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Tel: 031 365 7800 Fax: 031 365 7858  
Website: <http://www.portsregulator.org>

**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY**

RFQ	RFQ2025/26/49
RFQ ISSUE DATE	20 JANUARY 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	<b>RE-ADVERTISEMENT: SUPPLY AND DELIVERY OF OFFICE STATIONERY</b>
CLOSING DATE & TIME	26 JANUARY 2026 @ 12H00 (Midday)
LOCATION FOR SUBMISSIONS	<a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a>

**Bidders must submit responses via e-mail at: [quotations@portsregulator.org](mailto: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 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 deliver stationery.

#### **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.**

<b>Items</b>	<b>Quantity</b>
1. Pro-desk top stapler 20 sheets	<b>10</b>
2. Index dividers 10 tab (unprinted)	<b>200 packs</b>
3. Assorted highlighters (Pack of 6)	<b>10 packs</b>
4. Hard Cover Book 2 Quire A4 192pg - Feint & Margin	<b>50</b>
5. Correction pen -Tippex (Box of 10)	<b>1 box</b>
6. Assorted A4 Quotation Folders for Filing (Pack of 10)	<b>50 packs</b>
7. 43g Pritt Stick	<b>1 box of 24</b>
8. Sharpeners double hole barrel	<b>10</b>
9. Whiteboard Markers and Cleaner – (Pack of 3 Blue, Black and Red)	<b>10 packs</b>

Items	Quantity
10. Eraser,65mmx23x13mm	<b>10</b>
11. Magnetic whiteboard flip chart paper 50 sheets 860x610mm	<b>10 packs</b>
12. Cube refill & note paper 76mx76m 500 sheets & (assorted colours)	<b>20 packs</b>
13. Deli stick-up index tabs,100 sheets 43mmx12mm assorted colours	<b>20 Packs</b>
14. Orange handle scissors	<b>10</b>
15. Left-Handed Scissors	<b>2</b>
16. A4 Carry Folders PVC 180 Micron Assorted (Pack 6)	<b>20</b>
17. Flipchart Non-Magnetic Standard 1000x640mm	<b>1</b>
18. High surge protection adaptor	<b>4</b>
19. Ellies 12-way adaptor surge protection	<b>4</b>
20. Ellies 8-way adaptor 0.5m cord	<b>4</b>
21. Extension cord white10m	<b>4</b>
22. Extension cord black 10m	<b>4</b>
23. Extension cord white 5m	<b>4</b>
24. Extension cord black 5m	<b>4</b>
25. Tradition ECO HB Pencils - 180T- HB Box of 12	<b>3 Boxes</b>
26. A4 Exam pads 100 Pages	<b>20</b>
27. A4 White Copy Paper 5 Ream Box 80GSM Printing Bond Paper	<b>100 Boxes</b>
28. Retractable (or equivalent) <b>Gel Pen</b> 0.5mm (Box of 50 – Black)	<b>2 Boxes</b>
29. Retractable ballpoint pen (Box of 50 – Black)	<b>1 Box</b>
30. Fine point Ballpoint Pens (Box of 50 – black)	<b>1 Box</b>

Items	Quantity
31. Fine Point Ballpoint Pens (box of 50- blue)	<b>2 Boxes</b>
32. Fine Point Ballpoint Pens (box of 50- red)	<b>3 Boxes</b>
33. Artline /equivalent permanent marker 0,7 (box of 20)	<b>2 Boxes</b>
34. Artline /equivalent permanent marker 2,5 (box of 20)	<b>2 Boxes</b>
35. USB/Memory stick-32gb	<b>20</b>
36. USB/ Memory stick-16gb	<b>20</b>
37. 1 TB External Hard drive	<b>10</b>
38. A4 Snapper Frame	<b>4</b>

### **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 The bidder must submit a valid and original Tax Clearance Certificate/Valid Tax Pin Number
- 3.1.6 The bidder must submit a valid SANAS Accredited B-BBEE Certificate/ Sworn Affidavit – if no certificate is submitted or certificate is not valid, no points will be allocated without B-BBEE.

#### **3.2 Mandatory Requirement (Phase 2)**

- 3.2.1 The service provider must submit two (2) contactable reference letters confirming the supply and delivery of stationery within the past five (5) years. Each reference letter must be issued on the official letterhead of the referee and must be signed and dated.

#### **3.3 Pricing Considerations and Specific Goals (Phase 2)**

- 3.3.1 Bidders price quotations must be inclusive of all applicable taxes (**including VAT**)
- 3.3.2 Service providers are required to detail their rates / itemized pricing schedule.
- 3.3.3 Bidders total price proposal **weighs 80 points**.

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35. USB/Memory stick-32gb	20		
36. USB/ Memory stick-16gb	20		
37. 1 TB External Hard drive	10		
38. A4 Snapper Frame	4		
<b>TOTAL COST</b>			
<b>VAT</b>			
<b>TOTAL COST INCLUDING VAT</b>			

### **3.4 SPECIFIC GOALS**

- 3.4.1 The bidder must submit SBD 6.1 preference points claim form.
- 3.4.2 The bidder must submit a BBBEE certificate/ affidavit.
- 3.4.3 Specific goal: BBBEE status level 1 as per SBD 6.1. Weighs **20 Points**;
- 3.4.4 B-BBEE compliance (All levels will be taken into account and allocated specific point 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](mailto: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
- Two (2) reference letters
- 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)