffing quantities, though some roles may be underrepresented
- Basic contingency plans addressing systems failures and peak times. Recognizes some risks associated with industrial actions with elementary solutions.
- Identifies major systems risks but lacks comprehensive analysis of potential failures. Provides a basic framework for handling system breakdowns

**Excellent** (Score – 20 points)

- Comprehensive and well-structured methodology that addresses all key operational processes. Demonstrates a clear understanding of the baggage handling system controls and sorters and logistical challenges.
- Detailed and well-organized staffing chart with specific roles and responsibilities identified. Staffing quantities are optimal based on operational needs.
- Robust contingency plans that detail specific actions for systems breakdown, peak season handling, and industrial action responses. Contains a proactive approach for monitoring potential risks and implementing pre-emptive measures.
- Comprehensive and innovative strategies to address failures. Demonstrated compliance at all requirements.

**For evaluation purposes across the functionality where reference letters are to be submitted**

For evaluation purposes, Tenderers MUST submit reference letters from previous clients.

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- On the reference letter, provide a brief description of the work undertaken
- Indicate the dates of service

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