



11th Floor, The Marine Building,  
22 Dorothy Nyembe (Gardiner) Street, Durban, 4001  
Private Bag X54322, Durban, 4000  
Tel: 031 365 7800 Fax: 031 365 7858  
Website: <http://www.portsregulator.org>

**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF BRANDED PROMOTIONAL ITEMS**

RFQ	RFQ 2025/26/39
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.



<p><b>Unisex Puffer Navy body warmer Jackets (with pockets)</b></p> <p><b>Description</b>  Material: 100% Polyester</p> <ul style="list-style-type: none"> <li>• High quality padded insulator and stitched for extra warmth</li> <li>• Showerproof</li> <li>• Curved hemline</li> <li>• Zip front pockets with welt detail</li> </ul> <p>Sizes and quantity split between men/women will be shared with the successful service provider.  Branding – Ports Regulator of South Africa full logo</p>		<p><b>10</b></p>
<p><b>Navy body warmer with warm fleece -lined vest Jackets (with pockets)</b></p> <p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Material: 100% diamond quilted Polyester Unisex</li> <li>• Sleeveless design</li> <li>• Soft-feel and warm sherpa lining</li> <li>• YKK zip</li> <li>• Turtleneck</li> <li>• Fleece-lined side entry pockets</li> <li>• Concealed inner back pocket</li> <li>• Lip elastic around armholes and hem</li> </ul> <p>Sizes and quantity split between men/women will be shared with the successful service provider.  Branding – Ports Regulator of South Africa full logo</p>		<p><b>40</b></p>
<p><b>Navy Softshell Jackets (with pockets)</b></p> <p>Sizes and quantity split between men/women will be shared with the successful service provider.  Branding – Ports Regulator of South Africa full logo (Please see attached sizes and description)</p>		<p><b>50</b></p>
<p><b>100% cotton round neck T Shirts – (100 White &amp; 100 Navy)</b></p> <p>Sizes and quantity split between men/women will be shared with the successful service provider.  Branding – Ports Regulator of South Africa full logo on the left</p>		<p><b>200</b> (100 White &amp; 100 Navy)</p>

<p><b>Unisex high-quality style bucket hat with straps</b></p> <p>One size fit all</p> <ul style="list-style-type: none"> <li>• Heavy Brushed Cotton (100%)</li> <li>• Structured hat</li> <li>• Metal Eyelets</li> <li>• Cord With Side Toggle</li> </ul> <p><b>Colour:</b> Navy</p> <p><b>Branding Position:</b> full colors, Ports Regulator of SAlogo</p> <p><b>Branding Option:</b> Embroidery</p>		<p><b>60</b></p>
---	--	------------------

## 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
<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>	100	R	R
<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>	100	R	R
<p><b>White Golf T-shirt - 50 Navy Golf T- shirt – 50</b></p> <ul style="list-style-type: none"> <li>• e-Dri moisture management finish material with a surface interest stripe design</li> <li>• Easy care, minimal creasing</li> <li>• 2-button placket</li> <li>• High quality 100% Polyester material Golf Shirt`</li> <li>• Ladies Golf Shirts with side darts, shaped body along with side slits.</li> </ul> <p><b>Colours:</b> Navy and White equal split (Equal quantity of each colour)</p> <p><b>Branding Option:</b> Embroidery</p> <p><b>Branding Position:</b> Full Ports Regulator logo on the top left upper chest</p> <p>Sizes and quantity split between men/women will be shared with the successful service provider.</p>	100	R	R
<p><b>Unisex Puffer Navy body warmer Jackets (with pockets)</b></p> <p><b>Description</b></p> <p>Material: 100% Polyester</p> <ul style="list-style-type: none"> <li>• High quality padded insulator and stitched for extra warmth</li> <li>• Showerproof</li> <li>• Curved hemline</li> <li>• Zip front pockets with welt detail</li> </ul> <p>Sizes and quantity split between men/women will be shared with the successful service provider.</p> <p>Branding – Ports Regulator of South Africa full logo</p>	10	R	R

<p><b>Navy body warmer with warm fleece -lined vest Jackets (with pockets)</b></p> <p><b>Description</b></p> <ul style="list-style-type: none"> <li>• Material: 100% diamond quilted Polyester Unisex</li> <li>• Sleeveless design</li> <li>• Soft-feel and warm sherpa lining</li> <li>• YKK zip</li> <li>• Turtleneck</li> <li>• Fleece-lined side entry pockets</li> <li>• Concealed inner back pocket</li> <li>• Lip elastic around armholes and hem</li> </ul> <p>Sizes and quantity split between men/women will be shared with the successful service provider.</p> <p>Branding – Ports Regulator of South Africa full logo</p>	40	R	R
<p><b>Navy Softshell Jackets (with pockets)</b></p> <p>Sizes and quantity split between men/women will be shared with the successful service provider.</p> <p>Branding – Ports Regulator of South Africa full logo (Please see attached sizes and description)</p>	50	R	R
<p><b>100% cotton round neck T Shirts – (100 White &amp; 100 Navy)</b></p> <p>Sizes and quantity split between men/women will be shared with the successful service provider.</p> <p>Branding – Ports Regulator of South Africa full logo on the left</p>	200	R	R
<p><b>Unisex high-quality style bucket hat with straps</b></p> <p>One size fit all</p> <ul style="list-style-type: none"> <li>• Heavy Brushed Cotton (100%)</li> <li>• Structured hat</li> <li>• Metal Eyelets</li> <li>• Cord With Side Toggle</li> </ul> <p><b>Colour:</b> Navy <b>Branding Position:</b> full colors, Ports Regulator of SAlogo <b>Branding Option:</b> Embroidery</p>	60		
Sub-Total		R	R
15% VAT		R	R

Grand Total		R	R
-------------	--	---	---

**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).

**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**