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Website: <http://www.portsregulator.org>

**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL ITEMS**

RFQ	RFQ2025/26/38
RFQ ISSUE DATE	04 November 2025
BRIEFING SESSION	N/A
RFQ DESCRIPTION	Supply and Delivery of Branded Promotional Items
CLOSING DATE & TIME	11 November 2025
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 the above-mentioned email address.**

Ports Regulator of South Africa requests your quotation on the services listed above. Please provide 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**  
**SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL ITEMS**


**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). Ports 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).
- 1.3. 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**

- 2.1. The Ports Regulator has embarked on a process to appoint a service provider for Supply and Delivery of high-quality promotional items, corporate gifts and brand awareness items. These items are used for stakeholder engagements which include career exhibitions, Department of Transport strategic programs, community outreach programs in support of the PRSA’s Corporate Social Investment (CSI) projects and high-level South African and international delegations.
- 2.2. The appointed service provider is expected to provide high quality items as per the scope within the agreed upon timelines.

**3. SCOPE OF WORK**

Specification for Items	Picture	Quantity
<p>Navy or dark blue backpack bags  Material: 600D Polyester &amp; 420D Nylon  Size: 32cm (w) x 13cm (d) x 44.5cm (h)  Capacity: 10" &amp; 15.6"</p> <p>Spacious Main U-shaped Zipped Compartment,  additional zipped compartment  (Please provide high-quality and durable material)  Branding – Ports Regulator of South Africa full logo</p>		<b>100</b>

**Description**

A Laptop Trolley Backpack with 2 wheels providing a dual system for easy mobility. Built for comfort with Air Mesh back padding and contoured padded back straps. Ample Digital Gadget Storage including space for a laptop and tablet. Ergonomic backpack straps

Branding – Ports Regulator of South Africa full logo

**More Information:**

Fabric	Synthetic
Colour	Navy/Dark Blue/Black (Black)
Volume	57L
Outer Material	Polyester
Laptop	17" Laptop
Height	480mm
Width	350mm
Depth	340mm



50

Double Waterproof/insulated Hot or cold Lunch Cooler Bag with Strap (Navy)

**Dimension:**

32 x30 x 24 cm

Material: aluminium foil, polyester  
Adjustable shoulder strap

**Colour:** Navy or Dark Blue

Branding – Ports Regulator of South Africa logo



100

<p>Clear/transparent Water Bottles for school exhibitions Material: BPA-Free PETG, PP &amp; Silicone</p> <p>Size: Bottle - 26 (h ) cm</p> <p>Capacity: 650ml</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>250</b></p>
<p>Navy Double Wall Bamboo and Silicone Travel mug with secure screw-on lid with flip-top cap</p> <p>Size: 14cm (l) x 8.5cm (w) x 8.5cm (dia)</p> <p>Capacity: 350ml</p> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>50</b></p>
<p><b>Navy Big Double Canopy Auto Open Navy Umbrella</b></p> <p><b>Description: -</b></p> <ul style="list-style-type: none"> <li>• Water repellent fabric</li> <li>• Diameter: 133cm - Panels: 8 panels</li> <li>• Auto open windproof fibreglass frame</li> <li>• Matching colour rubberised handle - Windproof</li> </ul> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>100</b></p>
<p><b>Navy Small Single Canopy Folding Umbrella</b></p> <ul style="list-style-type: none"> <li>• Windproof and rainproof</li> <li>• Diameter: 125cm - Panels: 8 panels</li> <li>• Auto open steel frame</li> </ul> <p>Branding – Ports Regulator of South Africa full logo</p>		<p><b>100</b></p>

<p>Acrylic clear desk name plate</p>		<p>35</p>
<p>Folding outdoor Camp Chair 600D  Utility pocket &amp; Cup holder  Weight support: 220 kg  Colour: Navy or Black  <b>Branding:</b> full white Ports Regulator Logo  <b>Branding Option:</b> Screen Print  <b>Write #R4G at the back in White Tahoma font</b></p>		<p>5</p>
<p>Dark Blue Jute bag with cotton handle  Material: jute  Size: 40cm (w) x 20cm (d) x 35cm (h)  Branding – Ports Regulator of South Africa full logo</p>		<p>150</p>
<p>Laptop Sleeve – MultiFix Sleeve Cover  25 assorted bright colors  15 Navy  Maximum protection: sleeves must protect laptops against accidental bumps, dust and scratches  Top-notch quality material and strong stitching, waterproof  <b>The Ports Regulator of South Africa logo to be branded at the bottom corner of the sleeves</b></p>		<p>40</p>

Material: Wheat Straw & PP

Size: 22cm (l) x 16cm (w) x 7cm (h)

Branding Options: Direct to Print, Pad

Print (Ports Regulator Logo)

**Use & Care:**

- Dishwasher safe.
- Not microwave safe.

**1 Colour, 1 Position Pad**



**100**

100 RED\_TL\_05

Table lamp size:9cm\*14cm\*28cm

Color temperature: 3000K-7500K

Net weight:168g

Lumens:250lm#color rendering index: >80

**Basic functions:**

- Touch switch, adjustable brightness, and easy operation angle
- Phone holder function available at the bottom
- Small and compact, smaller package volume
- Three lighting temperature and brightness available; hold press the power button to switch color temperature; touch press power button to switch brightness level.



**100**

## EVALUATION CRITERIA

### 3.1. SCM Administrative (Phase 1)

- 3.1.1. The bidder must submit proof of registration on CSD (Central Supplier Database).
- 3.1.2. The SBD forms must be completed, signed by the authorised company representative.

### 3.2. Mandatory Requirements (Phase 2)

- 3.2.1. Bidders to provide a minimum of one (1) reference letters indicating similar experience in supply and delivery branded promotional items. The letter must be on client’s letterhead or stamped, signed, clearly indicate the service that was rendered by the bidder.

### 3.3. Specific Goals (Phase 3)

- 3.3.1. the bidder must submit SBD 6.1 preference points claim form.
- 3.3.2. the bidder must submit a BBBEE certificate/ Swon affidavit.
- 4.3.3. Specific goal: BBBEE status level as per SBD 6.1 weighs 20 points

### 3.4. Pricing Considerations: -

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

Specification for Items	Quantity	Unit Price	Total Price
Navy or dark blue backpack bags Material: 600D Polyester & 420D Nylon Size: 32cm (w) x 13cm (d) x 44.5cm (h) Capacity: 10" & 15.6" Spacious Main U-shaped Zipped Compartment, additional zipped compartment (Please provide high-quality and durable material) Branding – Ports Regulator of South Africa full logo	100	R	R
<b>Description</b> A Laptop Trolley Backpack with 2 wheels providing a dual system for easy mobility. Built for comfort with Air Mesh back padding and contoured padded back straps. Ample Digital Gadget Storage including space for a laptop and tablet. Ergonomic backpack straps Branding – Ports Regulator of South Africa full logo  <b>More Information:</b> Fabric                                 Synthetic Colour                                    Navy/Dark Blue/Black (Black is the Volume                                   57L Outer Material                         Polyester Laptop                                    17" Laptop Height                                    480mm Width                                     350mm	50	R	R

Depth	340mm			
Double Waterproof/insulated Hot or cold Lunch Cooler Bag with Strap (Navy) <b>Dimension:</b> 32 x30 x 24 cm Material: aluminium foil, polyester Adjustable shoulder strap <b>Colour:</b> Navy or Dark Blue Branding – Ports Regulator of South Africa logo	<b>100</b>	<b>R</b>	<b>R</b>	
Clear/transparent Water Bottles for school exhibitions Material: BPA-Free PETG, PP & Silicone Size: Bottle - 26 (h ) cm Capacity: 650ml Branding – Ports Regulator of South Africa full logo	<b>250</b>	<b>R</b>	<b>R</b>	
Navy Double Wall Bamboo and Silicone Travel mug with secure screw-on lid with flip-top cap Size: 14cm (l) x 8.5cm (w) x 8.5cm (dia) Capacity: 350ml Branding – Ports Regulator of South Africa full logo	<b>50</b>	<b>R</b>	<b>R</b>	
<b>Navy Big Double Canopy Auto Open Navy Umbrella</b> <b>Description:</b> - <ul style="list-style-type: none"> <li>• Water repellent fabric</li> <li>• Diameter: 133cm - Panels: 8 panels</li> <li>• Auto open windproof fibreglass frame</li> <li>• Matching colour rubberised handle - Windproof</li> </ul> Branding – Ports Regulator of South Africa full logo	<b>100</b>	<b>R</b>	<b>R</b>	
<b>Navy Small Single Canopy Folding Umbrella</b> <ul style="list-style-type: none"> <li>• Windproof and rainproof</li> <li>• Diameter: 125cm - Panels: 8 panels</li> <li>• Auto open steel frame</li> </ul> Branding – Ports Regulator of South Africa full logo	<b>100</b>	<b>R</b>	<b>R</b>	
Acrylic clear desk name plate	<b>35</b>	<b>R</b>	<b>R</b>	

<p>Folding outdoor Camp Chair 600D  Utility pocket &amp; Cup holder  Weight support: 220 kg  Colour: Navy or Black  <b>Branding:</b> full white Ports Regulator Logo  <b>Branding Option:</b> Screen Print  <b>Write #R4G at the back in White Tahoma font</b></p>	5	R	R
<p>Dark Blue Jute bag with cotton handle</p> <p><b>Material:</b> jute  <b>Size:</b> 40cm (w) x 20cm (d) x 35cm (h) Branding – Ports Regulator of South Africa full logo</p>	150	R	R
<p>Laptop Sleeve – MultiFix Sleeve Cover</p> <p>25 assorted bright colors 15 Navy</p> <p>Maximum protection: sleeves must protect laptops against accidental bumps, dust and scratches</p> <p>Top-notch quality material and strong stitching, waterproof</p> <p><b>The Ports Regulator of South Africa logo to be branded at the bottom corner of the sleeves</b></p> <p>Material: Wheat Straw &amp; PP</p>	40	R	R
<p>Size: 22cm (l) x 16cm (w) x 7cm (h)</p> <p>Branding Options: Direct to Print, Pad Print (Ports Regulator Logo)</p> <p><b>Use &amp; Care:</b></p> <ul style="list-style-type: none"> <li>- Dishwasher safe.</li> <li>- Not microwave safe.</li> </ul> <p><b>1 Colour, 1 Position Pad</b></p>	100	R	R
<p>100 RED_TL_05</p> <p>Table lamp size:9cm*14cm*28cm  Color temperature: 3000K-7500K  Net weight:168g  Lumens:250lm#color rendering index: &gt;80</p> <p><b>Basic functions:</b></p> <ul style="list-style-type: none"> <li>• Touch switch, adjustable brightness, and easy operation angle</li> </ul>	100	R	R

<ul style="list-style-type: none"> <li>• Phone holder function available at the bottom</li> <li>• Small and compact, smaller package volume</li> </ul> <p>Three lighting temperature and brightness available; hold press the power button to switch color temperature; touch press power button to switch brightness level.</p>			
Sub-Total		<b>R</b>	<b>R</b>
15% VAT		<b>R</b>	<b>R</b>
Grand Total		<b>R</b>	<b>R</b>

**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. COMMUNICATION**

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto:quotations@portsregulator.org)

#### **5. DUE DILIGENCE**

Ports Regulator of South Africa received a right to conduct due diligence before making an award.

#### **6. 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. The 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.

#### **8. SPECIAL CONDITIONS**

The recommended bidder will be required to submit samples prior to the award of the RFQ.

**END OF RFQ DOCUMENT**