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

REQUEST FOR QUOTATION (RFQ)

COMPLIANCE MANAGEMENT COURSE

RFQ	RFQ2023/24/75
RFQ ISSUE DATE	29 JANUARY 2024
BRIEFING SESSION	N/A
RFQ DESCRIPTION	COMPLIANCE MANAGEMENT COURSE
CLOSING DATE & TIME	05 FEBRUARY 2024
LOCATION SUBMISSIONS	FOR 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.

The Ports Regulator of South Africa ("Ports Regulator") requests your quotation on the services noted 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

COMPLIANCE MANAGEMENT COURSE

1. BACKGROUND

- 1.1. The Ports Regulator of South Africa ("the Ports Regulator") is a Schedule 3A public entity in terms of the Public Finance Management Act No. 1 of 1999 ("PFMA"), as amended. The Ports Regulator is established in terms of and governed by the National Ports Act No. 12 of 2005 ("the Ports Act"). As such, the Ports Regulator must fully comply with all the requirements of the PFMA and the Ports Act.
- 1.2. In terms of section 30(1) of the Ports Act, the main functions of the Regulator are to:
 - a) exercise economic regulation of the ports system in line with government's strategic objectives;
 - b) promote equity of access to ports and to facilities and services provided in ports; and
 - c) monitor the activities of the National Ports Authority ("the Authority") to ensure that it performs its functions in accordance with the National Ports Act, 12 of 2005. The Ports Regulator is required to abide by the prescripts, Regulation and Regulatory Framework applicable to the organization to avoid consequences of non-compliance.
- 1.3. In order to achieve the above, the Ports Regulator has embarked on a procurement process to obtain a suitable service provider to provide an online Compliance Management Course.

2. PURPOSE

- 2.1. The Ports Regulator requires an academic institution to offer Compliance Management course for the Paralegal in Legal Department..

3. SCOPE OF WORK

- 3.1. The course is required to focus on the following skills, *inter alia*:
 - Standards for compliance best practice;
 - Compliance roles and responsibilities;
 - Structuring a compliant organization;
 - Compliance risk management and planning;
 - Control design; and
 - Compliance monitoring and reporting.

4. MANDATORY REQUIREMENTS

4.1. The Institution must be a University in South Africa, proof must be attached.

5. EVALUATION CRITERIA

5.1. Supply Chain Management (SCM) Administration (Phase 1)

5.1.1. The bidder must submit proof of registration on Central Supplier Database (CSD).

5.1.2. The Standard Bidding Documents (SBD 4) must be completed, signed by the authorised company representative;

5.1.3. The POPIA consent form must be completed, signed by the authorised company representative;

5.1.4. Certification in Compliance Management.

Failure to provide this mandatory information will lead to the bidder's proposal not being considered for the next phase.

5.2. Functionality (Phase 2)

5.2.1. The bidder must provide a detailed description of their product offering and capabilities.

5.3. Pricing Considerations (Phase 3)

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

Quantity	Product Description	Unit Price	Quantity	Total
1	Online Compliance Management Course		1	
Sub-Total				R
15% VAT				R
Grand Total				R

NB: tax compliance for the recommended bidder will be verified on CSD or SARS E-Filing prior to awarding. If the bidders' tax matters are non-compliant, clause 4.2 and 4.3 of the National Treasury Instruction No. 9 of 2017/2018 (Tax Compliance Status Verification) will be exercised from.

6. COMMUNICATION

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

7. CONDITIONS TO BE OBSERVED WHEN CONDUCTING RFQ PROCESS

7.1. 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.

8. COST OF BIDDING

8.1. 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 returned with the document must be:

- Quotation on a letterhead
- The Standard Bidding Documents (SBD 4)
- Proof of registration on Central Supplier Database (CSD).
- BBBEE certificate / Affidavit
- POPIA consent form
- Certification in Compliance Management
- Detailed description of their product offering and capabilities