



11th Floor, The Marine Building,
22 Dorothy Nyembe (Gardiner) Street, Durban, 4001
Private Bag X54322, Durban, 4000
Tel: 031 365 7800 Fax: 031 365 7858
Website: <http://www.portsregulator.org>

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF BRANDED OFFICE STATIONERY

RFQ	RFQ2025/26/37
RFQ ISSUE DATE	04 November 2025
BRIEFING SESSION	N/A
RFQ DESCRIPTION	Supply and Delivery of Branded Office Stationery
CLOSING DATE & TIME	10 November 2025 @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 furnish 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

1. SUPPLY AND DELIVERY OF OFFICE STATIONERY

2. 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”).

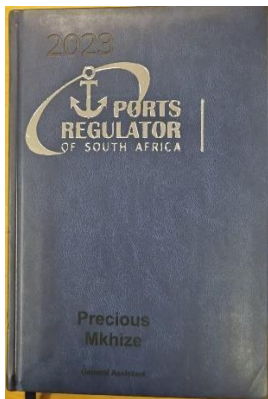
In terms of section 30 (1) and (2) of the National Ports Act, the main functions of the Regulator are to:

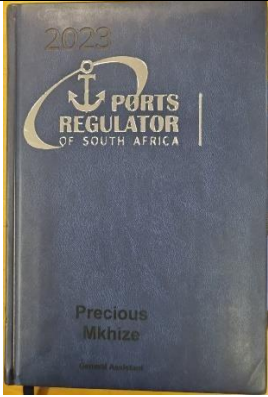
- Exercise economic regulation for the ports system in line with government’s strategic objectives.
- Promote equity of access of ports and facilities and service provider by ports.
- Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the Act; and
- Hear appeals and complaints contemplated in terms of Sections 46 and 47 of the Act, respectively.

3. PURPOSE

Ports Regulator of South Africa requires a suitable service provider to supply and deliver branded office stationery as per below specification. Items to be delivered at office of the Ports Regulator, The Marine Building, 22 Dorothy Nyembe Street, 11th floor, Durban.

SCOPE OF WORK

Specification for Items	Picture
27 Navy - A4 Diaries Branded with name, Surname and Job title & Ports Regulator of South Africa full logo	

Specification for Items	Picture
18 Navy – A5 Diaries Branded with name, surname, and Job Title & Ports Regulator of South Africa full logo	
100 Variety Colors Sky blue A5 – Notebooks – to be branded with Ports Regulator of South Africa full logo	
100 Variety Colors SKY blue A4 – Notebooks – to be branded with Ports Regulator of South Africa full logo	

Proposal content

- a. Service providers are required to detail their rates / itemized pricing schedule.

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 bidder must submit proof of registration on CSD (Central Supplier Database).
- 4.1.3 The POPIA consent form must be completed and signed by the authorised company representative.
- 4.1.4 The SBD 6.1 must be completed and signed by the authorised company representative.

4.2 Pricing Considerations and Specific Goals (Phase 3)

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

Specification for Items	Unit Price	Quantity	Total Price
27 Navy - A4 Diaries Branded with name, Surname and Job title & Ports Regulator of South Africa full logo		27	
18 Navy – A5 Diaries Branded with name, surname, and Job Title & Ports Regulator of South Africa full logo		17	
100 Variety Colors Sky blue A5 – Notebooks – to be branded with Ports Regulator of South Africa full logo		100	

100 Variety Colors SKY blue A4 – Notebooks – to be branded with Ports Regulator of South Africa full logo		100	
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Specification for Items	Unit Price	Quantity	Total Price
100 Variety Colors A5 – Notebooks – to be branded with Ports Regulator of South Africa full logo		100	
Sub-Total			R
15% VAT			R
Grand Total			R

4.3 BBBEE

- 4.3.1 The bidder must submit SBD 6.1 preference points claim form.
- 4.3.2 The bidder must submit a BBBEE certificate/ Sworn affidavit.
- 4.3.3 Specific goal: BBBEE Level 1 Companies as per SBD 6.1. Weighs 20 Points

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
- Declaration of Interest (SBD 4)
- Copy of CSD Report or MAAA Number (National Treasury)
- B-BBEE Certificate
- Preference points claim form SBD 6.1
- POPIA consent form