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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A LEGAL RESEARCH DATABASE FOR THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF 24 MONTHS

RFQ	RFQ2026/27/10
RFQ ISSUE DATE	08 JUNE 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	<u>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A LEGAL RESEARCH DATABASE FOR THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF 24 MONTHS</u>
CLOSING DATE & TIME	26 JUNE 2026 @12H00 (MIDDAY)
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 PROVIDE A LEGAL RESEARCH DATABASE FOR THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF 24 MONTHS

1. BACKGROUND AND INTRODUCTION

The Ports Regulator of South Africa ("the PRSA" /" the Regulator") is established as an independent economic Regulator of South Africa's commercial ports governed by the National Ports Act, 2005 (Act No. 12 of 2005) ("the Act").

A legal research database is essential for the legal department/the PRSA to easily pinpoint and comprehend legislative changes, have easy access to case law, legislation and other legal prescripts.

2. PURPOSE

The purpose of this invitation is to request service providers to submit their quotations for a legal research database for the Ports Regulator.

3. MOTIVATION

The PRSA needs a legal research database to ensure compliance, mitigate organisational risks, and enhance efficiency by providing legal services using current case law, updated and/or new legislation, and regulatory updates. The database will enable PRSA enable to be more efficient by providing an electronic library that will always be updated in case of any legislation changes. It will assist in drafting legal agreements, and avoid costly litigation or penalties, maintain good reputation by being compliance and issuing relevant and accurate legal documents and upholding the law.

This will also provide easy access for all employees of the PRSA in term of research purposes. It will also promote a swift turn around time in producing the output.

4. SCOPE OF WORK

4.1. The research tool must include the following functionalities:

- 4.1.1. Comprehensive accessibility to case law;
- 4.1.2. Legislation;
- 4.1.3. Commentary;
- 4.1.4. Legal Journals;
- 4.1.5. Civil procedure guidance;
- 4.1.6. Notification of any change in legislation;
- 4.1.7. Newsletter and
- 4.1.8. Any other function that might be useful.

5. EVALUATION CRITERIA

5.1 SCM Administrative (Phase 1)

- 5.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- 5.1.2 The SBD 4 and SBD 6.1 form must be completed, signed by the authorised company representative.
- 5.1.3 POPIA Consent form must be completed, signed by the authorized company representative.
- 5.1.4 Valid B-BBEE Certificate/ Sworn Affidavit
- 5.1.5 Valid and original Tax Clearance Certificate/Valid Tax Pin Number

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

5.2 Pricing Considerations (Phase 2)

- 5.2.1 Bidders price quotations must be inclusive of all applicable taxes (Including VAT)
- 5.2.2 Service providers are required to detail their rates/ itemized pricing schedule
- 5.2.3 Bidders total price weighs **80 points**

Item	Quantity	Price
Annual licence (electronic law journals, legislation, case law and civil procedure handbook)	5 users	R
Content (25 Acts)	5 users	R
Weekly newsletter	5 users	R
Subtotal		R
Vat		R
Total		R

5.3 Specific goals (Phase 3)

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

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.

6. COMMUNICATION

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

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

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 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);
- Completed and signed SBD 6.1 together with the valid BBBEE Certificate or Sworn Affidavit and failing to submit both will result in a bidder scoring 0 points on specific goals; and
- POPIA Consent form