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REQUEST FOR QUOTATION (RFQ)

**APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND PROVIDE SUPPORT AND
MAINTENANCE FOR FIXED ASSETS VERIFICATION SCANNING SYSTEM FOR A PERIOD OF THIRTY-SIX (36)
MONTHS**

RFQ	RFQ 2023/24/89
RFQ ISSUE DATE	15 MARCH 2024
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND PROVIDE SUPPORT AND MAINTENANCE FOR FIXED ASSETS VERIFICATION SCANNING SYSTEM FOR A PERIOD OF THIRTY-SIX (36) MONTHS
CLOSING DATE & TIME	22 MARCH 2024 @ 12:00 (MIDDAY)
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

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND PROVIDE SUPPORT AND MAINTENANCE FOR FIXED ASSETS VERIFICATION SCANNING SYSTEM FOR A PERIOD OF THIRTY-SIX (36) MONTHS

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.

2. PURPOSE

The Regulator requires a suitable service provider for supply, delivery and provide support and maintenance for fixed assets verification scanning system for a period of thirty-six (36) months.

3. SCOPE OF WORK

- 3.1 The bidder must provide with software and hardware as follows:

Software Specification – Two (2) Users

- ❖ Web or Cloud Based Asset Register Module with flexible hosting options
- ❖ Cloud Based Fixed Assets Software (with Rooms Inventory Verification Report)
- ❖ Systems Commissioning and Data Uploads and Training.
- ❖ 36 months Support via: onsite, online, telephone, WhatsApp, e-mail.
- ❖ Android version and I-Phone Smartphone Application.
- ❖ Report Generator and Dashboard Graphs.
- ❖ Functionality to Scan/Search by room location and List all the Assets in that location/Room.
- ❖ Flag Assets for impairments via workflow notifications.
- ❖ Allow for process automation for review and approval.
- ❖ Import/Export Data – CSV, Excel, PDF, HTML XML, JASON AND TSV AND Spreadsheet.
- ❖ User Defined Alerts and Notifications.
- ❖ Unlimited Assets Capacity.
- ❖ Pricing Per User with full rights (2 users).
- ❖ Fully Customizable.
- ❖ Rapid selection of criteria in drop-down lists or barcode scan-able fields
- ❖ Facility to create new criteria.
- ❖ Achievable near-perfect accuracy via in build validation.
- ❖ The amount of time lost through human error to be reduced to an absolute minimum.
- ❖ The capture of GPS co-ordinates.
- ❖ Photographs to be attached to the asset record.

- ❖ Automatic Real time upload/download of records.
- ❖ Any Barcode Length alphanumeric characters.
- ❖ Allow seamless integration with other corporate systems.
- ❖ Take-on of existing asset register or new acquisitions.
- ❖ Track Physical assets by location, department, cost centre or responsible person.
- ❖ Be able to archive all the previous verification files where they can be accessed should the need arise.
- ❖ System should be able to produce exception reports e.g. assets without tags, assets with incorrect serial numbers etc.
- ❖ Update Subjective information like condition, useful life, carrying value etc.
- ❖ Software upgrades should be at no cost to the Regulator during the duration of the contract.
- ❖ Be able to calculate depreciation of assets in accordance with GRAP standards.
- ❖ Reporting ability has standards customized assets report i.e., movements history report, acquisitions report, disposal report etc.

Hardware Specification- one (1) device

- ❖ Scanner with a highly expandable large-screen rugged handheld computer.
- ❖ Equipped with Qualcomm octa-core processor and Android 11 OS.
- ❖ 5.5-inch HD display, barcode scanning, and NFC functions.
- ❖ The device supports quick charge and UHF sled for high extensibility.
- ❖ Volume measurement.
- ❖ Built-in UHF functions and with Wi-Fi 6-ready platform for higher data throughput
- ❖ Security that fully satisfy the needs in logistics, warehouse, manufacturing, retail, etc. applications.
- ❖ Pistol Grip.
- ❖ Rubber Boot.
- ❖ Screen Protector.
- ❖ Android 11 or higher.
- ❖ 4G Wi-Fi.
- ❖ Bluetooth.
- ❖ 1D Barcode 2D Barcode.
- ❖ NFC.

4. EVALUATION CRITERIA

4.1 PHASE 1: SCM ADMINISTRATIVE

- 4.1.1 The bidder must submit proof of registration on Central Supplier Database (CSD).
- 4.1.2 The SBD forms must be completed, signed by the authorised company representative.
- 4.1.3 The bidder must submit completed POPIA consent form

4.2 PHASE 2: MANDATORY REQUIREMENTS

- 4.2.1 The bidder must submit at least one (1) reference letter in which they have provided fixed assets verification system in the last five (5) years. Reference letter must be on referee's letter head, signed and dated by the referee.

NB: Failure to provide the above mandatory requirement will lead to the bidder's disqualification and won't be evaluated further for price and specific goals.

4.3 PHASE 3: SPECIFIC GOALS

4.3.1 Pricing Considerations:

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

4.3.1.2 Bidders total price weighs 80 points.

Description	YEAR 1 R	YEAR 2 R	YEAR 3 R
Provision of fixed asset management software and upgrades (2 users)			
Provision of scanning device (hardware)- one (1) device- once off			
Maintenance and support			
Set-up costs- once off			
Training costs- once off			
Any other costs (please specify)			
15% VAT (if applicable)			
Grand Total			

4.3.2 BBBEE

4.3.2.1 The bidder must submit SBD 6.1 preference points claim form.

4.3.2.2 The bidder must submit a B-BBEE Certificate / sworn Affidavit.

4.3.2.3 Bidders' specific goals weighs 20 points.

Evaluation will be based on price and specific goals in line with the provisions of the Preferential Procurement Regulations 2022. RFQ responses will be evaluated on the 80/20 Price & specific goals. Completed SBD 6.1. Preference Points Claim Form in terms of The Preferential Procurement Regulations 2022 must be completed and be submitted together with a copy of Sworn Affidavit or BBBEE Certificate to claim specific goals points. Failing to submit both will results in your company scoring zero (0) points for specific goals.

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 **30 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)
- B-BBEE Certificate / Sworn Affidavit
- Preference points claim form. (SBD 6.1)
- CSD Report (National Treasury)
- POPIA consent form
- Reference letter