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REQUEST FOR QUOTATION (RFQ)

AD PLACEMENT- ADVERT IN A NATIONAL PUBLICATION FOR THE TARIFF APPLICATION PUBLIC CONSULTATION PROCESS

RFQ	RFQ2024/25/28
RFQ ISSUE DATE	20 August 2024
BRIEFING SESSION	N/A
RFQ DESCRIPTION	AD PLACEMENT- Advert in a National Publication for the Tariff Application public consultation process
CLOSING DATE & TIME	26 August 2024 @10H00
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

AD PLACEMENT- Advert in a National Publication for the Tariff Application public consultation process

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 the assessment of the National Port Authority’s Tariff Application for the 2025/26 tariff period.

2. PURPOSE

The Ports Regulator requires an experienced and reputable service provider to assist with AD placement for the publication for the advert for the Tariff Application roadshows in a National Publication.

3. SCOPE OF WORK

Publication: Sunday Times (Publication date to be communicated upon award)

Size 15 X 3

Black and White

4. EVALUATION CRITERIA

4.1 SCM Administrative (Phase 1)

- 4.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 4.1.2 The SBD4 and SBD 6.1 forms must be completed, signed by the authorised company representative.
- 4.1.3 POPIA consent form must be completed, signed by the authorised company.

Failure to provide this mandatory information will lead to bidder’s proposal not being considered further on Pricing

4.2 Price Comparison and Specific Goals (Phase 2):

- 4.2.1 Bidders price quotations must be inclusive of all applicable taxes (Including VAT)
- 4.2.2 Service providers are required to detail their rates/ itemized pricing schedule
- 4.2.3 Bidders total price weighs **80 points**
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Description	Price
AD Placement in Sunday Times (Publication date to be communicated upon award) Size 15 X 3 Black and White	R_____
Sub-Total	R_____
15% VAT	R_____
Grand Total	R_____

4.3 BBBEE

- 4.3.1 The bidder must submit SBD 6.1 preference points claim form.
- 4.3.2 The bidder must submit a BBBEE certificate/ affidavit.
- 4.3.3 Specific goal: BBBEE status level 1 as per SBD 6.1. Weighs **20 Points**.

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.

5. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: 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 company letterhead
- Declaration of Interest (SBD 4),
- SBD 6.1
- BBBEE Certificate /affidavit
- CSD Report (National Treasury)
- POPIA consent form