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**REQUEST FOR QUOTATION (RFQ)**

**THE PORTS REGULATOR OF SOUTH AFRICA INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO PROVIDE MICROSOFT LICENCE FOR A PERIOD OF SEVEN (7) MONTHS**

RFQ	RFQ/2021/22/09
RFQ ISSUE DATE	31 January 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	THE PORTS REGULATOR OF SOUTH AFRICA INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO PROVIDE MICROSOFT LICENCE FOR A PERIOD OF SEVEN (7) MONTHS
CLOSING DATE & TIME	4 February 2022 @ 12:00
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a>

**Bidders must submit responses via e-mail at: [quotations@portsregulator.org](mailto: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: \_\_\_\_\_

## **DETAILED SPECIFICATION**

### **THE PORTS REGULATOR OF SOUTH AFRICA INVITES SUITABLY QUALIFIED SERVICE PROVIDERS TO PROVIDE MICROSOFT LICENCE FOR A PERIOD OF SEVEN (7) MONTHS**

#### **1. BACKGROUND**

- 1.1 Ports Regulator of South Africa ("the Regulator") is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005).  
In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:
- Exercise economic regulation for the ports system in line with government's strategic objectives.
  - Promote equity of access of ports and facilities and service provider by ports.
  - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
  - Hear appeals and complaints contemplated in terms of Section 48 of the Act
- 1.3 The Ports Regulator has embarked on a process to appoint a qualified service providers to provide Microsoft for a period of seven (7) months.

#### **2. SCOPE OF WORK**

Ports Regulator of South Africa requires a suitable service provider to provide Microsoft for a period of seven (7) months as per the below specifications:

<b>Items</b>	<b>Monthly Price</b>	<b>Duration</b>	<b>Quantity</b>	<b>Sub-Total Price</b>
Monthly - Microsoft O365 E3		<b>7 Months</b>	<b>8 Officials</b>	R
Monthly - Business Backup & Archiver		<b>7 Months</b>	<b>8 Officials</b>	R
Monthly – Exchange Online Plan 1		<b>7 Months</b>	<b>8 Officials</b>	R
<b>Sub-Total</b>				R
<b>15% VAT</b>				R
<b>Grand Total</b>				R

#### **3. EVALUATION CRITERIA**

##### **3.1 SCM Administrative (Phase 1)**

- 3.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 3.1.2 The SBD forms must be completed, signed by the authorised company representative.

##### **3.2 Mandatory Requirement (Phase 2)**

- 3.2.1 The bidder must provide proof that they are accredited with Microsoft to offer this service.

***Failure to provide this mandatory information will lead to bidder's proposal not being considered further on price and BBEE.***

3.3 **Price & B-BBEE:** Evaluation based on price and BBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017. BBEE and Price. As the RFQ price is estimated to be between R 30 000.00 and R 1 000 000.00, therefore RFQ responses will be evaluated on the 80/20 Price & BBEE preference point system.

**3.4 Pricing Considerations:**

3.4.1 Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**.  
**See list of items in Section 2 of this RFQ.**

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS EFiling prior to awarding. If the bidders' tax matters are non-compliant in terms of clause 4.2 & 4.3 will be exercised from National Treasury Instruction No. 09 of 2017/2018 (Tax Compliance Status Verification).

**4. ADJUDICATION USING A POINT SYSTEM**

- 4.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 4.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 4.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 4.3 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 4.4 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

**5. COMMUNICATION**

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto:quotations@portsregulator.org)

**6. CONDITIONS TO BE OBSERVED WHEN RFQING**

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

**7. 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, without limitation, 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
- Declaration of Interest (SBD 4),
- Preference Points Claim Form (SBD 6.1),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8) and
- Certificate of Independent Bid Determination (SBD 9)
- Letter from Microsoft
- BBBEE Certificate or Sworn Affidavit
- Copy of CSD Report or MAAA Number (National Treasury)