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Website: <http://www.portsregulator.org>

REQUEST FOR QUOTATION (RFQ)

Appointment of a Service provider to render voice solution services; Telephone network setup/ IP range, Porting of numbers, Calls concurrent, Annual Licensing for a period of sixteen (16) months, as well as supply, installation, cabling, and delivery of 2 sip line phones with LCD display.

RFQ	RFQ2023/24/08
RFQ ISSUE DATE	15 May 2023
BRIEFING SESSION	Mandatory site visit on the 17th of May at Ports Regulator of South Africa from 13h00 to 15h00
RFQ DESCRIPTION	Appointment of a Service provider to render voice solution services; Telephone network setup/ IP range, Porting of numbers, Calls concurrent, Annual Licensing for a period of sixteen (16) months, as well as supply, installation, cabling, and delivery of 2 sip line phones with LCD display.
CLOSING DATE & TIME	23 May 2023 @ 12:00
LOCATION FOR SUBMISSIONS	<u>quotations@portsregulator.org</u>

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: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION:

Appointment of a Service provider to render voice solution services; Telephone network setup/ IP range, Porting of numbers, Calls concurrent, Annual Licensing for a period of sixteen (16) months, as well as supply, installation, cabling, and delivery of 2 sip line phones with LCD display.

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

- 2.1 The purpose of this invitation is to request suitably qualified and experienced service provider to render voice solution services; Telephone network setup/ IP range, Porting of numbers, Calls concurrent, Annual Licensing for a period of sixteen (16) months, as well as supply, installation, cabling, of a UPS for the telephone system.

3. BACKGROUND

- 2.2 The Ports Regulator of South Africa currently has voice over internet protocol (VoIP), voice Sip PABX system, 1x Switchboard phone with a digital display expansion, 26x 2sip line phones with LCD display, 3x enterprise wireless phones, 1x48 Ports POE gigabit switch and network cabling for 28 phones of which one phone is not cabled/installed.

4. SCOPE OF WORK

- 4.1 Provide separate VLAN line for voice (bring own lines, sync at 20 megs and must not mix Voice and Internet together).
- 4.2 Reconfigure PABX system.
- 4.3 Network setup / IP range.
- 4.4 Porting of 13 numbers and 20 calls concurrent

4.5 Licensing for a period of sixteen (16) months

4.6 Supply, deliver, and install eight (8) VOIP telephones with LCD display. Cabling will be required.

5. EVALUATION CRITERIA

5.1 SCM Administrative (Phase 1):

5.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database).

5.2 SCM Mandatory Requirements (Phase 2):

5.2.1 The service provider must submit proof of accreditation to render the required service /as a reseller.

5.2.2 The service provider must stipulate warranty. To be submitted in writing on a company letter head.

5.2.3 The service provider must submit their recent contactable reference letters for providing similar services from at least 2 clients served either in the current calendar year or the past two calendar years.

5.2.4 The SBD 4 form must be completed, initialled and signed by the authorised company representative.

5.2.5 Quotation should include; vat, reconfiguration of PABX system, telephone supply, installation, delivery, cabling, and cost / rate of Sip calls.

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

6. PRICE CONSIDERATION

6.1 RFQ responses will be evaluated based on price only.

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).

7 COMMUNICATIONS

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org.

8 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 **30 days** from the closing date of the RFQ Enquiry

9 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)
- Proof of accreditation to render the required service /as a reseller.
- Two (2) Reference letters