



FUNCTIONALITY REQUIREMENTS – ANNEX C

CONTRACTOR APPOINTMENT FOR MAINTENANCE OF ELEVATORS AT THE O.R. TAMBO INTERNATIONAL AIRPORT ORTIA*//RFP**



Functionality Criteria

The functional evaluation will be based on a threshold, where bidders which fail to achieve a **minimum of 60 points** on the functional stage will not be considered further in the evaluation. **Bidders are expected / required to score the minimum threshold for each criterion in order to achieve the total minimum qualifying score points as set out in the table below.**

The thresholds on each element of the evaluation are as follows.

The evaluation process will be based on threshold criteria and will be as follows:

	Description of quality criteria	WQ	Sub criteria	Max Score	Minimum Threshold	Bidders Score
			Quality Score			
1	Tenderer's resource proposal	40	Qualifications	20	12	
			Years of experience in similar works	20	12	
2	Tenderer's references and experience	40	References	20	12	
3	Project Planning	20	Technical Approach	20	12	
			Organogram	20	12	
Total				100	60	



Functionality breakdown –Maintenance of Elevators

Qualifications (20) – Proof (certificates, diplomas or degrees) of **qualification should be attached to the resources detailed C.V.**
As per the organogram structure

Role Description	Poor = 0	Minimum = 12	Maximum = 20	Bidders Score
Site Supervisor	If any of these resources' qualification is below minimum requirements, the score is automatically zero for the whole matrix on qualifications	SAQA Accredited Trade Tested - Lift Mechanic Certificate OR SAQA Accredited Trade Tested – Mechanical Certificate OR SAQA Accredited Trade Tested – Electrical Certificate AND Project Management Certificate/Diploma/BTech/Degree PLUS Occupational Health and Safety certificate	SAQA Accredited Mechanical or Electrical Degree/Diploma AND Project Management Certificate/Diploma/BTech/Degree PLUS Occupational Health and Safety certificate	
3 x Lift Mechanics		SAQA Accredited Trade Tested - Lift Mechanic Certificate AND Electrical OR Mechanical Trade test; PLUS Electrical / Mechanical / Engineering studies N5	SAQA Accredited Trade Tested - Lift Mechanic Certificate AND Electrical OR Mechanical Trade test; PLUS Electrical / Mechanical / Engineering studies N6 or higher	



3 x Competent operator (Operative/Assistant)		Mechanical or Electrical or Engineering studies N2	Mechanical or Electrical or Engineering studies N3 or higher	
NB Scoring Notes - Experience requirements apply concurrently, and bidders must meet all requirements for all resources to score either Minimum score or Maximum score. - If bidders supply any mix of key personnel experience corresponding to minimum or maximum scores, minimum points will be allocated. The PrEng registration and status will be verified during evaluation stage, Only Active status will be allocated points.				

Years of Experience of the Resource Proposals (20) (Proof of experience should be included in the resources' s detailed CV).

As per the organogram structure. Also, complete Forms C4

NB: All minimum threshold per resource must be met to be evaluated further.

Resource Description Points	(Poor) = 0	(Minimum)= 12	(Maximum)= 20	Bidders Score
1 x Site Supervisor		Min 3 years' experience post qualification in Maintenance or Installation of Lifts/Escalators/Passenger conveyors and • Min 2 years supervisory experience and • Minimum 2 years experience of OHS	5 years or more of Experience in similar works (installations/structural modification/modernization/refurbishment/ replacement of lifts or escalators or passenger conveyors) and Min 3 or more years supervisory experience and • Minimum 3 years or more years experience of OHS	
1 Lift Mechanics		Min 3 years experience post qualification in Maintenance or Installation of Lifts/Escalators/Passenger conveyors	Max 5 years experience post qualification in Maintenance or Installation of Lifts/Escalators/Passenger conveyors	



1 x Competent operator (Operative/Assistant)		Min 1 year experience in maintenance of electrical or Mechanical Equipment	More than 2 years' experience in maintenance of electrical or Mechanical Equipment	
NB Scoring Notes				
Experience requirements apply concurrently, and bidders must meet all requirements for all resources to score either Minimum score or Maximum score.				
- If bidders supply any mix of key personnel experience corresponding to minimum or maximum scores, minimum points will be allocated.				



1. PROJECT PLANNING BREAKDOWN (40 Points)
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Technical Approach (C3 Service Information for guidance) – (20 Points)

Tenderer expected to discuss each item in the matrix below separately.

Item No	Requirement Description Points	(Poor) = 0	(Minimum) = 12	Maximum = 20		
1	The approach shows a specific system differentiating between inspected, tested and non-tested equipment per quarter on the field.	No demonstrated compliance with requirements 1 – 6.	Requirement 5 and 6 not submitted	Full compliance with requirements 1 – 6.		
2	The approach shows a computerized or digitised maintenance management system (web accessible) which will be utilised to assign, track, and close off work orders. Furthermore, the approach shows how digitised maintenance management system links with field handheld electronic maintenance devices.					
3	Approach shows a computerised or digitised spares management system (Web accessible) which will be utilised to manage inventory					
4	Approach shows a computerised or digitised document management system (web accessible) which will be utilised to manage documents generated through maintenance works.					



5	Approach shows a plan which will enable all equipment to be maintained as per maintenance frequencies in the scope of work.					
6	Approach shows a staff roster including senior support staff					
		NB Scoring Notes: Technical approach must be relevant and specific to the Installation / maintenance of Lifts/Escalators/Passenger conveyors.				

Bid specific Organogram – (20 Points)

Points	Description		
(Poor)=0	The team is not balanced with key personnel (as per the maintenance service resources required) to deliver the maintenance service successfully.		
(Minimum)=12	The team is balanced with key personnel (as per the maintenance service resources required) to deliver the maintenance service successfully, and no support structure		
(Maximum)=20	The team is balanced with key personnel (as per the maintenance service resources required) to deliver the maintenance service successfully, and the support resources.		



RELEVANT REFERENCE AND EXPERIENCE OF THE TENDERING ENTITY/ENTITIES BREAKDOWN (20)
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Company references and value of maintenance /installation of Lifts/Escalators/Passenger conveyors systems (Motors, couplings, chains, gearboxes and lubricants)-20					
Item No	Poor = 0	MINIMUM points = 12	MAXIMUM points =20		
2	1 company references showing the client's name, the type of relevant experience in maintenance /installation of Lifts/Escalators/Passenger conveyors.	2 company references showing the clients. a) Referee Company letter head. b) The description of works performed by the bidder. c) The start date and end date of the contract N.B All this information in the bidders' reference letter must support information populated in forms.	3 or more company references showing the clients. a) Referee Company letter head. b) The description of works performed by the bidder. c) The start date and end date of the contract N.B All this information in the bidders' reference letter must support information populated in forms.		
NB SCORING NOTES					
- If bidder provides 2 references and none of the references shows a bidder's experience in maintenance /installation of Lifts/Escalators/Passenger conveyors score will be zero. <u>Reference letter of the Bidding entity/entities must have the following as a minimum</u> 1) <i>Referee Company letter head.</i> 2) <i>The description of works performed by the bidder.</i> 3) <i>The start date and end date of the contract</i> <i>N.B All this information in the bidders' reference letter must support information populated in forms.</i>					

The Table below summarizes the functional evaluation scores:



