



11th Floor, The Marine Building,
22 Dorothy Nyembe (Gardiner) Street, Durban, 4001
Private Bag X54322, Durban, 4000
Tel: 031 365 7800 Fax: 031 365 7858
Website: <http://www.portsregulator.org>

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF OFFICE STATIONERY

RFQ	RFQ2026/27/23
RFQ ISSUE DATE	10 SEPTEMBER 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	SUPPLY AND DELIVERY OF OFFICE STATIONERY
CLOSING DATE & TIME	18 SEPTEMBER 2026@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

SUPPLY AND DELIVERY OF OFFICE STATIONERY

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 Ports 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 in terms of Sections 46 and 47 of the Act, respectively.

2. SCOPE OF WORK

Ports Regulator of South Africa requires a suitable service provider to supply and deliver office stationery as per the below specifications. This list has been compiled based on PRSA's general office stationery and consumable needs. **Service provider to ensure size, quantity and colour is as per the required specification.**

Items	Quantity
A 4 white Mondi printing paper or equivalent	30 boxes of 5 packs
A4 Plastic sleeves	2 pack of 100
30cm Ruler	10
Bic orange ball blue pen fine 0,8mm or equivalent	2 boxes of 60
Bic orange ball black pen fine 0,8mm or equivalent	2 boxes of 60
Rubber /eraser marlin essentials 65mmx23mm	10
HB Staedtler tradition pencil	1 box
PVC Binding covers 150 micron	2 pack of 100
A4 Laminating 100 pouchs 150-micron thickness	2 pack of 100

3. EVALUATION CRITERIA

3.1 SCM Administrative (Phase 1)

- 3.1.1 The SBD 4 must be completed and signed by the authorised company representative.
- 3.1.2 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 3.1.3 The POPIA consent form must be completed and 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 BBBEE certificate /Sworn affidavit.

3.2 Pricing Considerations and Specific Goals (Phase 2)

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

3.2.2 Service providers are required to detail their rates / itemized pricing schedule.

3.2.3 Bidders total price proposal weighs 80 points.

STATIONERY ITEMS	QUANTITY	UNIT PRICE	SUB-TOTAL PRICE
A 4 white Mondi printing paper or equivalent	30 boxes of 5 packs		
A4 Plastic sleeves	2 pack of 100		
30cm Ruler	10		
Bic orange ball blue pen fine 0,8mm or equivalent	2 boxes of 60		
Bic orange ball black pen fine 0,8mm or equivalent	2 boxes of 60		
Rubber /eraser marlin essentials 65mmx23mm	10		
HB Staedtler tradition pencil	1 box		
PVC Binding covers 150 micron	2 pack of 100		
A4 Laminating 100 pouchs 150-micron thickness	2 pack of 100		
TOTAL COST (Including Vat)			

3.3 SPECIFIC GOALS

3.3.1 The bidder must submit SBD 6.1 preference points claim form.

3.3.2 The bidder must submit a BBBEE certificate/ affidavit.

3.3.3 Specific goal: BBBEE status level 1 as per SBD 6.1. Weighs **20 Points**

3.3.4 B-BBEE compliance (All levels will be taken into account and allocated specific points if applicable).

NB: Tax status 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 the Regulator will apply clause 4.2 of the National Treasury Instruction No. 09 of 2017/2018, if the bidder is still not compliant then the Regulator will exercise clause 4.3 of the said instruction note.

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 letterhead
- Declaration of Interest (SBD 4)
- Preference Points Claim Form SBD 6.1
- BBBEE Certificate/ Sworn Affidavit
- POPIA consent form
- Copy of CSD Report or MAAA Number (National Treasury)