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REQUEST FOR QUOTATION (RFQ)

PROVISION OF SERVER-ROOM FIRE SUPPRESSION MAINTENANCE SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA (PRSA)

RFQ	RFQ2025/26/47
RFQ ISSUE DATE	04 DECEMBER 2025
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF SERVER-ROOM FIRE SUPPRESSION MAINTENANCE SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA (PRSA)
CLOSING DATE & TIME	11 DECEMBER 2025 @12H00 (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

PROVISION OF SERVER-ROOM FIRE SUPPRESSION MAINTENANCE SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA (PRSA)

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 purpose of this invitation is to request a suitable qualified and experienced service provider/s to submit their proposals for the provision of server-room fire suppression system maintenance services for the Ports Regulator of South Africa (PRSA).

2. SCOPE OF WORK

- General Servicing of the Fire Alarm System.
- Removal and reinstallation of Co2 cylinder.
- General Servicing of the Fire Suppression System.
- Hydrostatic/ Pressure testing of the Co2 cylinder.
- Refilling of said Co2 cylinder.
- Issuing of Certificate of Service upon successful completion of service

Please note that only once the service has been done, then only we will be able to ascertain if any additional work may be required or not as your system is currently in fault condition.



3. EVALUATION CRITERIA

3.1 SCM Administrative and Mandatory Requirements (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 – if no certificate is submitted or certificate is not valid, no points will be allocated for B-BBEE

3.2 SCM Administrative and Mandatory Requirements (Phase 2)

- 3.2.1 The service provider must provide proof of valid registration atleast one (1) technician for fire suppression with the South African Qualification and Certification Committee (SAQCC) for fire industry.
- 3.2.2 The service provider must provide atleast one (1) contactable reference letters in which they rendered fire systems services or installation for the past 5 years. The reference letters must be on the letterhead of the reference, signed and dated by the referee.
- 3.2.3 Provide confirmation on proposal that the company will be Issuing a Certificate of Service upon successful completion of service.

Failure to provide this information will lead to bidder's proposal not being considered further on price and Specific goals.

3.3 PRICING AND SPECIFIC GOALS (Phase 3)

3.3.1 Pricing

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

Once off maintenance/Service of a Server-room Fire Suppression System	
Item Description	maintenance or servicing of a server room fire suppression system
Quantity	X1
Price Excluding VAT	R_____
VAT	R_____
Total Including VAT	R_____

Bidder's price quotations must include all major spares, recharges, pressure test and hydrostatic test inclusive of all applicable taxes (Including VAT)

3.3.2 Specific Goals

3.3.2.1 The bidder must submit business registration certificate (CIPC documents)/Shareholders certificate and identity documents of the owners to be awarded the specific goals points.

3.3.2.2 At least 51% or more youth owned business will **score 20 points** and less than that will score zero (0) points for specific goals. Evidence of more than 51% of youth owned must be provided (ownership certificate/Shareholders certificate, or YES programme participation letter or identity documents).

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).

4. COMMUNICATION

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

5. 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.

6. 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),
- Contactable reference letter
- South African Qualification and Certification Committee (SAQCC) for fire industry
- Copy of CSD Report or MAAA Number (National Treasury) and
- POPIA consent form