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Tel: 031 365 7800 Fax: 031 365 7858
Website: <http://www.portsregulator.org>

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL ITEMS

RFQ	RFQ2026/27/26
RFQ ISSUE DATE	25 AUGUST 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL ITEMS
CLOSING DATE & TIME	31 AUGUST 2026 @12H00 (Midday)
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Service providers must submit their 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 provide us with all the information as requested and return your RFQ on or before the date and time stipulated above.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF SERVICE PROVIDER: _____

DETAILED RFQ

SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL ITEMS

1. BACKGROUND

- 1.1 Ports Regulator of South Africa ("the Ports Regulator") is a Schedule 3A public entity in terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA). The Port Regulator must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2 The Ports Regulator is an independent ports regulatory body, governed by the National Ports Act, Act No. 12 of 2005, ("the Act").
- 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 Sections 46 and 47 of the Act, respectively.

2. PURPOSE

The Ports Regulator has embarked on a process to appoint a service provider for Supply and Delivery of high-quality promotional items, corporate gifts, brand awareness items and LOGO refinement into a vector high resolution for branding purposes. 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. Branding – vector high resolution Logo to be provided on the awarded bidder.

3. SCOPE OF WORK

Specification for Items	Picture	Quantity
Always Sanitary pads with wings (8 per pack) Sanitary pads with wings (8 per pack) God quality Normal - 200 Super – 200 Super plus - 200		600

Navy Lanyards • 90 (l) x 2 (w) • lanyard has a safety clip at the back of the neck lanyard is printed on one side only Branding – Ports Regulator of South Africa full logo Branding – vector high resolution Logo to be provided on the awarded bidder		25
Navy or dark blue backpack bags Material: Durable 600D Polyester Size 30cm (w) x 14cm (dia) x 46cm (h) Spacious Main U-shaped Zipped Compartment additional zipped comparmen (please supply quality material) Branding – vector high resolution Logo to be provided on the awarded bidder		200
Okiyo Reitoko Recycled PET Felt 6-Can Cooler • Grey or Navy • Material: RPET Felt & EVA • Size: 20cm (l) x 16cm (w) x 16cm (h) • Capacity: 6 Cans • Branding Options: Screen Print Price Includes: 1 Colour, 1 Position Screen Print (Setup Fees Apply) Branding – vector high resolution Logo to be provided on the awarded bidder		100
Okiyo Toku Recycled PET Felt large Tote Colour: X 50 Grey and Blue/navy Colour: X50 Grey and White 55 (l) x 15 (w) x 39 (h) cm Recycled PET felt long handles Branding – vector high resolution Logo to be provided on the awarded bidder		100

Navy Water Bottles for school exhibitions Material: BPA-Free PETG & PP Size: Bottle - 24cm (h) Capacity: 750ml Branding – vector high resolution Logo to be provided on the awarded bidder		150
Navy stainless steel water bottle Material: Stainless Steel & PP Size: 26.5cm (h) Capacity: 500ml Branding – vector high resolution Logo to be provided on the awarded bidder		100
Navy Double Wall Bamboo and Silicone Travel mug Capacity: 510ml Brand Generic Material 18/8 Stainless Steel Colour White and Navy or Navy Capacity 510 ml Special feature Vacuum Insulation Style contemporary Included components Insulated Mug Branding – vector high resolution Logo to be provided on the awarded bidder		70

Brand Generic Capacity 500 ml Colour Blue or Navy Features BPA-free Materials, Double-wall Vacuum Insulation, Food-grade 18/8 Stainless Steel, Includes 3 Drinking Cups, Materials, Double-wall Vacuum Insulation, Leak-resistant Screw Cap Age range (description) Adult Product dimensions 6.5W x 23.5H centimetres Model name Stainless Steel Vacuum Flask 500m Item weight 200 Grams Branding – vector high resolution Logo to be provided on the awarded bidder		25
Material: Wheat Straw & PP Size: 22cm (l) x 16cm (w) x 7cm (h) Branding Options: Direct to Print, Pad Print (Ports Regulator Logo) <u>Use & Care:</u> - Dishwasher safe. - Not microwave safe. 1 Colour, 1 Position Pad		100
100 RED_TL_05 Table lamp size:9cm*14cm*28cm Color temperature: 3000K-7500K Net weight:168g Lumens:250lm#color rendering index: >80 Basic functions: • Touch switch, adjustable brightness, and easy operation angle • Phone holder function available at the bottom • Small and compact, smaller package volume Three lighting temperature and brightness available; hold press the power button to switch color temperature; touch press power button to switch brightness level. Branding – vector high resolution Logo to be provided on the awarded bidder		100

Camping Chairs (220kg) Branding at the back of the chair.		5
Black Power bank • Charge multiple devices simultaneously • Dual USB output ports • Dual input ports (micro-USB and Type-C input port) • Multiple protection Specification: • Capacity:20000mAh • Output:5V 2A • Power:22.5w 1 x 20000mAh Capacity Power Bank 1 x Cable Branding – vector high resolution Logo to be provided on the awarded bidder		30

Note: Successful service provider to discuss branding of the promotional items prior commencing with branding. Samples to be provided prior to placing the full and final order.

4 EVALUATION CRITERIA

4.1 SCM Administrative (Phase 1)

- 4.1.1 The SBD4 must be completed and signed by the authorised company representative.
- 4.1.2 The SBD 6.1 must be completed and signed by the authorised company representative
- 4.1.3 The POPIA consent form must be completed and signed by the authorized company representative.
- 4.1.4 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 4.1.5 Valid and original Tax Clearance Certificate/Valid Tax Pin Number
- 4.1.6 Valid B-BBEE Certificate/ Sworn Affidavit

4.2 SCM Administrative (Phase 2)

- 4.2.1 Bidders to provide minimum of One (1) reference letter indicating similar experience in supply and delivery of branded promotional items. The letter must be on the client's letterhead or stamped, signed, clearly indicate the service that was rendered by the bidder.

4.3 Pricing Considerations (Phase 3)

- 4.3.1 Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**
- 4.3.2 Service providers are required to detail their rates / itemized pricing schedule.
- 4.3.3 Bidders' total price proposal weighs 80 points.

4.4 Specific Goals Phase (3)

- 4.4.1 The bidder must submit SBD 6.1 preference points claim form.
- 4.4.2 The bidder must submit a BBEE certificate/ Sworn affidavit.
- 4.4.3 Specific goal: BBEE Level 1 Companies as per SBD 6.1. Weighs 20 Points
- 4.4.4 B-BEE compliance (All levels will be taken into account and allocated specific points if applicable).

Specification for Items	Unit Price	Quantity	Total Price
Always Sanitary pads with wings (8 per pack) Sanitary pads with wings (8 per pack) God quality Normal - 200 Super – 200 Super plus - 200		600	
Navy Lanyards 90 (l) x 2 (w) - lanyard has a safety clip at the back of the neck lanyard is printed on one side only. Branding – Ports		25	
Navy or dark blue backpack bags Material:600D Size 30cm (w) x 14cm (dia) x 46cm (h) Spacious Main U-shaped Zipped Compartment; additional zipped compartment (please supply quality material)		200	
Okiyo Reitoko Recycled PET Felt 6-Can Cooler - Grey or Navy - Material: RPET Felt & EVA - Size: 20cm (l) x 16cm (w) x 16cm (h) - Capacity: 6 Cans - Branding Options: Screen Print Price Includes: 1 Colour, 1 Position Screen Print (Setup Fees Apply)		100	
Okiyo Toku Recycled PET Felt large Tote Colour: X 50 Grey and Blue/navy Colour: X50 Grey and White 55 (l) x 15 (w) x 39 (h) cm Recycled PET felt long handles		100	

Navy Water Bottles for school exhibitions			150	
Material: BPA-Free PETG & PP				
Size: Bottle - 24cm (h)				
Capacity: 750ml				
Navy stainless steel water bottle			100	
Material: Stainless Steel & PP				
Size: 26.5cm (h)				
Capacity: 500ml				
Navy Double Wall Bamboo and Silicone Travel mug			70	
Capacity: 510ml				
Brand	Generic			
Material	18/8 Stainless Steel			
Colour	White and Navy or Navy			
Capacity	510 ml			
Special feature	Vacuum Insulation			
Style	contemporary			
Included components Insulated Mug				
Brand	Generic		25	
Capacity	500 ml			
Colour	Blue			
Features	BPA-free Materials, Double-wall Vacuum Insulation, Food-grade 18/8 Stainless Steel, Includes 3 Drinking Cups, Materials, Double-wall Vacuum Insulation, Leak- resistant Screw Cap			
Age range (description)	Adult			
Product dimensions	6.5W x 23.5H centimeters			
Model name	Stainless Steel Vacuum Flask 500m			
Item weight	200 Grams			
Branding Ports	of South Africa full logo			
Regulator				
Material: Wheat Straw & PP			100	
Size: 22cm (l) x 16cm (w) x 7cm (h)				
Branding Options: Direct to Print, Pad Print				
(Ports Regulator Logo)				
<u>Use & Care:</u>				
- Dishwasher safe.				
- Not microwave safe.				
1 Colour, 1 Position Pad				

100 RED_TL_05 Table lamp size:9cm*14cm*28cm Color temperature: 3000K-7500K Net weight:168g Lumens: 250 lm; color rendering index: >80 Basic functions: • Touch switch, adjustable brightness, and easy-to-operate angle • Phone holder function available at the bottom • Small and compact, smaller package volume Three lighting temperatures and brightness available; hold press the power button to switch color temperature; touch press power button to switch brightness level.		100	
Camping Chairs (220kg) Branding at the back of the chair.		5	
Black Power bank • Charge multiple devices simultaneously • Dual USB output ports • Dual input ports (micro USB and Type-C input port) • Multiple protection Specification: • Capacity:20000mAh • Output:5V 2A • Power:22.5w 1 x 20000mAh Capacity Power Bank 1 x Cable		30	
Sub-Total			R
15% VAT			R
Grand Total			R

NB: Tax status for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS E-Filing prior to awarding. If the bidders' tax matters are non-compliant the Regulator will apply clause 4.2 of the National Treasury Instruction No. 09 of 2017/2018, if the bidder is still not compliant then the Regulator will exercise clause 4.3 of the said instruction note.

5. 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. Quotation shall remain open for acceptance by the Ports Regulator for a period of ninety (90) days from the closing date of the RFQ Enquiry.

6. COMMUNICATION

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

7. COST OF PROVIDING WITH RFQ

The service provider 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
- Copy of CSD Report or MAAA Number (National Treasury)
- Declaration of Interest (SBD 4)
- Preference points claim form (SBD 6.1)
- POPIA consent form
- Valid and original Tax Clearance Certificate/Valid Tax Pin Number
- Valid B-BBEE Certificate/ Sworn Affidavit
- Reference Letter
- Logo refinement into a vector, high-resolution logo