



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)**

#### **MAINTENANCE, REPAIRS AND SUPPORT OF BIOMETRIC ACCESS SYSTEM FOR AS AND WHEN REQUIRED FOR A PERIOD OF TWO (2) YEARS**

RFQ	RFQ/2022/23-45
RFQ ISSUE DATE	26 September 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	MAINTENANCE, REPAIRS AND SUPPORT OF BIOMETRIC ACCESS SYSTEM FOR AS AND WHEN REQUIRED FOR A PERIOD OF TWO (2) YEARS
CLOSING DATE & TIME	29 September 2022 @ 10:00
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a>

**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.**

Port 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 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**

### **MAINTENANCE, REPAIRS AND SUPPORT OF BIOMETRIC ACCESS SYSTEM FOR AS AND WHEN REQUIRED FOR A PERIOD OF TWO (2) YEARS**

#### **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). This therefore implies that the Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2** Port Regulator of South Africa purchased the biometric system – see attached pamphlet in Annexure A for system specification. The system was purchased without maintenance, repairs and support plan. The system is now out of warranty, the organisation is experiencing challenges in terms of e.g., maintenance, repair etc for the system.
- 1.3** The purpose of this request is to invite potential bidders to submit quotations for maintenance, repairs and support for biometric access system for as and when required for a period of two (2) years.

#### **2. TERMS OF REFERENCE**

##### **2.1 Maintenance and Support of Biometric Access System**

The bidder will be responsible for ensuring that the biometric access system is fully functional throughout the contract period.

##### **2.2 Maintenance of biometric access system shall include:**

- Response and resolution of biometric faults within one (1) business/working day for Port Regulator of South Africa Offices from reporting of any defective and faulty equipment at agreed rates.
- Defective or faulty biometric parts to be replaced with similar working equipment within one business/working day for which response and resolution will be two (2) business / working days from reporting.
- Update any embedded license where applicable with industry guidelines.
- The service provider will be responsible for maintenance, support and repairs of the biometric access system.

#### **3. EVALUATION CRITERIA**

##### **3.1 BBBEE and Price**

3.1.1 As the RFQ price is estimated to be between **R30 000.00 and R1 000 000.00**, therefore RFQ responses will be evaluated on the **80/20** Price & BBEE preference point system.

##### **3.2 SCM ADMINISTRATIVE**

3.2.1 The bidder must submit proof of registration on CSD (Central Supplier Database).

3.2.2 The SBD forms must be completed, signed by the authorised company representative.

### 3.1 Mandatory Requirement:

3.2.1 The bidder must provide a proof that they are registered with the Private Security Industry Regulatory Authority (PSIRA).

3.2.2 The bidder must provide a minimum of two (2) reference letters indicating experience in maintenance, repairs and support of biometric access system. The letters must be on client's letterhead or stamped, signed, clearly indicate the service that was rendered by the bidder.

***Failure to provide this mandatory information will lead to bidder's proposal not being considered further on price and BBBEE.***

### 3.3 Price & B-BBEE:

3.3.1 Evaluation based on price and BBBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017. BBBEE and Price.

3.3.2 As the RFQ price is estimated to be between R30 000.00 and R1 000 000.00, therefore RFQ responses will be evaluated on the 80/20 Price & BBEE preference point system.

### 3.4 Pricing Considerations:

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

#### Maintenance and Support

Item	Item Description	Qty	Amount	Total Price
1.	Maintenance and Support (Replacement of parts)	As and when required	R	R
2.	Software Annual License	2	R	R
3.	<b>Sub-Total Including Vat</b>			<b>R</b>

#### \*\*\*\*\*Call Out Rates

NB: All repairs will be conducted on an ad hoc basis. Rates quoted below by the bidder will be applicable for period of contract.

#### Call Out Rates

Item	Description	Unit	Qty	Rate
1.	Call Out Fee	1	1	R

**Labour**

Item	Description	Unit	Qty	Rate
1.	Labour	Hourly Rate	1	R

**Transport / Travel**

Item	Description	Unit	Qty	Rate
1.	Transport / Travel	Hourly Rate	1	R

**NB:** Tax matter for the recommended bidder will be verified on 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).

**4. ADJUDICATION USING A POINT SYSTEM**

- 4.1** The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 4.2** Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 4.3** In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 4.4** However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 4.5** Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

**5. COMMUNICATION**

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 Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

**7. 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:**

- Preference Points Claim Form (SBD 6.1)
- Declaration of Interest (SBD 4)
- BBBEE Certificate or Sworn Affidavit
- Proof of registration with the Private Security Industry Regulatory Authority (PSIRA)
- Two (2) Reference letters
- CSD Report or MAAA Number