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Website: <http://www.portsregulator.org>

**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL ITEMS**

RFQ	RFQ 2025/26/02
RFQ ISSUE DATE	07 May 2025
BRIEFING SESSION	None
RFQ DESCRIPTION	Supply and Delivery of Branded Promotional Items
CLOSING DATE & TIME	16 May 2025
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 BRANDED PROMOTIONAL ITEMS**




**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). Ports 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).
- 1.3. 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


**2. PURPOSE**



- 2.1. The Ports Regulator has embarked on a process to appoint a service provider for Supply and Delivery of high-quality promotional items, corporate gifts and brand awareness items. These items are used for stakeholder engagements which include career exhibitions, Department of Transport strategic programs, community outreach programs in support of the PRSA’s Corporate Social Investment (CSI) projects and high-level South African and international delegations.

**3. SCOPE OF WORK**

Specification for Items	Picture	Quantity
<p>Always Sanitary pads with wings (8 per pack)</p>		<p>600</p>
<p>Navy or dark blue backpack bags</p> <p>Material: 600D Polyester &amp; 420D Nylon</p> <p>Size: 32cm (w) x 13cm (d) x 44.5cm (h)</p> <p>Capacity: 10" &amp; 15.6"</p> <p>Spacious Main U-shaped Zipped Compartment additional zipped compartment (please supply quality material)</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p>200</p>
<p>Navy or dark blue backpack bags</p> <p>Material: 600D</p> <p>Size 30cm (w) x 14cm (dia) x 46cm (h)</p> <p>Spacious Main U-shaped Zipped Compartment additional zipped compartment (please supply quality material)</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p>200</p>

<p>Jotter Conference set</p> <p>Pouch: PVC - 24.5 (l) x 18.5 (w)</p> <p>A5 notebook: 21 (l) x 14.2 (w) x 0.6 (h)</p> <p>96 lined pages</p> <p>15cm ruler: plastic</p> <p>ball pen: plastic</p> <p>pencil: linden wood 16cm (l)</p> <p>sharpener: 2.5 (l) x 1.5 (w) x 1.05 (h)</p> <p>PS &amp; steel</p> <p>Colour: Blue or Navy</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>250</b></p>
<p>Lunch cooler bag for school exhibitions</p> <p>Material: 600D &amp; aluminium Foil lining</p> <p>Size: 20.5cm (w) x 13cm (d) x 13.3cm (h)</p> <p>Capacity: 6 cans</p> <p>Colour -: Navy or Dark Blue</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>200</b></p>





<p>Insulated lunch coolers</p> <p>Dimension: 32 x30 x 24 cm</p> <p>Material: nylon, aluminium foil, polyester</p> <p>Adjustable shoulder strap</p> <p>Colour: Navy or Dark Blue</p> <p>Branding – Ports Regulator of South Africa full logo</p>	 	<p>100</p>
<p>Navy Water Bottles for school exhibitions</p> <p>Material: BPA-Free PETG &amp; PP</p> <p>Size: Bottle - 24cm (h)</p> <p>Capacity: 750ml</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p>250</p>





<p>Navy stainless steel water bottle</p> <p>Material: Stainless Steel &amp; PP</p> <p>Size: 26.5cm (h)</p> <p>Capacity: 500ml</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p>100</p>
<p>Navy Stainless Steel</p> <p>Material: 201 Stainless Steel Outer &amp; 304 Stainless Steel Inner</p> <p>Size: 10cm (w) x 26cm (h) x 7.5cm (d)</p> <p>Capacity: 1.2L</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p>50</p>




<p>Promo drawstring bags – Dark blue</p> <p>Size: 33cm (w) x 44cm (h)</p> <p>Branding option: digital direct transfer, screen print.zip puller</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>300</b></p>
<p>Navy Double Wall Bamboo and Silicone Travel mug</p> <p>Size: 14cm (l) x 8.5cm (w) x 8.5cm (dia)</p> <p>Capacity: 350ml</p> <p>Branding – Ports Regulator of South Africa full logo</p>	 	<p><b>50</b></p>
<p>Navy caps for schools' exhibitions- 6 panel</p> <p>Material: 45g/m2 Microfibre</p> <p>Size: Adjustable. One Size Fits Most</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>200</b></p>





<p>Navy and white trim caps for delegations internal stakeholders</p> <p>Material: Deluxe Cotton Blend</p> <p>Size: Adjustable. One size fits Most</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p>100</p>
<p>Pen and Pencil</p> <p>150 pens</p> <p>150 clutch Pencil</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p>300</p>
<p>Mouse Pad</p> <p>Wording will be provided to the awarded bidder</p> <p>Branding – Ports Regulator of South Africa full logo including writing</p>		<p>40</p>
<p>Navy big golf alice umbrella windproof 8 panel.</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p>100</p>



<p>Navy small umbrella windproof and rainproof</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>100</b></p>
<p>Acrylic clear desk name plate</p>		<p><b>35</b></p>
<p>Camping Chairs (220kg)</p> <p>Ports Regulator of South Africa full logo (please provide sample of Quality Camp Master)</p> <p>Branding at the back of the chair.</p>		<p><b>5</b></p>
<p>Navy Gift Bags – 26cm (w) x 12cm (l) x 32.6cm (h)</p> <p>Altitude Dazzle Midi Paper Gift Bag</p> <p>Branding option: screen print</p> <p>Ports Regulator of South Africa full logo</p>		<p><b>100</b></p>

<p>Navy Stretch Table Cover with PRSA Logo</p> <p>Material: Bon Bon Fabric</p> <p>Seating Capacity: 8</p> <p>Type: conference stretch cover</p>		<p><b>2</b></p>
<p>White Slazenger Pinehurst Golf T-shirt - 50</p> <p>Navy Pinehurst Golf T- shirt - 50</p> <p>(Please see attached sizes and description)</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>100</b></p>
<p>Navy Softshell Jackets (with pockets)</p> <p>Branding – Ports Regulator of South Africa full logo</p> <p>(Please see attached sizes and description)</p>		<p><b>50</b></p>
<p>Puffer Navy body warmer Jackets (with pockets)</p> <p>Material: 100% Polyester Unisex</p> <p>(Please see attached sizes and description)</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>10</b></p>

<p>Navy body warmer with warm fleece -lined vest</p> <p>Jackets (with pockets)</p> <p>Material: 100% Polyester Unisex</p> <p>(Please see attached sizes and description)</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>40</b></p>
<p>Dark Blue Jute bag with cotton handle</p> <p>Material: jute</p> <p>Size: 40cm (w) x 20cm (d) x 35cm (h)</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>150</b></p>
<p>Laptop Sleeve – MultiFix Sleeve Cover</p> <p>25 assorted bright colors</p> <p>15 Navy</p> <p>Maximum protection: sleeves must protect laptops against accidental bumps, dust and scratches</p> <p>Top-notch quality material and strong stitching, waterproof</p> <p>Ports Regulator of South Africa logo to be braded at the bottom corner of the sleeves</p>		<p><b>40</b></p>

<p>Heavy Brushed cricket hat</p> <p>Material: 100% Heavy Brushed Cotton</p> <p>Size: S/M - 57cm (20pax)</p> <p>L/XL - 60cm (40 pax)</p> <p>Branding – Ports Regulator of South Africa full logo</p> <p>Staff and Board Members</p>		<p><b>60</b></p>
<p>100% cotton round neck White T Shirts -10</p> <p>(See attached list for sizes &amp; for M/F)</p> <p>Branding – Ports Regulator of South Africa full logo on the left</p>		<p><b>100</b></p>
<p>100% cotton round neck White T Shirts -10</p> <p>(See attached list for sizes &amp; for M/F)</p> <p>Branding – Ports Regulator of South Africa full logo on the left</p>		<p><b>100</b></p>
<p>Full zip Navy tracksuits/ training tracksuits</p> <p>High quality brand sport wear</p> <p>Material: 100g 100% Polyester Micro Ripstop</p> <p>Branding – Ports Regulator of South Africa full logo on the left</p> <p>See attached sizes</p>		<p><b>50</b></p>

## 4. EVALUATION CRITERIA

### 4.1. SCM Administrative (Phase 1)

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

### 4.2. Mandatory Requirements (Phase 2)

- 4.2.1. Bidders to provide a minimum of three (3) reference letters indicating similar experience in supply and delivery branded promotional items. The letter must be on client's letterhead or stamped, signed, clearly indicate the service that was rendered by the bidder.

### 4.3. Specific Goals (Phase 3)

- 4.3.1. the bidder must submit SBD 6.1 preference points claim form.
- 4.3.2. the bidder must submit a BBBEE certificate/ Swon affidavit.
- 4.3.3. Specific goal: BBBEE status level as per SBD 6.1 weighs 20 points

### 4.4. Pricing Considerations: -

- 4.4.1. Bidders' price quotations must be inclusive of all applicable taxes (including VAT).

Specification for Items	Quantity	Unit Price	Total Price
600 always Sanitary pads with wings (8 per pack)	600	R	R
Navy or dark blue backpack bags  Material: 600D Polyester & 420D Nylon Size: 32cm (w) x 13cm (d) x 44.5cm (h) Capacity: 10" & 15.6"  Spacious Main U-shaped Zipped Compartment additional zipped compartment (please supply quality material)  Branding – Ports Regulator of South Africa full logo	200	R	R

Specification for Items	Quantity	Unit Price	Total Price
<p>Navy or dark blue backpack bags</p> <p>Material:600D</p> <p>Size 30cm (w) x 14cm (dia) x 46cm (h)</p> <p>Spacious Main U-shaped Zipped Compartment additional zipped compartmen (please supply quality material)</p> <p>Branding – Ports Regulator of South Africa full logo</p>	200	R	R
<p>Jotter Conference set</p> <p>pouch: PVC - 24.5 (l) x 18.5 (w)</p> <p>A5 notebook: 21 (l) x 14.2 (w) x 0.6 (h)</p> <p>96 lined pages</p> <p>15cm ruler: plastic</p> <p>ball pen: plastic</p> <p>pencil: linden wood 16cm (l)</p> <p>sharpener: 2.5 (l) x 1.5 (w) x 1.05 (h)</p> <p>PS &amp; steel</p> <p>Colour: Blue or Navy</p> <p>Branding – Ports Regulator of South Africa full logo</p>	250	R	R
<p>Lunch cooler bag for school exhibitions</p> <p>Material: 600D &amp; aluminium Foil lining</p> <p>Size: 20.5cm (w) x 13cm (d) x 13.3cm (h)</p> <p>Capacity:6 cans</p> <p>Colour -: Navy or Dark Blue</p> <p>Branding – Ports Regulator of South Africa full logo</p>	200	R	R
<p>Insulated lunch coolers</p> <p>Dimension: 32 x30 x 24 cm</p> <p>Material: nylon, aluminium foil, polyester</p> <p>Adjustable shoulder strap</p> <p>Colour: Navy or Dark Blue</p> <p>Branding – Ports Regulator of South Africa full logo</p>	100	R	R

Specification for Items	Quantity	Unit Price	Total Price
Navy Water Bottles for school exhibitions  Material: BPA-Free PETG & PP Size: Bottle - 24cm (h) Capacity: 750ml  Branding – Ports Regulator of South Africa full logo	250	R	R
Navy stainless steel water bottle  Material: Stainless Steel & PP Size: 26.5cm (h) Capacity: 500ml  Branding – Ports Regulator of South Africa full logo	100	R	R
Navy Stainless Steel  Material: 201 Stainless Steel Outer & 304 Stainless Steel Inner Size: 10cm (w) x 26cm (h) x 7.5cm (d) Capacity: 1.2L  Branding – Ports Regulator of South Africa full logo	50	R	R
Promo drawstring bags – Dark blue  Size: 33cm (w) x 44cm (h) Branding option: digital direct transfer, screen print.zip puller Branding – Ports Regulator of South Africa full logo	300	R	R
Navy Double Wall Bamboo and Silicone Travel mug  Size: 14cm (l) x 8.5cm (w) x 8.5cm (dia) Capacity: 350ml Branding – Ports Regulator of South Africa full logo	50	R	R
navy caps for schools' exhibitions- 6 panel  Material: 45g/m2 Microfibre Size: Adjustable. One Size Fits Most Branding – Ports Regulator of South Africa full logo	200	R	R

Specification for Items	Quantity	Unit Price	Total Price
Navy and white trim caps for delegations & internal stakeholders  Material: Deluxe Cotton Blend Size: Adjustable. One size fits Most  Branding – Ports Regulator of South Africa full logo	100	R	R
Pen and Pencil  Branding – Ports Regulator of South Africa full logo	300 150 Pen 150 Clutch Pencil	R	R
Mouse Pad Wording will be provided to the awarded bidder  Branding – Ports Regulator of South Africa full logo including writing	40	R	R
Navy big golf alicia umbrella windproof 8 panel. Branding – Ports Regulator of South Africa full logo	100	R	R
Navy small umbrella windproof and rainproof Branding – Ports Regulator of South Africa full logo	100	R	R
Acrylic clear desk name plate	35	R	R
Camping Chairs (220kg)  Ports Regulator of South Africa full logo (please provide sample of Quality Camp Master) Branding at the back of the chair.	5	R	R
Navy Gift Bags – 26cm (w) x 12cm (l) x 32.6cm (h)  Altitude Dazzle Midi Paper Gift Bag Branding option: screen print Ports Regulator of South Africa full logo	100	R	R
Navy Stretch Table Cover with PRSA Logo  Material: Bon Bon Fabric Seating Capacity: 8 Type: conference stretch cover	2	R	R



Specification for Items	Quantity	Unit Price	Total Price
White Slazenger Pinehurst Golf T-shirt - 50  Navy Pinehurst Golf T- shirt - 50 (Please see attached sizes and description) Branding – Ports Regulator of South Africa full logo	100	R	R
Navy Softshell Jackets (with pockets)  Branding – Ports Regulator of South Africa full logo (Please see attached sizes and description) (New board members & staff)	50	R	R
Puffer Navy body warmer Jackets (with pockets)  Material: 100% Polyester Unisex Branding – Ports Regulator of South Africa full logo (New board members & staff) full logo Please see attached sizes and description	10	R	R
Navy body warmer Jackets with warm fleece-lined vest (with pockets)  Material: 100% Polyester Unisex Please see attached sizes and description) Branding – Ports Regulator of South Africa full logo	40	R	R
Dark Blue Jute bag with cotton handle  Material: jute Size: 40cm (w) x 20cm (d) x 35cm (h) Branding – Ports Regulator of South Africa full logo	150	R	R
Laptop Sleeve – MultiFix Sleeve Cover 25 assorted bright colors 15 Navy  Maximum protection: sleeves must protect laptops against accidental bumps, dust and scratches. Top-notch quality material and strong stitching, waterproof	40	R	R

Specification for Items	Quantity	Unit Price	Total Price
Ports Regulator of South Africa logo to be branded at the bottom corner of the sleeves			
Heavy Brushed cricket hat  Material: 100% Heavy Brushed Cotton Size: S/M - 57cm (20pax) L/XL - 60cm (40 pax)  Branding – Ports Regulator of South Africa full logo Staff and Board Members	60	R	R
100% cotton Round neck Navy T Shirts (See attached list for sizes & for M/F) Branding – Ports Regulator of South Africa full logo on the left	100	R	R
100% cotton round neck White T Shirts -100 (See attached list for sizes & for M/F) Branding – Ports Regulator of South Africa full logo on the left	100	R	R
Full zip Navy tracksuits High quality brand sport wear  Material: 100g 100% Polyester Micro Ripstop Branding – Ports Regulator of South Africa full logo on the left	50	R	R
<b>Sub-Total</b>		R	R
<b>15% VAT</b>		R	R
<b>Grand Total</b>		R	R

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS Efilling 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).

## 5. COMMUNICATION

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

## 6. DUE DILIGENCE

Ports Regulator of South Africa received a right to conduct due diligence before making an award.

## **7. 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.

## **8. 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.

## **9. SPECIAL CONDITIONS**

The recommended bidder will be required to submit samples prior to the award of the RFQ.

## **END OF RFQ DOCUMENT**

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

- Quotation on company letterhead
- Declaration of Interest (SBD 4)
- CSD Report (National Treasury)
- Preference points claim form (SBD 6.1)
- Local content (SBD 6.2) & Annexures
- Reference letters
- BBBEE certificate/ Sworn affidavit

**PORTS REGULATOR OF SOUTH AFRICA SIZES**

<b>SLAZENGER PINEHURST WHITE GOLF T-SHIRT FOR FEMALE - 50</b>		
<b>Gender</b>	<b>Quantity</b>	<b>Size</b>
Female	1	X-Small
Female	2	Small
Female	10	Medium
Female	4	Large
Female	4	X Large
Female	2	XX Large
Female	2	XXX Large
Male	1	Small
Male	5	Medium
Male	8	Large
Male	5	X Large
Male	4	XX Large
Male	2	XXX Large
<b>SLAZENGER PINEHURST NAVY GOLF T-SHIRT FOR FEMALE - 50</b>		
<b>Gender</b>	<b>Quantity</b>	<b>Size</b>
Female	1	X-Small
Female	2	Small
Female	10	Medium
Female	4	Large
Female	4	X Large
Female	2	XX Large
Female	2	XXX Large
Male	1	Small
Male	5	Medium
Male	8	Large
Male	5	X Large
Male	4	XX Large
Male	2	XXX Large
<b>PUFFER BODY WARMER (WITH POCKETS) -10</b>		
<b>Gender</b>	<b>Quantity</b>	<b>Size</b>
Female	1	Small
Female	2	Medium
Female	1	Large
Female	1	X Large
Male	1	Medium
Male	3	Large
Male	1	X Large
<b>NAVY SOFTSHELL JACKETS (WITH POCKETS) -50</b>		
<b>Gender</b>	<b>Quantity</b>	<b>Size</b>
Female	3	Small
Female	5	Medium
Female	5	Large

Female	5	X Large
Female	5	XX Large
Female	2	XXX large
Male	3	Small
Male	5	Medium
Male	5	Large
Male	5	X Large
Male	5	XX Large
Male	2	XXX large
<b>NAVY BODY WARMER WITH WARM FLEECE-LINED VEST JACKET -20</b>		
<b>Female</b>	<b>Quantity</b>	<b>Size</b>
Female	2	Small
Female	8	Medium
Female	3	Large
Female	3	X Large
Female	2	XX Large
Female	2	XXX Large
<b>NAVY BODY WARMER WITH WARM FLEECE-LINED VEST JACKET -20</b>		
<b>Gender</b>	<b>Quantity</b>	<b>Size</b>
Male	1	Small
Male	5	Medium
Male	6	Large
Male	3	X Large
Male	3	XX Large
Male	2	XXX Large
<b>FULL ZIP NAVY TRACKSUITE (WITH POCKETS) -50</b>		
<b>Gender</b>	<b>Quantity</b>	<b>Size</b>
Female	4	Small
Female	6	Medium
Female	10	Large
Female	5	X Large
Female	4	XX Large
Female	2	XXX Large
Male	4	Medium
Male	5	Large
Male	4	X Large
Male	4	XX Large
Male	2	XXX Large
<b>100% COTTON ROUND NECK WHITE T-SHIRT - 100</b>		
<b>Gender</b>	<b>Quantity</b>	<b>Size</b>
Female	5	Small
Female	10	Medium
Female	10	Large
Female	10	X Large
Female	10	XX Large
Female	5	XXX large

Male	5	Small
Male	10	Medium
Male	10	Large
Male	10	X Large
Male	10	XX Large
Male	5	XXX large
<b>100% COTTON ROUND NECK NAVY T-SHIRT - 100</b>		
<b>Gender</b>	<b>Quantity</b>	<b>Size</b>
Female	5	Small
Female	10	Medium
Female	10	Large
Female	10	X Large
Female	10	XX Large
Female	5	XXX large
Male	5	Small
Male	10	Medium
Male	10	Large
Male	10	X Large
Male	10	XX Large
Male	5	XXX large

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
 .....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
 .....

### **3 DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,  
 (name)..... in  
 submitting the accompanying bid, do hereby make the following  
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

80/20                      or                      90/10

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is***

*applicable, corresponding points must also be indicated as such.*

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender: B-BBEE status level of contributor	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	N/A	20	N/A	
2	N/A	18	N/A	
3	N/A	14	N/A	
4	N/A	12	N/A	
5	N/A	8	N/A	
6	N/A	6	N/A	
7	N/A	4	N/A	
8	N/A	2	N/A	
Non-compliant contributor	N/A	0	N/A	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

## DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:201x.

### 1. General Conditions

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9. (1) and 9. (3) make provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Regulation 9.(3) prescribes that where there is no designated sector, a specific bidding condition may be included, that only locally produced services, works or goods or locally manufactured goods with a stipulated minimum threshold for local production and content, will be considered.
- 1.4. Where necessary, for bids referred to in paragraphs 1.2 and 1.3 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.5. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.6. The local content (LC) as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 201x as follows:

$$LC = 1 - \left( \frac{x}{y} \right) \times 100$$

Where

x imported content

y bid price excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid as indicated in paragraph 4.1 below.

- 1.7. A bid will be disqualified if:

- the bidder fails to achieve the stipulated minimum threshold for local production and content indicated in paragraph 3 below; and.
- this declaration certificate is not submitted as part of the bid documentation.

## 2. Definitions

- 2.1. **“bid”** includes advertised competitive bids, written price quotations or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility(close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

## 3. The stipulated minimum threshold(s) for local production and content for this bid is/are as follows:

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

YES / NO



- 4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.6 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date, one week (7 calendar days) prior to the closing date of the bid.

The relevant rates of exchange information is accessible on **www.reservebank.co.za**.

Indicate the rate(s) of exchange against the appropriate currency in the table below:

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

**LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER  
LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF  
EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY  
(CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)**

**IN RESPECT OF BID No.** .....

**ISSUED BY:** (Procurement Authority / Name of Institution):

.....

NB The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.

I, the undersigned, ..... (full names),  
do hereby declare, in my capacity as .....  
of .....(name of bidder  
entity), the following:

(a) The facts contained herein are within my own personal knowledge.

(b) I have satisfied myself that the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286.

(c) The local content has been calculated using the formula given in clause 3 of SATS 1286, the rates of exchange indicated in paragraph 4.1 above and the following figures:

Bid price, excluding VAT (y)	R
Imported content (x)	R
Stipulated minimum threshold for Local content (paragraph 3 above)	
Local content % , as calculated in terms of SATS 1286	

If the bid is for more than one product, a schedule of the local content by product shall be attached.

(d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Policy Framework Act (PPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Annex C

## Local Content Declaration - Summary Schedule

(C1) Tender No.			
(C2) Tender description:			
(C3) Designated product(s)			
(C4) Tender Authority:			
(C5) Tendering Entity name:			
(C6) Tender Exchange Rate:	Pula		EU
(C7) Specified local content %			

**Note:** VAT to be excluded from all calculations

GBP

Calculation of local content							
Tender item no's	List of items	Tender price - each (excl VAT)	Exempted imported value	Tender value net of exempted Imported content	Imported value	Local value	Local content % (per item)
(C8)	(C9)	(C10)	(C11)	(C12)	(C13)	(C14)	(C15)

Tender summary			
Tender Qty	Total tender value	Total exempted imported content	Total Imported content
(C16)	(C17)	(C18)	(C19)

Signature of tenderer from Annex B

Date:

(C20) Total tender value	
(C21) Total Exempt imported content	
(C22) Total Tender value net of exempt imported content	
(C23) Total Imported content	
(C24) Total local content	
(C25) Average local content % of tender	

## Annex D

**Imported Content Declaration - Supporting Schedule to Annex C**

[illegible]

#### A. Exempted imported content

A. Exempted imported content				Calculation of imported content						Summary	
Tender item no's	Description of imported content	Local supplier	Overseas Supplier	Foreign currency value as per Commercial Invoice	Tender Exchange Rate	Local value of imports	Freight costs to port of entry	All locally incurred landing costs & duties	Total landed cost excl VAT	Tender Qty	Exempted imported value
(D7)	(D8)	(D9)	(D10)	(D11)	(D12)	(D13)	(D14)	(D15)	(D16)	(D17)	(D18)
(D19) Total exempt imported value											

(D19) Total exempt imported value

This total must correspond with Annex C- C21

#### B. Imported directly by the Tenderer

[illegible]

(D32) Total imported value by tenderer:

**C. Imported by a 3rd party and supplied to the Tenderer**

[illegible]

(D45) Total imported value by 3rd party

#### D. Other foreign currency payments

[illegible]

(D52) Total of foreign currency payments declared by tenderer and/or 3rd party

(D53) Total of imported content & foreign currency payments - (D32), (D45) & (D52) above

This total must correspond with  
Annex C - C23

**Signature of tenderer from Annex B**

Date: \_\_\_\_\_

## Annex E

## Local Content Declaration - Supporting Schedule to Annex C

(E1)	Tender No.	
(E2)	Tender description:	
(E3)	Designated products:	
(E4)	Tender Authority:	
(E5)	Tendering Entity name:	

Note: VAT to be excluded from all calculations

Local Products (Goods, Services and Works)	Description of items purchased	Local suppliers	Value
	(E6)	(E7)	(E8)
(E9) Total local products (Goods, Services and Works)			

(E10) Manpower costs (Tenderer's manpower cost)

(E11) Factory overheads (Rental, depreciation & amortisation, utility costs, consumables etc.)

(E12) Administration overheads and mark-up (Marketing, insurance, financing, interest etc.)

(E13) Total local content

This total must correspond with Annex C - C24

Signature of tenderer from Annex B

Date: \_\_\_\_\_



## **SUPPLIER CONSENT: PROTECTION OF PERSONAL INFORMATION ACT**

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Personal Information Act, No. 4 of 2013 ("POPIA"):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Information Regulator; responsible party; special information; as well as any terms derived from these terms.

2. The Ports Regulator will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this Supplier Declaration Form, the Responsible party is "Ports Regulator" and the Data subject is the "Respondent". Ports Regulator will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. The Ports Regulator reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this Supplier Declaration Form and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning the Ports Regulator.
5. In completing this Supplier Declaration form, Ports Regulator acknowledges that it will obtain and have access to personal information of the Respondent. The Ports Regulator agrees that it shall only process the information disclosed by the Respondent in their response to this Supplier Declaration Form for the purpose of registering the Respondent as a Ports Regulator Vendor to facilitate for payment in the execution of the Agreement between the Ports Regulator and the Respondent and in accordance with any applicable law.
6. The Ports Regulator further agrees that in submitting any information or documentation requested in this Supplier Declaration Form, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, vendor management including vendor verification on the Central Supplier Database for all organs of state, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively

required period, destruction, de-identification, publishing of personal information by the Ports Regulator and/or its authorised appointed third parties as well as vendor verification on the CSD as required by

7. Furthermore, the Ports Regulator will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, the Ports Regulator requires the Respondent to process any personal information disclosed by the Ports Regulator in the bidding process in the same manner.
8. The Ports Regulator shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this Supplier Declaration Form (physically, through a computer or any other form of electronic communication).
9. The Ports Regulator shall notify the Respondent, in writing, of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request the Ports Regulator to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and their identity thereof in terms of the POPIA and utilizing Form 2 of the POPIA Regulations.
11. The Respondent may further request that the Ports Regulator correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in the Ports Regulator's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
12. In submitting any information or documentation requested in this Supplier Declaration Form, the Respondent is hereby consenting to the processing of their personal information for the purpose of this Supplier Declaration Form and further confirming that they are aware of their rights in terms of Section 5 of POPIA.

**Respondents are required to provide consent below:**

YES		NO	
-----	--	----	--

13. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying the Ports Regulator against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted to it.

14. The Respondent declares that the personal information submitted for the purpose of this Supplier Declaration Form is complete, accurate, not misleading, is up to date and may be updated where applicable.

Legal Name of Supplier : \_\_\_\_\_

Company Registration Number / ID Number of Respondent / Supplier: \_\_\_\_\_

Name of Authorised Representative: \_\_\_\_\_

Signature of Respondent's authorised representative: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

Should a Respondent have any complaints or objections to processing of its personal information, by the Ports Regulator, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/infoereg/>, [click](#) on contact us, [click](#) on complaints.IR@justice.gov.za