



11th Floor, The Marine Building,  
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Website: <http://www.portsregulator.org>

**REQUEST FOR QUOTATION (RFQ)**

**PROVISION OF OFFICE CARPET CLEANING AND FUMIGATION**

RFQ	RFQ2026/27/13
RFQ ISSUE DATE	12 JUNE 2026
BRIEFING SESSION	NONE
RFQ DESCRIPTION	PROVISION OF OFFICE CARPET CLEANING AND FUMIGATION
CLOSING DATE & TIME	18 JUNE 2026 @12H00
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

### PROVISION OF OFFICE CARPET CLEANING AND FUMIGATION

#### **1. BACKGROUND**

- 1.1 Ports Regulator of South Africa (“the Ports Regulator”) is a Schedule 3A public entity in terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA). The Port Regulator must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.
- 1.2 The Ports Regulator is an independent ports regulatory body, governed by the National Ports Act, Act No. 12 of 2005, (“the Act”).
- 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 terms of Sections 46 and 47 of the Act, respectively.

#### **2. PURPOSE**

The Ports Regulator has embarked on a process to appoint a service provider to provide services of fumigation and carpet cleaning to be done on the 29<sup>th</sup> and 30<sup>th</sup> of June 2026 at the Ports Regulator offices, 22 Dorothy Nyembe Street, The Marine Building, 11<sup>th</sup> floor, Durban.

#### **3. SCOPE OF WORK**

- 3.1 The Ports Regulator office is 772sq meters.
- 3.2 The service provider will be expected to deliver the fumigation services to the office on the 29<sup>th</sup> at 15h00 and carpet cleaning on the 30<sup>th</sup> of June at 10h00 in the morning.
- 3.3 **GENERAL SERVICING PROCEDURE**
- 3.3.1 All pesticides used by the Service Provider must be registered with the Department of Agriculture as stipulated by Act No. 36 of 1947.
- 3.3.2 The Service Provider shall be responsible for application of pesticides according to the label.
- 3.3.3 All equipment used should abide by the Occupational Health and Safety Act 85 of 1993.
- 3.3.4 All work shall comply with all applicable national regulation and health requirements, and Occupational Health and Safety Act 85 of 1993. The contractor shall assume full responsibility and liability for compliance with all applicable regulations pertaining to the health and safety of personnel during the execution of work.
- 3.3.5 Only competent and trained people are to handle insecticides / pesticides.
- 3.3.6 Provision must also be made for the application of a chemical gel in strategic areas of each room or building after chemical spray.
- 3.3.7 Use pesticide products appropriate approved standards; environmentally friendly and safe to human beings.

## 4. EVALUATION CRITERIA

### 4.1 SCM Administrative (Phase 1)

- 4.1.1 The SBD4 must be completed and signed by the authorized company representative.
- 4.1.2 SBD 6.1 must be completed and signed by the authorized company representative
- 4.1.3 The POPIA consent form must be completed and signed by the authorized company representative.
- 4.1.4 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 4.1.5 Valid and original Tax Clearance Certificate/Valid Tax Pin Number

### 4.2 Compulsory Requirements (Phase 2)

- 4.2.1 The service provider must be registered with the South African Pest Control Association (SAPCA) and the valid certificate must be submitted together with a quotation.
- 4.2.2 The pest control officers must be certified and registered with the Department of Agriculture. Proof must be submitted.

### 4.3 Price Comparison & Specific goals (Phase 3)

- 4.3.1 Bidders price quotations must be inclusive of all applicable taxes (Including VAT)
- 4.3.2 Service providers are required to detail their rates/ itemized pricing schedule
- 4.3.3 Bidders total price weighs **80 points**

### 4.4 Specific Goals:

- 4.4.1 The bidder must submit SBD 6.1 preference points claim form.
- 4.4.2 The bidder must submit a BBBEE certificate/ affidavit.
- 4.4.3 Specific goal: BBBEE status level 1 as per SBD 6.1. Weighs **20 Points**.
- 4.4.4 B-BBEE compliance (All levels will be taken into account and allocated specific points if applicable).

**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).

## 5. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto:quotations@portsregulator.org)

## 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. 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 letterhead
- Copy of CSD Report or MAAA Number (National Treasury)
- Declaration of Interest (SBD 4)
- Preference points claim form (SBD 6.1)
- POPIA consent form
- Valid and original Tax Clearance Certificate/Valid Tax Pin Number
- Valid B-BBEE Certificate/ Sworn Affidavit
- Valid certificate from the South African Pest Control Association (SAPCA)
- Proof that the pest control officers are certified and registered with the Department of Agriculture