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REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL ITEMS – SOUTH AFRICAN BRACELET

RFQ	RFQ/2025/26/28
RFQ ISSUE DATE	22 September 2025
BRIEFING SESSION	None
RFQ DESCRIPTION	SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL ITEMS – SOUTH AFRICAN BRACELET
CLOSING DATE & TIME	26 September 2025 @ 12:00
LOCATION FOR SUBMISSIONS	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 the 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 – SOUTH AFRICAN BRACELET

1. BACKGROUND

- 1.1. The 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 – South African Bracelet. 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
Different colours of South African National Flag Silicone Wristbands packed/wrapped individually. (Red = 50/Blue = 50 /Green = 50 /Black = 25 & White = 25/ Yellow = 20) Note: A sample of each colour and the individual packaging to be submitted to the PRSA for approval prior procurement of the full order is placed.		220

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 of 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 B-BBEE certificate/ sworn affidavit.
- 4.3.3 Specific goals: BBBEE status level as per SBD 6.1 weighs 20 points. At least 51% or more black youth owned business - The Youth Employment Service (YES) programme will be taken into consideration

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
Different colours of South African National Flag Silicone Wristbands packed/wrapped individually. (Red = 50/Blue = 50 /Green = 50 /Black = 25 & White = 25/ Yellow = 20) A sample of each colour and the individual packaging to be submitted to the PRSA for approval prior procurement of the full order is placed.	220	R	R

Specification for Items	Unit Price	Total Price
Sub-Total	R	R
15% VAT	R	R
Grand Total	R	R

NB: The tax matter for the recommended bidder will be verified on the Central Supplier Database (CSD) or SARS eFiling 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

6. DUE DILIGENCE

The Ports Regulator of South Africa reserves the right to conduct a 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 a sample of each colour and the individual packaging to the PRSA for approval prior procurement of the full order is placed.

END OF RFQ DOCUMENT