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**PREQUEST FOR QUOTATION (RFQ)**

**PROVISION OF COBIT19 DESIGN AND IMPLEMENTATION TRAINING FOR THE IT SPECIALIST**

RFQ	RFQ2023/24/51
RFQ ISSUE DATE	31 AUGUST 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF COBIT19 DESIGN AND IMPLEMENTATION TRAINING FOR THE IT SPECIALIST
CLOSING DATE & TIME	07 SEPTEMBER 2023 @ 12h00 (midday)
LOCATION FOR SUBMISSIONS	<u><a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a></u>

**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**

### **PROVISION OF COBIT19 DESIGN AND IMPLEMENTATION TRAINING FOR THE IT SPECIALIST**

#### **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 provide contact training session of the COBIT19 Design and Implementation training for the IT Specialist

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

The service provider is required to provide a written price quotation for provision of a contact training on COBIT19 Design and Implementation for the IT Specialist and at the end of the training, they must provide with a certificate of competence.

#### **4 EVALUATION CRITERIA**

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

- 4.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database).
- 4.1.2 The SBD 4 form must be completed, initialled, and signed by the authorised company representative.

***Failure to provide the above-mentioned required documents may lead to bidder's proposal not being considered further on phase 2.***

## 4.2 Mandatory Documents (Phase 2)

4.2.1 The service provider must provide with proof that they are accredited to provide COBIT19 training.

***Failure to provide this mandatory document will lead to bidder's proposal not being considered further for pricing.***

## 4.3 Price Comparison (Phase 3):

RFQ responses will be evaluated based on price only.

### 4.3.1 Pricing Considerations

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

Description	Total Price
COBIT19 Design and Implementation Training	R_____
COBIT19 Design and Implementation Exam	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 efilling 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).

## 5. COMMUNICATIONS

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto: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. 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)
- B-BBEE Certificate/ Sworn Affidavit
- Copy of CSD Report or MAAA Number (National Treasury)
- Proof that they are accredited to provide COBIT19 training.