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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL FLUORESCENT TUBES AND STARTERS

RFQ	RFQ/2022/23-31
RFQ ISSUE DATE	08 September 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL FLUORESCENT TUBES AND STARTERS
CLOSING DATE & TIME	13 September 2022 @ 12:00
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 AND INSTALL FLUORESCENT TUBES AND STARTERS

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 Ports Regulator has embarked on a process to appoint a service provider to supply and install fluorescent tubes and starters.

2. SCOPE OF WORK

- 2.1 Supply and install 40 Bright white Fluorescent tubes 58W
- 2.2 Supply and install 40 Starters

3. 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 4 must be completed, signed by the authorised company representative.

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

3.2 Price Comparison:

As the RFQ price is estimated below R 30 000.00, therefore PPPFA does not apply to this transaction. RFQ responses will be evaluated based on price only.

3.2.1 Pricing Considerations

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

Description	Unit Price	Quantity	Total Price
Bright white Fluorescent tubes 58W	R_____	40	R_____
Starters	R_____	40	R_____
Installation			R_____
Sub-Total			R_____
15% VAT			R_____
Grand Total			R_____

NB: Tax matter for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS E-Filing 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),
- CSD Report (National Treasury)