



11th Floor, the Marine Building,
22 Dorothy Nyembe Street, Durban, 4001
Private Bag X54322, Durban, 4000
Tel: 031 365 7800
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REQUEST FOR INFORMATION

RFI NUMBER: RFI/2021/22 - 1

REQUEST FOR INFORMATION ON SUPPLY & INSTALLATION OF FURNITURE & EQUIPMENT

The Ports Regulator of South Africa calls for suitably qualified suppliers to provide request for information for: Supply and installation of office furniture and equipment.

Site Inspection: 15th February 2022 from 10h00 to 11h00.

11th Floor, the Marine Building,
22 Dorothy Nyembe Street, Durban, 4001

Private Bag X54322, Durban, 4000

Closing Date: 18th February 2022 @ 12h00

For enquiries contact PRSA Supply Chain Management E-mail:
quotations@portsregulator.org

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory, or other rights. No binding contract or other understanding for the supply of services will exist between PRSA and any Respondents unless and until PRSA has executed a formal written contract with the selected supplier.

PORTS REGULATOR OF SOUTH AFRICA

REQUEST FOR INFORMATION (RFI)

RFI NUMBER	: RFI/2021/22 - 1
RFI TITLE	: SUPPLY & INSTALLATION OF FURNITURE & EQUIPMENT

EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	10th February 2022
RFI Available from	10th February 2022
Site Inspection	15th February 2022 @ 10h00 – 11h00
Venue for Briefing Session	N/A
RFI Closing Date and Time	18th February 2022 at 12:00
Electronics Submission	<u>quotations@portsregulator.org</u>
Contact details	<u>quotations@portsregulator.org</u>

PRSA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to PRSA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

1. MANDATORY DOCUMENTS

1.1 CSD report (Central Supplier Database)

2. DEFINITIONS

- 2.1 “RFI” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 “RFI response” - a written response in a prescribed form in response to an RFI.
- 2.3 “Respondent” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the PRSA, written approval to divulge such information will have to be obtained from PRSA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the PRSA. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

The manner of submission of the RFI

- 3.1** Respondent shall submit RFI response in accordance with the prescribed manner.
- 3.2** Respondent shall submit to quotations@portsregulator.org
- 3.3** The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 3.4** All additions to the information documents i.e., appendices, supporting documentation, photographs, technical specifications, and other support documentation covering suggested office furniture and equipment etc. shall be neatly bound as part of the schedule concerned.

4. SITUATIONAL ANALYSIS

4.1 Background

The Ports Regulator of South Africa (PRSA) is a Schedule 3A Public Entity in terms of the Public Finance Management Act (PFMA) any other relevant legislation and the Constitution.

The Ports Regulator was established in terms of the National Ports Act, act number 12 of 2005. The Regulator is a key component of the ports regulatory architecture envisaged in the National Commercial Ports Policy.), any other relevant legislation and the Constitution.

The objective of this request is to appoint an experienced service that with assist in this RFI in terms of office furniture and equipment for our office.

5.2. Scope Of work

Ports Regulator of South Africa (PRSA) is currently occupying / leasing office space at 22 Dorothy Nyembe, The Marine Building, 11th Floor, Durban, 4000. The size of the space is 779 square meters – Floor plan will be provided upon request.

Bidders are required to propose specification and provide quotation:

- To supply furniture and equipment
- To deliver and install such proposed furniture and equipment.
- To co-ordinate and schedule the project, from inception to completion.

The proposed furniture style must be:

- high quality material and finishes;
- modern, contemporary, aesthetically pleasing;
- modular, functional, ergonomically designed;
- suitable for an eight (8) hour work day,
- uncluttered and easy to use
- The proposed furniture must comply with approved SABS standards for office furniture, technical specifications number SATS 1286:2011 or latest (on local content). Provide proof of such compliance.
- All furniture must have a lifespan of eight (8) to twelve (12) years, taking into account fair wear and tear and allow for disassembly/re-assembly in the case of change in office or a move.

- Where applicable, proposed furniture and equipment must be able to install hidden LAN points and power points, adapters and USB points which accommodates audio-visual equipment and any other necessary points required.
- Proposed furniture such as desks must be fitted with corporate connections (i.e. cable connection management, with chrome, spring loaded round top, rising from underneath the desk for access to power and data connectivity).
- Furniture must be durable, easy to clean and maintain and suitable for local weather conditions.
- Cabinets to have adequate storage space and work surface area, modern finish & design.
- Bidders will be required to do a floor layout of all furniture on CAD (Computer Aided Drawing) to ensure that all furniture fit the allocated spaces.

See attached PRSA organogram in Annexure B.

Guideline for office furniture and equipment required:

- Office Chairs for CEO, Executives, Managers, Reception and staff members
- L-Shape Office Desk with lockable credenza and drawers
- Reception desk with lockable credenza and drawers
- Filing Cabinets with drawers for CEO, Executives and Managers.
- Walk in Filing Unit-Lateral Files

The above it's a guideline Computer Aided Drawing will assist to determine if the above furniture will fit our office space.



7. REQUEST FOR INFORMATION:

Bidders are requested provided information against the following:

- 7.1** Bidders are required to submit a detailed outline of suggested as well as timeframes for submission to PRSA.
- 7.2** The review and recommendation work is expected to commence on signing of the contract. The completed product must be delivered to and installed at the PRSA on the agreed date. Submission of a bid in accordance with this RFQ will also be deemed to be an acknowledgement that the bidder will meet the expected deadlines.
- 7.3** ***Bidders are required to include comparative pricing of different furniture available in the market.***

8. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed **by email to** quotations@portsregulator.org

All queries MUST be e-mailed.

END OF THE REQUEST FOR INFORMATION DOCUMENT