



11th Floor, The Marine Building,
22 Dorothy Nyembe (Gardiner) Street, Durban, 4001
Private Bag X54322, Durban, 4000
Tel: 031 365 7800 Fax: 031 365 7858
Website: <http://www.portsregulator.org>

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL OFFICE BULK FILING CABINETS

RFQ	RFQ/2022/23-65
RFQ ISSUE DATE	15 December 2022
BRIEFING SESSION	A site visit is recommended but not compulsory to get familiarised and assist with the location of the filing cabinets
RFQ DESCRIPTION	Appointment of a service provider to supply, deliver and install office bulk filing cabinets
CLOSING DATE & TIME	16 January 2023 @ 12:00
LOCATION FOR SUBMISSIONS	<u>quotations@portsregulator.org</u>

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: _____

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND INSTALL OFFICE BULK FILING CABINETS

1. BACKGROUND

- 1.1 Ports Regulator of South Africa (PRSA) 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 office bulk filing cabinets.

2. SCOPE OF WORK

The bidder must Supply, deliver, and install High-Density Mobile Filing Cabinets – Bulk Filers.

- | 2.1 Size | Quantity |
|--|-----------------|
| 3 X 3 Bay bulk filers 2100h X 1100w X 400d 6 shelves | 1 |
| 1 x 1 Bay bulk filers 2100h X 1100w X 400d 6 shelves | 1 |
- 2.2 Colour**
Silver
- 2.3 Cabinets:**
cabinet must be lockable

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 **Price & B-BBEE:** Evaluation based on price and BBBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017. BBBEE 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.

3.3 Pricing Considerations:

3.3.1 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

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),
- Copy of CSD Report or MAAA Number (National Treasury)

- B-BBEE Certificate