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**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY**

|                          |  |
|--------------------------|--|
| RFQ                      | RFQ 2023/24/77   |
| RFQ ISSUE DATE           | 05 February 2024   |
| BRIEFING SESSION         | N/A  |
| RFQ DESCRIPTION          | Supply and Delivery of Office Stationery   |
| CLOSING DATE & TIME      | 12 February 2024 @12h00 (midday)   |
| 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

### SUPPLY AND DELIVERY OF OFFICE STATIONERY

#### 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 service provider to supply and deliver stationery.

#### 2. SCOPE OF WORK

Ports Regulator of South Africa requires a suitable service provider to supply and deliver office stationery as per the below specifications. This list has been compiled based on PRSA’s general office stationery and consumable needs. **Service provider to ensure size, quantity and colour is as per the required specification.**

| <b>Stationery List</b>                                    |                   |                 |                        |
|---|-------------------|-----------------|------------------------|
| <b>Items</b>  | <b>Unit Price</b> | <b>Quantity</b> | <b>Sub-Total Price</b> |
| Desk cube holder &refills 10cm x10cm                      |                   | <b>50</b>       |                        |
| 3m-post-it message flag 80 per pack                       |                   | <b>20 packs</b> |                        |
| 3m-post-it mini flag indexer assorted colours 24 per pack |                   | <b>20 packs</b> |                        |
| 3m-post-it sign flag indexer 24 per pack                  |                   | <b>20 packs</b> |                        |
| Foldback clips (19mm)                                     |                   | <b>5 boxes</b>  |                        |
| Foldback clips (32mm)                                     |                   | <b>5 boxes</b>  |                        |
| Foldback clips (41mm)                                     |                   | <b>5 boxes</b>  |                        |
| Foldback clips (51mm)                                     |                   | <b>5 boxes</b>  |                        |
| Dorco-heavy-duty cutting knife                            |                   | <b>2</b>        |                        |
| Rexel -extract it staple remover                          |                   | <b>10</b>       |                        |

| <b>Stationery List</b>                                      |                   |                  |                        |
|---|-------------------|------------------|------------------------|
| <b>Items</b>  | <b>Unit Price</b> | <b>Quantity</b>  | <b>Sub-Total Price</b> |
| Shatter-resistant clear ruler 30cm                          |                   | <b>20</b>        |                        |
| Amber handle scissors 21.5cm                                |                   | <b>10</b>        |                        |
| PaperPro -desktop stapler                                   |                   | <b>10</b>        |                        |
| Rapid -supreme press less punch<br>20 sheet                 |                   | <b>10</b>        |                        |
| Rexel punches 65sheets                                      |                   | <b>2</b>         |                        |
| Memo cube refill 9cmx9cm bond<br>sheets in assorted colours |                   | <b>30 packs</b>  |                        |
| Mondi rotatrim-copy paper A4<br>white 500 sheets            |                   | <b>100 boxes</b> |                        |
| Envelopes A4 brown  |                   | <b>1 box</b>     |                        |
| Envelopes A4 white  |                   | <b>1 box</b>     |                        |
| Bostik Prestik  |                   | <b>5</b>         |                        |
| Croxley-counter book 2 quire 192<br>pages                   |                   | <b>100</b>       |                        |
| Jumbo highlighter fluorescent<br>colours pack of 6          |                   | <b>15</b>        |                        |
| Metal pencil sharpener single                               |                   | <b>20</b>        |                        |
| Correction pen 71ml   |                   | <b>2 boxes</b>   |                        |
| Pritt 43g per box & glue sticks                             |                   | <b>30</b>        |                        |
| Loctite-superglue   |                   | <b>30</b>        |                        |
| Soft eraser big   |                   | <b>20</b>        |                        |
| Presentation folder A4 mix bright<br>colours                |                   | <b>30</b>        |                        |
| Quotation folder polypropylene<br>mix bright colours        |                   | <b>50</b>        |                        |
| Packaging tape 48mmx100 brown                               |                   | <b>8</b>         |                        |
| Packaging tape 48mmx100 clear                               |                   | <b>8</b>         |                        |
| 12mmx50 clear tape  |                   | <b>8</b>         |                        |
| Flash drives 16GB USB                                       |                   | <b>20</b>        |                        |
| Flash drives 32GB USB                                       |                   | <b>20</b>        |                        |

| Stationery List  |            |          |                 |
|--|------------|----------|-----------------|
| Items  | Unit Price | Quantity | Sub-Total Price |
| Ink bottle/ toners eco tank<br>L5190/L3111/L110/L3150/L3110<br>epson 7500-page <b>Black 65ml</b>   |            | 5        |                 |
| Ink bottle/ toners eco tank<br>L5190/L3111/L110/L3150/L3110<br>epson 7500-page <b>Cyan 65ml</b>    |            | 5        |                 |
| Ink bottle/ toners eco tank<br>L5190/L3111/L110/L3150/L3110<br>epson 7500-page <b>Magenta 65ml</b> |            | 5        |                 |
| Ink bottle/ toners eco tank<br>L5190/L3111/L110/L3150/L3110<br>epson 7500-page <b>Yellow 65ml</b>  |            | 5        |                 |
| 1 TB HDD 2.5   |            | 5        |                 |
| Accessible files assorted colours  |            | 5 packs  |                 |
| Disposable plastic aprons pack of 100  |            | 1        |                 |
| Pencils pack of 20   |            | 2 boxes  |                 |
| Artline permanent marker 0.7mm   |            | 1 box    |                 |
| Artline permanent marker 2-5mm   |            | 1 box    |                 |
| Artline permanent marker 7.5-12mm  |            | 1 box    |                 |
| Bic-clic retractable ballpoint pens<br>OR equivalent <b>Black</b>                                  |            | 1 box    |                 |
| Bic-clic retractable ballpoint pens<br>OR equivalent <b>Blue</b>                                   |            | 1 box    |                 |
| Bic-clic retractable ballpoint pens<br>OR equivalent <b>Red</b>                                    |            | 1 box    |                 |
| Bic orange fine OR equivalent<br><b>Black</b>  |            | 1 box    |                 |
| Bic orange fine OR equivalent<br><b>Blue</b>   |            | 1 box    |                 |
| Bic orange fine OR equivalent<br><b>Red</b>  |            | 1 box    |                 |
| Metal ball pen<br><b>Black</b>   |            | 2 boxes  |                 |
| Exam Pads  |            | 30       |                 |
| White board markers assorted<br>colours pack of 6  |            | 4        |                 |
| Plastic file dividers pack of 10   |            | 100      |                 |
| Stick it note 3m   |            | 20       |                 |

| Stationery List   |            |          |                 |
|---|------------|----------|-----------------|
| Items   | Unit Price | Quantity | Sub-Total Price |
| key rings tag assorted colours                                    |            | 20       |                 |
| Duracell plus power batteries AAA                                 |            | 3 boxes  |                 |
| Duracell plus power batteries AA                                  |            | 2 boxes  |                 |
| Scissors soft grip 21.6cm left                                    |            | 4        |                 |
| Orange handle scissors 21.5cm                                     |            | 10       |                 |
| Casio -scientific Calculator                                      |            | 20       |                 |
| Primeline: A4 polypropylene dividers <b>printed A-Z,</b>          |            | 10 packs |                 |
| Primeline: A4 polypropylene dividers <b>printed Jan-Dec</b>       |            | 10 packs |                 |
| Primeline: A4 polypropylene dividers <b>printed 31-tab number</b> |            | 10 packs |                 |
| Extension cord white 5m   |            | 5        |                 |
| Extension cord black 5m   |            | 5        |                 |
| Extension cord white10m   |            | 5        |                 |
| Extension cord black 10m  |            | 5        |                 |
| Ellies 12-way adaptor surge protection                            |            | 8        |                 |
| Ellies 8way adaptor 0.5m cord                                     |            | 8        |                 |
| Binding elements: <b>small</b>                                    |            | 10       |                 |
| Binding elements: <b>medium</b>                                   |            | 10       |                 |
| Binding elements: <b>large</b>                                    |            | 10       |                 |
| A4 binding covers- pack of 100                                    |            | 2        |                 |
| Dahle-561 guillotine (35 sheet cutting capacity)                  |            | 1        |                 |
| Croxley – board dividers 10-tab plain board                       |            | 2        |                 |
| Foldback clips -19mm  |            | 4 boxes  |                 |
| Foldback clips -32mm  |            | 5 boxes  |                 |
| Foldback clips 41mm   |            | 6 boxes  |                 |
| Foldback clips 51mm   |            | 5 boxes  |                 |

| Stationery List                          |            |          |                 |
|--|------------|----------|-----------------|
| Items                                    | Unit Price | Quantity | Sub-Total Price |
| Office Steel waste bin-                  |            | 4        |                 |
| A4 sheets 200 per pack gloss laser paper |            | 20 packs |                 |
| <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 SBD4 form must be completed, signed by the authorised company representative.
- 3.1.3 The Supplier POPIA consent form must be completed, signed by the authorised company representative.

***Failure to provide this information will lead to bidder's proposal not being considered further***

#### 3.2 Pricing Considerations:

- 3.2.1 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. COMMUNICATION

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

### 5. 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.

### 6. 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 company letterhead
- Declaration of Interest (SBD 4)
- Supplier POPIA Consent form
- Copy of CSD Report or MAAA Number (National Treasury)
- B-BBEE Certificate
- Company bank confirmation letter