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

### **REQUEST FOR QUOTATION (RFQ)**

#### **REMOVAL OF CURRENT SYSTEM, AND PROVISION, INSTALLATION, AS WELL AS HANDOVER OF AN ALL-IN-ONE VIDEO CONFERENCING CAMERA & A WIRELESS BRING YOUR OWN DEVICE (BYOD) SCREEN SHARING EQUIPMENT FOR THE PORTS REGULATOR OF SOUTH AFRICA (PRSA)**

RFQ	RFQ2023/24/04
RFQ ISSUE DATE	18 April 2023
BRIEFING SESSION	Mandatory site visit on the 24 <sup>th</sup> and 25 <sup>th</sup> of April at Ports Regulator of South Africa from 10:00AM to 14:00
RFQ DESCRIPTION	Removal of current system, and provision, installation, as well as handover of an All-In-One Video Conferencing camera & a wireless Bring Your Own Device (BYOD) screen sharing equipment for the Ports Regulator of South Africa (PRSA)
CLOSING DATE & TIME	02 May 2023 @ 12:00
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: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

## **DETAILED SPECIFICATION:**

### **REMOVAL OF CURRENT SYSTEM, AND PROVISION, INSTALLATION, AS WELL AS HANDOVER OF AN ALL-IN-ONE VIDEO CONFERENCING CAMERA & A WIRELESS BRING YOUR OWN DEVICE (BYOD) SCREEN SHARING EQUIPMENT FOR THE PORTS REGULATOR OF SOUTH AFRICA (PRSA)**

#### **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.

#### **2. PURPOSE**

The purpose of this invitation is to request suitably qualified and experienced service providers to remove current system at PRSA; provide, install, and handover an All-In-One Video conferencing camera & a wireless Bring Your Own Device (BYOD) screen sharing equipment for PRSA.

#### **3. SCOPE OF WORK**

The service provider is required to provide a written price quotation for the removal of the current system at PRSA, provide, install, and hand-over an All-In-One Video conferencing camera & a wireless Bring Your Own Device (BYOD) screen sharing equipment for PRSA.

#### **6 EVALUATION CRITERIA**

##### **6.1 SCM Administrative (Phase 1):**

- 6.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database).
- 6.1.2 The SBD 4 form must be completed, initialled and signed by the authorised company representative.
- 6.1.3 The service provider must submit proof of accreditation as a reseller

**Failure to provide this mandatory information may lead to bidder's proposal not being considered further on mandatory.**

### 3.1 Price Comparison:

RFQ responses will be evaluated based on price only.

#### 3.1.1 Pricing Considerations

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

Description	Total Price
Removal of the current system	R_____
All-in-one video conferencing camera	R_____
Wireless Bring Your Own Device (BYOD) screen sharing equipment	R_____
Installation	R_____
15% VAT	R_____
Total (Incl. VAT)	R_____

**NB:** Tax matter for the recommended service provider will be verified on the Central Supplier Database (CSD) or SARS e-filing prior to awarding. If the service providers' 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).

## 7 COMMUNICATIONS

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

## **8 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 **30 days** from the closing date of the RFQ Enquiry

## **9 COSTS OF BIDDING**

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 company letterhead
- Completed and signed Declaration of Interest (SBD 4)
- Copy of CSD Report or MAAA Number (National Treasury)
- Proof of accreditation as a reseller or certified reseller