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REQUEST FOR QUOTATION (RFQ)

PROVISION OF CONSULTING SERVICES TO DEVELOP SUPPLY CHAIN MANAGEMENT (SCM) STRATEGY FOR THE PORTS REGULATOR OF SOUTH AFRICA

RFQ	RFQ/2023/24/24
RFQ ISSUE DATE	24 July 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF CONSULTING SERVICES TO DEVELOP SUPPLY CHAIN MANAGEMENT (SCM) STRATEGY FOR THE PORTS REGULATOR OF SOUTH AFRICA
CLOSING DATE & TIME	4 August 2023 @12H00
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

PROVISION OF CONSULTING SERVICES TO DEVELOP SUPPLY CHAIN MANAGEMENT (SCM) STRATEGY FOR THE PORTS REGULATOR OF SOUTH AFRICA

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").

In terms of section 30 (1) and (2) of the National Ports Act, the main functions of the Regulator are 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 Sections 46 and 47 of the Act, respectively.

2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request suitably qualified and experienced service providers to submit their proposals for developing a Supply Chain Management strategy.

3. SCOPE OF WORK

The scope of service for this quotation that must be adhered to:

3.1 TO PROVIDE A COMPREHENSIVE SUPPLY CHAIN MANAGEMENT STRATEGY, THIS STRATEGY MUST TAKE THE FOLLOWING INTO CONSIDERATION:

- Identifying and applying the principles of supply chain management
- Identify specific BBBEE goals/targets that will assist the Regulator to contribute to transformation i.e., businesses owned by youth, women, HDI, military veterans, etc.
- Checklists (annexure) for both RFQ and tender processes
- Standard Operating Procedures for all SCM processes

- Applying supply chain management policies and procedures within the public sector including the 2023 Regulations
- Utilising supply chain management systems and resources to fulfil the function effectively.
- Managing supplier contracts

3.2 SUPPLY CHAIN MANAGEMENT POLICY REVIEW

- The SCM Policy must be reviewed with reference to all the National Treasury latest Practice/Instruction Notes as well as the 2023 Regulations.
- The SCM policy must be aligned with the SCM strategy.

4. PLANNING

- The SCM Strategy must propose processes for SCM planning for purposes of Procurement Plan and RFQ Plan.
- The SCM Strategy must outline action items from all affected participants in SCM planning.

5. REPORTING

- The SCM Strategy must propose processes for all SCM reporting requirements.
- The SCM Strategy must outline action items from all affected participants in SCM reporting.

6. DURATION

The anticipated timeframe for the completion of this project is four (4) months.

7. EVALUATION PROCESS

Phase 1 – SCM Administrative requirements

- The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- The SBD 4 form must be completed, signed by the authorised company representative.

Failure to provide the above information may lead to bidder's proposal not being considered further.

PHASE 2: Functionality Criteria

- ❖ Only bid proposals that meet mandatory requirements will be further evaluated on functionality criteria,
- ❖ The Bidder must score a minimum of **70%** during Phase 2 (functionality / technical) of the evaluation to qualify for Phase 3 of the evaluation where only points for Price and B-BBEE will be considered.

- ❖ The service providers will be evaluated on functionality in accordance with the below functionality criteria and values:

PHASE 2			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
Bidder or company's experience in the development and or review of SCM policy and/or SCM strategy. (Must attach contactable written references on successfully completed projects or current projects and reference letters must be in referee's letterhead, signed)	Bidder's years of experience in the development and review of SCM policy and/or SCM strategy as reflected in the completed or current projects.	Indicator	20
	Bidder must attach proof of reference letters and confirming the required experience in the development and or review of SCM policy and/or SCM strategy.		
	No relevant reference letter provided	0	
	1 relevant reference letter provided	5	
	2 relevant reference letters provided	10	
	3 relevant reference letters provided	15	
	More than 3 relevant reference letters provided	20	
The Bidder's understanding of the scope of work (attach a detailed proposal)	The Bidder understand what is required in terms of the RFQ.	Indicator	10
	No information provided in response to RFQ scope of work	0	
	Limited information provided on the Bidder's understanding of the scope of work	5	
	Bidder demonstrates a clear understanding of the scope of work	10	
The Bidder's capacity to deliver on the project (attach a detailed CV of the team leader to be assigned to the project)	Team leader with proven years of experience in supply chain management	Indicator	20
	Less than one year experience	0	
	1 and less than 3 years' experience	5	
	3 and less than 5 years' experience	10	
	5 and less than 7 years' experience	15	

PHASE 2			
GUIDELINES FOR CATEGORY CRITERIA	FUNCTIONALITY (GUIDELINES FOR CRITERIA APPLICATION)		WEIGHT
	7 and more years of experience	20	
Total points on functionality			50

- ❖ N.B: Service providers that fail to score a minimum of 35/50 points (equivalent to seventy percent (70)) on functionality will not be considered and evaluated further on phase 3- price.

Phase 3 – Pricing consideration

- ❖ Service Providers' price quotations must be inclusive of all applicable taxes (including VAT).

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).

8. COMMUNICATION

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

9. 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.

10. COST OF BIDDING

The service provider shall bear all costs and expenses associated with the 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.



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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).
- Information requested as per the functionality criteria.