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Tel: 031 365 7800 Fax: 031 365 7858
Website: <http://www.portsregulator.org>

REQUEST FOR QUOTATION (RFQ)

PROVISION OF PROFESSIONAL PHOTOGRAPHER

RFQ	RFQ/2022/23-93
RFQ ISSUE DATE	16 March 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF PROFESSIONAL PHOTOGRAPHER
CLOSING DATE & TIME	20 March @ 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 PROFESSIONAL PHOTOGRAPHER FOR THE 24TH AND 31ST OF MARCH 2023

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). 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 The Ports Regulator has embarked on a process to appoint a service provider for provision of professional photographer for the 24th and 31st of March 2023.

2. PURPOSE

- 1.4 The Purpose of this request is to request an experienced and reputable service provider to provide professional photography services for PRSA Members, Executive Management and Staff Members for 2022/23 Annual Report on the 24th and 31st of March 2023.

3. SCOPE OF WORK

Ports Regulator of South Africa requires a suitable service provider of professional photographer for thirty-four 39 delegates as per the below specifications.

24 March 2023

14 Members

- Individual
- Group

Venue at The Capital Pearls Hotel at Umhlanga

Time: set up 07h00- photo shoot start 08h00 to 10h00

31 March 2023

25 Members

- Individual
- Groups
- Executives (team)
- X4 Executives and Team

Venue at Ports Regulator of South Africa

22 Dorothy Nyembe Street, 11th floor.

Time: set up 08h00- photo shoot start 09h00 to 11h00

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 Document (Phase 2)

- 4.2.1 Bidders to provide a minimum of one (1) reference letter indicating similar experience in professional photography services. The letters must be on clients' letterhead or stamped, signed, clearly indicate the service/s that was rendered by the bidder.

4.3 Price (Phase 3): Evaluation will be based on price only.

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).

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 company letterhead
- Declaration of Interest (SBD 4),
- Reference Letter
- National Treasury CSD Report or MAAA Number

