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REQUEST FOR QUOTATION (RFQ)

DESCRIPTION OF GOODS/ SERVICES REQUIRED BY PORTS REGULATOR: REQUEST FOR RECRUITMENT/PLACEMENT AGENCY TO SUPPLY THE PORTS REGULATOR OF SOUTH AFRICA WITH A TEMPORARY SUPPLY CHAIN MANAGEMENT SPECIALIST FOR A PERIOD OF SIX (6) MONTHS

RFQ	RFQ/2026/27/30
RFQ ISSUE DATE	16 SEPTEMBER 2026
BRIEFING SESSION	NONE
RFQ DESCRIPTION	REQUEST FOR RECRUITMENT/ PLACEMENT AGENCY TO SUPPLY THE PORTS REGULATOR OF SOUTH AFRICA WITH A TEMPORARY SUPPLY CHAIN MANAGEMENT SPECIALIST FOR PERIOD OF SIX (6) MONTHS
CLOSING DATE & TIME	23 SEPTEMBER 2026 @12H00 (MIDDAY)
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

- Bidders must submit responses via e-mail at: quotations@portsregulator.org before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.
- Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

FOR RECRUITMENT/ PLACEMENT AGENCY TO SUPPLY THE PORTS REGULATOR OF SOUTH AFRICA WITH A TEMPORARY SUPPLY CHAIN MANAGEMENT SPECIALIST FOR PERIOD OF SIX (6) MONTHS

1. INTRODUCTION

The Ports Regulator of South Africa (“the PRSA”) is an independent economic regulatory body for South African ports established in terms of the National Ports Act, Act 12 of 2005 (“the Act”) with its main functions, in terms of section 30 of the Act, being the exercise economic regulation of South Africa’s ports in line with government objectives, to promote equity of access to port infrastructure and services and to monitor the NPAs compliance with the Act. The PRSA reports administratively to the Minister of Transport and is a Schedule 3A Entity under the Public Finance Management Act, 1999 (“the PFMA”). Accordingly, the PRSA is governed by and must comply with stated obligations of Accounting Authority in the PFMA and Treasury Regulations.

2. PURPOSE

The purpose of the request is to seek suitably qualified recruitment/placement agency that will provide a temporary Supply Chain Management Specialist (SCM) for the PRSA for a period of six (6) months, with the option to extend if necessary.

Contract position: This position is from the date of appointment until 6 months (With option to be renewed further depending on the availability of funds and satisfactory performance).

3. BACKGROUND

The PRSA requires a SCM Specialist to support Corporate Services in day-to-day functions. The Regulator is an independent body mandated to regulate the National Ports Authority in terms of the provisions of the National Ports Act, 2005 (Act No. 12 of 2005). We are seeking a highly structured/organised, professional and proactive SCM Specialist to provide administration support and ensure the efficient functioning of the Corporate Services.

Please note the following:

- SCM compliance documents (Quotation on letterhead, up to date full CSD Report, Company Registration documents and BBBEE certificate) must be sent together with the proposed 3 CVs of the qualified candidates to the following email address: quotation@portsregulator.org

Closing date to respond: 21 September 2026 at 12h00 (Midday).

4. OBJECTIVE

The PRSA seeks to appoint a recruitment/placement agency to provide an SCM Specialist for a period of six (6) months, with the option to extend if required. The candidate must demonstrate strong administrative capabilities, an understanding of the public sector, as well as the ability to manage processes and projects.

The successful candidate is required to provide support to the Chief Financial Officer.

5. JOB SPECIFICATION

Position: SCM Specialist (Durban Based)

Contract position: This position is from the date of appointment until 6 months (With option to be renewed further).

Salary: R55 039.66 per month (non-negotiable fixed rate and all inclusive)

The Ports Regulator are seeking a reliable recruitment/placement agency to provide well-experienced SCM Specialist. This position will play a central role in ensuring effective communication, record-keeping and coordination across all Ports Regulator activities.

Qualification and Requirements

- Must have at least undergraduate qualification in Supply chain management or equivalent tertiary qualification at NQF level 7.
- Must have at least five (5) years' experience in supply chain management of which three (3) years should have been at supervisory level.
- Be able to demonstrate knowledge of the Public Finance Management Act, Treasury Regulations, Practice Notes, Circulars and policy frameworks, Broad Based Black Economic Empowerment Act 53 of 2003, the Preferential Procurement Policy Framework Act and other relevant public sector procurement legislation. Knowledge and experience of contract management, strategic sourcing, public sector supply chain models and processes. Understanding of delegation of authority.
- Be competent in administrative skills, Microsoft Word and Excel and National Treasury guidelines.
- Proven track record in operating compliant Public Sector SCM unit.

Key Responsibilities

- Manage demand management and acquisition and ensure full compliance with all acquisition and demand management prescripts, policies and delegation of authority.
- Assist with drafting of the specifications.
- Co-ordinate inputs in demand and/or procurement plan.
- Conduct market and commodity research.
- Maintenance of/Compliance with CSD.
- Ensure that procurement is in line with approved demand plan/procurement plan.

Ensure effective functioning of all Bid Committees.

- Develop and implement internal control measures for procurement and ensure that quotations and bids are managed effectively and efficiently according to National Treasury prescripts and PRSA Supply Chain Management Policy.
- Communicate SCM policies and procedures to staff in the PRSA and ensure that documents submitted for procurement are fully compliant with Acquisition Management prescripts.
- Monthly reporting of procurement, irregular, fruitless and unauthorized expenditure. Monthly reporting on procurement against Demand Plan/Procurement Plan.
- Management and supervision of SCM section. Develop and maintain professional

relationships with suppliers and maintain legal interaction with them.

- Managing SLA's (Service Level Agreements) that are in place between the suppliers and the Ports Regulator of South Africa.
- Liaise with other departments on their procurement requirements.
- Ensure effective control of all assets in the PRSA.
- Manage the disposal process for assets.
- Manage loss control process.
- Project manage and participate as an active member of the corporate services department to facilitate the achievement of its objectives.

Key competencies

- Strong interpersonal and relationship management skills and stakeholder management
- Strong communication and negotiation skills
- Ability to work independently with minimal supervision.
- Proactive, adaptable, and resourceful approach.
- Excellent time management and multitasking abilities.
- Excellent document management and writing skills.

Confidentiality and Conflict of Interest

The Specialist must:

- Maintain strict confidentiality regarding PRSA information.
- Protect confidential procurement and supplier information.
- Declare any actual or potential conflict of interest.
- Not participating in procurement processes where the Specialist has a direct or indirect interest.
- Comply with PRSA's applicable policies and governance requirements.

6. REPORTING STRUCTURE

Reports to: Ports Regulator Chief Financial Officer

7. TERMS OF ENGAGEMENT

- Required start Date: October 2026
- Contract Type: 6 months (contract) from appointment date
- The placement fee must not be more than six (6) % of the cost to company (CTC) of the successful candidate and the recruitment/placement agency must employ the candidate and pay them directly over a monthly period.
- The recruitment/placement agency should supply a maximum of three (3) qualified candidate CVs, full experience and qualifications to our SCM email address provided below.
- The recruitment/placement agency must, upon the Ports Regulator of South Africa's decision to appoint a

successful candidate, conduct the necessary qualification verification, credit checks, and criminal record checks. All costs associated with these verification processes must be borne by the recruitment/placement agency and factored into its fees and costs.

- Ports Regulator will contract with the recruitment/placement agency
- Ports Regulator will not accept individual applications.
- Please refer to the Job profile/specification
- Ports Regulator may conduct interviews with the possible candidates before selecting the most suitable candidate for the position.
- If the Ports Regulator is unsatisfied with the employee due to poor performance etc, the recruitment agency must be able to send an alternative suitable candidate.
- The recruitment/placement agency will be responsible for any labour related issues such as leaves, etc. as the Ports Regulator of South Africa will not be responsible for any leave payments at the end of the contract.
- All statutory deductions will be the responsibility of the recruitment/placement agency and must be factored in.

Note: By submitting your application, you give consent to the Ports Regulator of South Africa or its recruitment agency in processing your personal information for the recruitment purposes and only shortlisted candidates will be contacted and Ports Regulator reserves the right not to fill this post.

Application closing date: 23 September 2026 at 12h00 (Midday).

8. EVALUATION CRITERIA

8.1 SCM Administrative (Phase 1)

- 8.1.1 The SBD 4 must be completed and signed by the authorised company representative.
- 8.1.2 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 8.1.3 The POPIA consent form must be completed and signed by the authorised company representative.
- 8.1.4 The SBD 6.1 must be completed and signed by the authorised company representative.
- 8.1.5 BBBEE certificate /Sworn affidavit.

8.2 Mandatory Requirements (Phase 2)

- 8.2.1 Service Provider must provide with a minimum of three (3) candidates CV's with their qualifications as indicating similar experience as per the job specification.

8.3 Price Consideration (Phase 3)

- 8.3.1 Bidders' price quotations must be inclusive of all applicable taxes (including VAT)
- 8.3.2 Service providers are required to detail their rates/itemized pricing schedule.
- 8.3.3 Bidders' total price proposal weighs 80 points

Specification for Items	Quantity	Unit Price	Total Price
The bidder must provide the placement fee percentage, based on the Cost to Company (CTC) of the successful candidate(s). The placement fee shall be limited to a maximum of 6%.	1	R	R
Sub-Total		R	R
15% VAT		R	R
Grand Total		R	R

8.4 Specific Goals (Phase 4)

- 8.4.1 The bidder must submit SBD 6.1 preference points claim form.
- 8.4.2 The bidder must submit a BBBEE certificate/ sworn affidavit.
- 8.4.3 Specific goal: BBBEE status level 1 as per SBD 6.1. Weighs 20 Points
- 8.4.4 B-BBEE compliance (All levels will be taken into account and allocated specific points if applicable).

NB: Tax matters for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS eFiling prior to awarding. If the bidder's tax matters are non-compliant, the provisions of National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification) will be exercised.

9. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

10. DUE DILIGENCE

Ports Regulator of South Africa reserves the right to conduct due diligence before making an award.

11. CONDITIONS TO BE OBSERVED

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of award / order form is prepared and executed. The quotation shall remain open for acceptance by the Ports Regulator for a period of 90 days from the closing date of the RFQ Enquiry.

12. COST OF BIDDING

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Quotation on a letterhead
- Completed and signed Declaration of Interest (SBD 4)
- Completed and signed preference points claim form (SBD 6.1)
- BBBEE Certificate/ Sworn Affidavit
- POPIA consent form
- Copy of CSD Report or MAAA Number (National Treasury)
- Minimum of three (3) candidates CVs and qualifications indicating similar experience as per the job specification.