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**REQUEST FOR QUOTATION (RFQ)**

**PROVISION OF FOUR (4) WATER COOLERS ON A LEASE BASIS FOR A PERIOD OF THREE (3) YEARS**

RFQ	RFQ2025/26/62
RFQ ISSUE DATE	17 FEBRUARY 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	<b><u>PROVISION OF FOUR (4) WATER COOLERS ON A LEASE BASIS FOR A PERIOD OF THREE (3) YEARS</u></b>
CLOSING DATE & TIME	25 FEBRUARY 2026 @12H00 (Midday)
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.

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

### PROVISION OF FOUR (4) WATER COOLERS ON A LEASE BASIS FOR A PERIOD OF THREE (3) YEARS

#### **1. 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”).
- 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 terms of Sections 46 and 47 of the Act, respectively.

#### **2. SCOPE OF WORK**

- 2.1 Ports Regulator of South Africa is requesting the provision of four (4) water coolers on a lease base for a period of three (3) years including a monthly supply and delivery of water refill bottles (filtered) of 12X 20 liters supply monthly .
- 2.2 The successful service provider will be required to provide the following:

##### **2.3 Water Cooler Units**

- Rental of four (4) free-standing bottled water coolers.
- Units must provide hot and cold-water functionality.
- Minimum dispensing capacity of 4.5 liters per hour (hot and cold).
- Units must include a cup dispenser.
- Colour of units to be silver, grey, or black.
- Units must be suitable for office use and comply with applicable health and safety standards.

##### **2.4 Water Supply**

- Supply, refill, and/or replacement of bottled water as required to ensure uninterrupted service.
- Water supplied must be safe for human consumption and meet applicable drinking water quality standards.
- Empty bottles must be collected and replaced as part of the service.

## **2.5 Installation and Logistics**

- Transportation, delivery, and installation of all water cooler units at the designated premises.
- A once off Installation costs must be included

## **2.6 Repairs and Warranty**

- All water coolers must be covered by a warranty for the duration of the rental period.
- Repairs and replacement of defective parts or units must be carried out promptly to minimize downtime.

## **2.7 Contract Period**

- The contract shall be for a fixed period of 3 years, subject to satisfactory performance.

## **2.8 Compliance and Standards**

- The service provider must comply with all applicable health, safety, and hygiene regulations.
- Personnel responsible for delivery, installation, and service must adhere to occupational health and safety standards.

## **2.9 Servicing, Sanitizing, and Maintenance as and when required for the duration of the contract.**

- Regular sanitizing and servicing of all water cooler units.
- Replacement and/or repair of faulty units during the contract period at no additional cost.
- Preventative maintenance to ensure continuous functionality and hygiene.

## **2.10 Expected Deliverables**

The specification of the water coolers is as follows:

- Rental of four (04) free-standing bottle water coolers.
- Minimum dispensing capacity: 4.5 Lt per hour (Hot and cold).
- Function: rapid cooling and heating capability with a dual and cold functionality.
- Number of Faucets: 2 (anti drip taps) with splash proof exterior
- Material: Stainless steel
- Cooling cabinet: Yes
- Sub type: Electricity
- Packaging type: Each

Provision of four (4) water coolers and monthly supply and delivery of water refill 12 bottles (filtered) of 20 liters (hot and cold). The successful service provider will be required to perform sanitizing, service, warranty and repairs throughout the contract duration. The lease service / contract will be for a period of three (3) years.

### 3 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 Valid and original Tax Clearance Certificate/Valid Tax Pin Number
- 3.1.3 The SBD 4 form must be completed, signed by the authorised company representative.
- 3.1.4 The SBD 6.1 must be completed and signed by the authorised company representative..
- 3.1.5 The POPIA consent form must be completed, signed by the authorised company representative
- 3.1.6 Valid SANAS Accredited B-BBEE Certificate/ Sworn Affidavit

#### 4.1 Mandatory Requirement (Phase2)

- 4.2.1 The Service provider must submit proof of accreditation from the South African National Accreditation System (SANAS) to ensure safe drinking water quality Certificate (or equivalent) issued under the Department of Water and Sanitation's regulatory framework. This certificate is to confirm compliance with national drinking water standards (SANS 241) and validates the company as a legitimate supplier..

#### 4.2 Pricing and Specific Goals (Phase 3)

##### 4.2.2 Pricing

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

DESCRIPTION	Quantity	UNIT PRICE	TOTAL MONTHLY COST
Lease of X4 four Water Coolers	4 Units	R	R
Water refill bottles (filtered) of 12x 20 liters	12 Bottles	R	R
Sanitizing, servicing and warranty and repairs every six (6) months	Every six (6) months	R	R
			Total cost for 6 months
Once off Installation Fee	1	R	R
<b>TOTAL COST FOR A PERIOD OF THREE YEARS INCLUDING VAT</b>			<b>R</b>

- Quotation must reflect a cost breakdown, and prices quoted must be inclusive of VAT.
- A separate quote should be on bidders' letter head
- The Bidder must thus complete the provided schedule and return (No separate schedules permitted).

#### 4.2.3 Specific Goals

- 4.2.3.1 The bidder must submit SBD 6.1 preference points claim form.
- 4.2.3.2 The bidder must submit a BBEE certificate/ Sworn affidavit.
- 4.2.3.3 Specific goal: BBEE Level 1 Companies as per SBD 6.1. Weighs 20 Points.
- 4.2.3.4 B-BBEE compliance (All levels will be taken into account and allocated specific point if applicable).

**NB:** Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS Efilling 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](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 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 company letterhead
- Declaration of Interest (SBD 4),
- Preference points claim form (SBD 6.1),
- Copy of CSD Report or MAAA Number (National Treasury) and
- POPIA consent form
- Proof of accreditation from the South African National Accreditation System (SANAS)
- BBBEE certificate/ Sworn affidavit