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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	RFQ 2023/24/52
RFQ ISSUE DATE	07 SEPTEMBER 2023
BRIEFING SESSION	<b>Mandatory, on the 12 of September 2023 at the Ports Regulator of South Africa (11<sup>th</sup> Floor, The Marine Building, 22 Dorothy Nyembe Street, Durban, 4000) at 11:00 AM</b>
RFQ DESCRIPTION	<b>PROVISION OF SERVER-ROOM FIRE SUPPRESSION MAINTENANCE SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA (PRSA)</b>
CLOSING DATE & TIME	<b>20 SEPTEMBER 2023 @ 12H00 (MIDDAY)</b>
LOCATION FOR SUBMISSIONS	<b><u><a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a></u></b>

**Service providers 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 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 RFQ:**

### **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 (PRSA) 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**

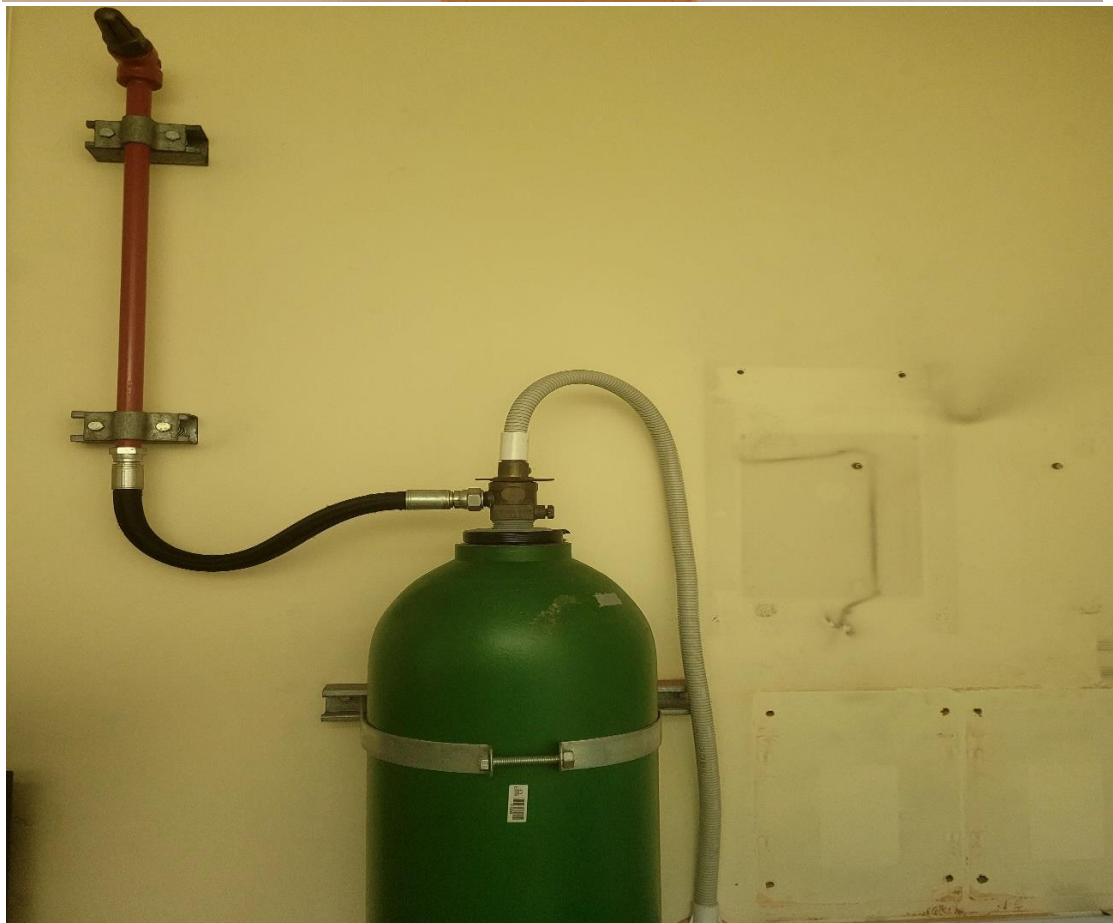
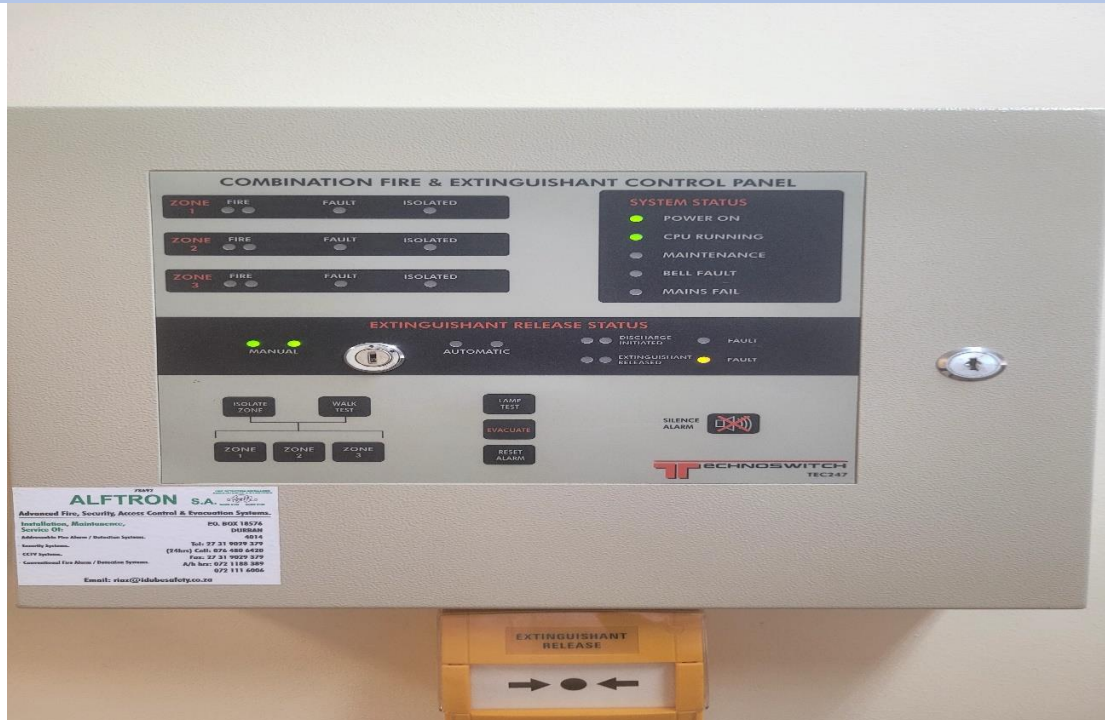
The purpose of this invitation is to request a suitable qualified and experienced service provider/s to submit their proposals for the provision of server-room fire suppression system maintenance services for the Ports Regulator of South Africa (PRSA). This is a Request for Quotation ("RFQ") for the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

#### **3. MOTIVATION**

The Regulator is required to keep its systems well-maintained, minimize risks, comply with regulations, and ensure the safety of both its equipment and personnel. Regular servicing of a server room fire suppression system is essential to ensure its reliability and effectiveness during a fire emergency. This maintenance involves inspecting and calibrating detection components, checking pressure levels of stored gases, preventing potential issues through maintenance, adhering to regulations, and adapting to changes in the server room environment.

#### 4. SCOPE OF WORK

- Servicing of a server room fire suppression system
- Provide service report and certificate post the service.



## 5. DOCUMENTS TO BE SUBMITTED

## 6. EVALUATION CRITERIA

### 6.1 SCM ADMINISTRATIVE

The service provider must submit the following supply chain management administrative documents:

- 6.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database).
- 6.1.2 The SBD 4 form must be completed, initialled, and signed by the authorised company representative and be submitted.

### 6.2 MANDATORY REQUIREMENTS

The service provider must submit the following mandatory documents:

- 6.2.1 The service provider must provide with a proof of valid registration of the two (2) technicians for fire suppression with the South African Qualification and Certification Committee (SAQCC) for fire industry.
- 6.2.2 The service provider must provide with a minimum of two (2) 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.
- 6.2.3 The service provider must provide with a company profile that indicate required services.
- 6.2.4 The service provider must provide with a valid proof of being ISO 9001 approved/accredited.
- 6.2.5 The service provider must provide with a valid proof of being Construction Industry Development Board (CIDB) registered.

***Failure to provide these mandatory requirements will lead to bidder's proposal not being considered further.***

## 7. PRICE COMPARISON

RFQ responses will be evaluated based on price only.

### 7.1 Price Considerations

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

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_____

**NB:** Tax matter for the recommended service provider will be verified on the Central Supplier Database (CSD) or SARS e-filing prior to awarding. If the service providers' 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](mailto: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. COSTS OF BIDDING**

The service provider 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.
- Completed and signed Declaration of Interest (SBD 4).
- Copy of CSD Report or MAAA Number (National Treasury).
- South African Qualification and Certificate Committee (SAQCC) for Fire Industry for at least two (2) technicians for fire suppression.
- Two Reference letters for fire systems servicing or installation.
- Company profile in relation to the scope of work.
- Proof of being SAB ISO 9001 accredited
- Proof of being CIDB registered.