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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, COMPILER, EDIT, PROOFREAD, PRINT AND DELIVERY OF ANNUAL REPORTS

RFQ	RFQ/2026/27/09
RFQ ISSUE DATE	03 JUNE 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, COMPILER, EDIT, PROOFREAD, PRINT AND DELIVERY OF 2025/26 ANNUAL REPORTS
CLOSING DATE & TIME	22 JUNE 2026 @ 12:00 pm
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 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

APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, COMPILE, EDIT, PROOFREAD, PRINT AND DELIVER OF 2025/26 ANNUAL REPORTS

1. BACKGROUND

- 1.1 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). Port Regulator of 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 bidder/s to submit their proposals for design, layout, compile, editing, proofreading, printing and delivery of Ports Regulator of South Africa (PRSA) Annual Report for the 2025/2026 Financial Year in a digital format and printed copies in English.

The annual report for 2025/2026 financial year should be aligned with the National Treasury Annual Report Guidelines for Schedule 3A Public Entities and all relevant Public Finance Management Act (Act 1 of 1999) prescripts.

3. MOTIVATION

The PRSA is required to comply in reporting and publishing its achievements, governance, performance information, financial information and human resources information for the 2025/2026 financial year in the Annual Report. This information should include the actual achievements for the reporting period (2025/2026) in relation to the planned targets and budgets as published in the Strategic Plan, Annual Performance Plan and Budget documents of the PRSA. The final Annual Report will be tabled in Parliament and made available to the general public online and in printed copies.

4. SCOPE OF WORK

4.1 Formatting, editing, linguistic prowess, and grammatical correctness:

- Format inner pages and cover pages
- Editing, proofreading and contextualising of all information (e.g., grammar, phrasing, punctuation and spelling check, including e.g., recreating graphs, tables creating infographics and photographs etc).

4.2 Design and layout:

- Design, compile, edit and print the PRSA Annual Report for 2025/2026 financial year with all contents as guided by the National Treasury Guidelines for Annual Reports for Schedule 3A Public Entities and all relevant Public Finance Management Act (Act 1 of 1999) prescripts.
- Provide a minimum of at least five (5) creative design concepts for the Annual Report.
- Design and format inner pages and cover in line with the selected creative concept.
- Provide proofs of draft and final layout.
- Service provider must provide with the photos to be used on the annual report with copyrights.

4.3 Printing and Binding:

- Printing of approximately 150 Pages A4 annual reports (English Version) in full colour.
- Finishing by perfect binding using suitable paper:
 - Cover: Magno Gloss 250gsm white; gloss laminated on one side; UV varnish front and back covers.
 - Content/Text: 146 pages Magno Gloss 115gsm white, full colour printed on both sides, Ink content - Full colour printed on both sides.
- One PRSA-branded flash disks in a protective casing.

4.4 Others:

- Include in-house consultation for provision of context of the assignment and plan.
- Availability: Immediately and anytime during the period of this assignment for effecting possible changes on the document.

4.5 Delivery:

- Estimated date of submissions: first digital draft Annual Report – 24th July 2026
- Estimated date of submissions: 2nd draft for Auditor General audit: 31st July 2026
- Estimated date of submissions: 3rd final draft (printers' proof) – 12 August 2026
- Estimated deadline for printing: Delivery of all bound volumes of the Annual Report and USBs strictly before 28th August 2026 (after the final audit of the Annual Report by the Auditor-General).
- Final documents to be available electronically both for the website and for emailing (high resolution and low-resolution concepts)
- On-time delivery of the final printed Annual Report
 - Approximately 50 printed copies in English Annual report
 - Two (2) PRSA-branded USBs in a protective casing.
 - Provide with the final version that we can be able to upload on our website

Note: The proposed dates of submissions can be subjected to change if there are unforeseen circumstances encountered by the organisation.

5. EVALUATION CRITERIA

5.1 Mandatory Requirements

- 5.1.1 The bidder must submit the following documents:
- 5.1.2 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 5.1.3 The SBD 4 , SBD 6.1 and POPIA Cosent form must be completed, signed by the authorised company representative.
- 5.1.4 The bidder must provide with at least two (2) reference letters indicating experience in designing, layout and or editing, proofreading and or printing and delivery of the annual reports. The letters must be on client's letterhead or stamped, signed, clearly indicate the service that was rendered by the bidder.
- 5.1.5 The bidder must provide with the detailed curriculum vitae for proposed Graphic Designer with at least five (5) years' experience in graphic design.
- 5.1.6 The bidder must provide with the detailed curriculum vitae for the proposed Editor with at least five (5) years' experience in editing.

Failure to provide all of the above mandatory information will lead to bidder's proposal not being considered further on price.

5.2 Pricing and specific goals Considerations:

5.2.1 Price

- 5.2.1.1 The bidder/s who meet mandatory requirements will further be evaluated on price and specific goals.
- 5.2.1.1 Quoted prices must be firm for the duration of the contract.
- 5.2.1.2 No upfront payment will be allowed, payment will be made on delivery of the final product.
- 5.2.1.3 Bidders' price quotations must be inclusive of all applicable taxes (**including VAT**).
- 5.2.1.4 Bidders total price proposal weighs 80 points.

5.2.2 Specific goals

- 5.2.2.1 The bidder must submit SBD 6.1 preference points claim form.
- 5.2.2.2 The bidder must submit a BBBEE certificate/ Sworn affidavit.
- 5.2.2.3 Specific goal: BBBEE status level 1 as per SBD 6.1. Weighs 20 Points.
- 5.2.2.4 B-BBEE compliance (All levels will be taken into account and allocated specific point if applicable).

NB: Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS Efilling 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).

6. COMMUNICATION

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

7. 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.

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.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Quotation on a company letterhead
- Declaration of Interest (SBD 4)
- Preference points claim form (SBD 6.1)
- POPIA Consent
- Copy of CSD Report or MAAA Number (National Treasury)
- Minimum of two (2) reference letters
- Curriculum vitae for the proposed Graphic Designer
- Curriculum vitae for the proposed Editor
- BBBEE certificate/ Sworn affidavit and completed SBD 6.1