**ANNECURE A**

1. **SCOPE OF WORK AND EVALUATION CRITERIA FOR SAA CARGO FEASIBILITY STUDY FOR MODERNISATION OF ORTIA TERMINAL**
	1. **SCOPE OF WORKS**

The Terminal Modernisation Project is aimed at enhancing ORTIA SAA Cargo Terminal through business process re-engineering, infrastructural rejuvenation, and systems and technological upgrade in order to optimise capacity, improve handling efficiencies, and enhance customer service levels.

The project comprises a detailed ‘In-Operations’ study to:

* Determine the existing short comings in terms of operational and security methods as well as operating systems architecture in comparison to best practices;
* Provide possible alternatives for enhancement and modernisation; and
* Propose best suitable option for SAA Cargo to consider.

The expected outcome of this project is a proposal on desirable solution in terms of concept implementation requirements, impact analysis, costs implication, benefit analysis and implementation plan.

* 1. **REQUIREMENTS**

The requirements for the project are as follow:

1. An in-operation analysis of the current operations, with time and motion studies, indicating limitations that impact on efficiencies and effective customer service delivery;
2. Possible solutions, in line with best practices;
3. Preliminary design detailing overall process enhancements (entailing processing and handling methods, security measures and information management), the building layout and infrastructure requirements for the desired terminal;
4. Detailed scope of work required to develop and enhance the terminal;
5. Project plan for implementing the proposed solution;
6. A detailed report on the outcome, both in narrative (word document) and presentation form and delivered at the completion of each phase of the project;
7. Project management resource to coordinate and administer the activities and efforts of the joint team, comprised of both parties’ and
8. Envisaged timelines for the project.

All bid submissions will be evaluated against a set of pre-determined mandatory and non-mandatory/functional requirements.

* 1. **EVALUATION CRITERIA**

1.3.1 **Phase 1** - Mandatory Requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **ELEMENTS** | **Yes** | **No** |
| 1 | The Nature of bidders business and/or its current projects must not have competing interests with SAA business and/or this project (Bidders to provide their business profiles & declare projects that they are currently involved with) |  |  |

**NB-Tenderers that fail to meet the mandatory requirements will be eliminated and will not proceed to the second phase of evaluation.**

1.3.2 **Phase 2 -** Functionality Criteria

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **ELEMENTS** | **MEASURE** | **WEIGHT** | **Minimum****Score requirement per element** |
| 1 | Reputable Service Record | Bidder to provide the references in the following tabular form:

|  |  |  |  |
| --- | --- | --- | --- |
| References (Ref) | Ref 1 | Ref 2 | Ref 3 |
| Company Name |  |  |  |
| Type of Contract |  |  |  |
| Contract Value |  |  |  |
| Contact Name |  |  |  |
| Contact details: Telephone, Cellular and email |  |  |  |

* 3 References = 15
* 2 References = 10
* 1 Reference = 5
* No reference = 0
 | 15 | 5 |
| 2 | Combined International and Local Experience (3 years minimum) in the field of Cargo Terminal Development | * >10 years on both local & international = 15
* ≥ 6 years to ≤10 years on both local & international = 10
* From ≥3 to ≤ 5 years of both local and international local = 5
* < 3 years = 0
 | 15 | 5 |
| 3 | Demonstrated understanding of the regulatory framework applicable in air cargo industry | * Registration with IATA or equivalent = 10
* Sufficient demonstration of exposure to air cargo regulated environment (e.g. CV of personnel with references which will be verified) = 5
* None of the above = 0
 | 10 | 5 |
| 4 | Details of proposed methodology and approach clearly demonstrating how requirements will be met. | Dedicated on site presence of key resources with the following* Project approach outlining

steps to be undertaken; & project management plan for a joint team; = 7 * + Model to be applied/ management construct; = 7
	+ Analytical methods (i.e. data analysis, verification, validation) & time in motion. = 6
	+ None of the above = 0
 | 20 | 15 |
| 5 | Expertise of assigned project resources with qualification in following areas:* Project management
* Engineering design;
* Business process analysis;
* ICT; and
* Transport Economist and/or Industrial Engineering
 | * Formal qualifications & experience in all 5 areas = 15
* Experience in all 5 areas with some qualifications (e.g. certification); = 10
* No qualification or experience in the areas of required competency. = 0
 | 15 | 10 |
| 6 | Skills and knowledge exchange: A detailed skills development plan must be provided, including :* on-the-job training (Secondment/ internship)
* class-room based training; and
* institutionalization of knowledge (Manuals)
 | * Detailed skills development plan with all items mentioned = 15
* A skills development plan with two of the items mentioned including secondment/internship = 10
* Skills development plan with at least opportunities for secondment/internship = 5
* No secondment/internship plan

 = 0 | 15 | 5 |
| 7 | Timelines | * ≤ 12 weeks = 10
* Above 12 but ≤ 16 weeks = 5
* Above 16 weeks = 0
 | 10 | 5 |

**Threshold:** The minimum qualifying score for the Non-Mandatory requirement is **75%**, and subject to meeting the minimum score on each element. Tenderers that fail to achieve the minimum qualifying score of 75% on Non-Mandatory Functionality shall not be considered for further evaluation against Price and BBBEE.

**NB-**

**NB:**

**Bidders are required to meet the minimum requirement on each functional element in order to proceed to the next phase.**

***( i.e Bidders have to achieve the minimum score requirement per criteria and achieve the minimum threshold to process to the next phase of evaluation)***

1.3.3 **Phase 3** - **Preference Point System**

All tenders that comply with the mandatory requirements for Functionality and that have achieved the minimum qualifying score of 75% (Acceptable tenders) will be evaluated further in terms of the applicable preference point system as follows:

|  |  |  |
| --- | --- | --- |
| **#** | **CRITERIA** | **POINTS** |
| 1 | Price | 90 |
| 2 | BBBEE | 10 |
| **TOTAL** | **100 Points** |

**Additional Information:**

**SAA will give preference to bidders who are:**

* 51% or more black owned companies.
* 30% black women owned companies
* Black youth owned companies
* Companies owned by people with disabilities
* Companies located in Rural Areas
* Companies Owned by Military Veterans

**Please note that:**

* Any bidding company which do not have majority black ownership, will be required to submit their Ownership Transformation Plan and/or their Supplier Development Plan, which may assist SAA to obtain their transformational objectives **and**
* Will be required to form a Joint venture with compliant SMME companies or subcontract the work with a compliant SMME company, which may assist SAA to obtain their transformational objectives

**NB:** *SAA Procurement official shall verify if the Bidders do not appear on the list of the National Treasury Restricted Suppliers and Tender Defaulters. The submissions of Bidders listed on the mentioned will not be considered*.

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