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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT B-BBEE VERIFICATION FOR PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS

RFQ	RFQ2023/24/05
RFQ ISSUE DATE	18 April 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	Appointment of a service provider to conduct B-BBEE verification for the Ports Regulator of South Africa for a period of three (3) years.
CLOSING DATE & TIME	26 April 2023 @ 12:00
LOCATION FOR SUBMISSIONS	<u>quotations@portsregulator.org</u>

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.

The 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 CONDUCT B-BBEE VERIFICATION FOR THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF THREE (3) YEARS

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). Port 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).
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
- 1.3 **Please note the following:**
- The Ports Regulator of South Africa currently has 25 staff members, and this will potentially increase to 34 (including interns) by June 2023.
 - The operational budget is R42 485 000 for 2022/23 FY, R 44 114 000 for 2023/24 FY, R 46 177 000 for 2024/25 FY and R 48 466 000 for 2025/26 FY. (why include the budget?)

2. PURPOSE

The Regulator requires the services of a qualified and competent B-BBEE verification agency to compile a balance score card and do the required verification in relation to the B-BBEE for a period of three (3) years and produce the B-BBEE certificate for each year.

3. SCOPE OF WORK

- 3.1 The Port Regulator of South Africa would like to appoint a service provider to conduct B-BBEE verification for the Ports Regulator of South Africa for a period of 3 years.

Scope of Work	Output/ Deliverable
Verification of B-BBEE Status	Project plan on how to implement the verification services of the Ports Regulators B-BBEE Status
	B-BBEE Certificate
	Compliance report to the B-BBEE Commission

The provision of the B-BBEE Verification services will address the following B-BBEE verification services phases:

3.2 Planning

- Understanding the Ports Regulator of South Africa operating model and context.

3.3 Execution

- Project plan on how to implement the verification services of the Ports Regulator B-BBEE status implementation of the B-BBEE verification service.

3.4 Reporting

- Provide a B-BBEE Certificate.
- Provide status on gaps identified during the assessment and how the PRSA can improve.
- Provide a report on the B-BBEE compliance status and submission to relevant documents to the B-BBEE Commission.

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)

The service provider must submit the following documents:

- 4.2.1 The service provider must provide Curriculum Vitae (CV) of the technical signatory with relevant experience and provide copies of qualifications.
- 4.2.2 The service provider must provide with valid and updated proof of accreditation from South African National Accreditation System (SANAS) as an accredited verification agency.
- 4.2.3 The service provider must provide with three (3) written reference letters from different clients in which B-BBEE verification was conducted. The Reference Letter(s) must not be older than 5 years and must be on the letterhead of the previously serviced client.

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

4.3 Pricing (Phase 3)

- 4.3.1 The **3rd phase** of evaluation will be based on price only on the bidders that successfully qualified on phase 1 and 2 (mandatory evaluation).

4.3 Pricing Considerations:

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

Description	Year 1	Year 2	Year 3
	R	R	R
Provision of B-BBEE Verification services			
15% VAT (if applicable)	R _____		
Grand Total Inclusive of VAT (Rates)	R		

NB: Tax matter 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 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. 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.

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:

- Quotation on a letterhead
- Declaration of Interest (SBD 4),

- Copy of CSD Report or MAAA Number (National Treasury)
- Valid and updated proof of accreditation from South African National Accreditation System (SANAS) as an accredited verification agency.
- Curriculum Vitae (CV) of the technical signatory with relevant experience and provide copies of qualifications.
- Three (3) written reference letters.