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**REQUEST FOR QUOTATION (RFQ)**

**SUPPLY AND DELIVERY OF OFFICE STATIONERY**

RFQ	RFQ2025/26/49
RFQ ISSUE DATE	15 DECEMBER 2025
BRIEFING SESSION	N/A
RFQ DESCRIPTION	SUPPLY AND DELIVERY OF OFFICE STATIONERY
CLOSING DATE & TIME	19 JANUARY 2026 @12:00(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	<b>20</b>
2. Plastic file dividers	<b>200</b>
3. Penflex highlighters packs	<b>50</b>
4. 2Quire books	<b>50</b>
5. Correction pen -tipex	<b>2 boxes</b>
6. Plastic Quotation folders/file mixed colourful orange, red, yellow, pink, grey, green, pure	<b>200</b>
7. Pritt box	<b>2 boxes</b>
8. Sharpeners double hole barrel	<b>10</b>
9. Parrot magnetic whiteboard cleaning starter pack	<b>10</b>
10. Eraser,65mmx23x13mm	<b>10</b>

Items	Quantity
11. Parrot board magnetic flip chart paper 50 sheets 860x610mm	<b>50 Sheets</b>
12. Sticky notes,76mx76m pack	<b>4 packs</b>
13. Deli stick-up index tabs,100 sheets 43mmx12mm assorted colours	<b>10</b>
14. Treeline orange handle scissor	<b>10</b>
15. Treeline PVC carry folder mixed assorted colours	<b>50</b>
16. Parrot flipchart non-magnetic standard board	<b>1</b>
17. High surge protection adaptor	<b>4</b>
18. Ellies 12-way adaptor surge protection (4)	<b>4</b>
19. Ellies 8 way adaptor 0.5m cord	<b>4</b>
20. Extension cord white10m	<b>4</b>
21. Extension cord black 10m	<b>4</b>
22. Extension cord white 5m	<b>4</b>
23. Extension cord black 5m	<b>4</b>
24. HB pencils box	<b>2 boxes</b>
25. Scissors left-handed	<b>2</b>
26. Exam pads	<b>20</b>
27. A4white Mondi printing paper	<b>100</b>
28. Gel pen black box of 20	<b>3 boxes</b>
29. Big ball pen red box of 60	<b>2 boxes</b>
30. USB Verbatim Memory stick-32gb	<b>20</b>
31. USB Verbatim Mermory stick-16gb	<b>20</b>
32. Hard drive	<b>10</b>

Items	Quantity
33. Big ball pen black box of 60	<b>2 boxes</b>
34. Big ball pen blue box of 60	<b>3 boxes</b>
35. Ball pen ULTRA FINE 0,7mm	<b>1 Box</b>
36. Superb Refillable fine black pen 12s	<b>2 Boxes</b>
37. Pilot G2 gel pen	<b>2 Boxes</b>
38. Artline permanent 0,7 box of 20	<b>2 Boxes</b>
39. Artineline permanent 2,5 box of 20	<b>2 Boxes</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
- 3.1.7

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

- 3.1.1 The service provider must provide two ( 2) contactable reference letters in which they rendered fire systems services or installation for the past 5 years. The reference letters must be on the letterhead of the reference, signed and dated by the referee.

#### **3.3 Pricing Considerations and Specific Goals (Phase 3)**

- 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.

Stationery List			
Items	Unit Price	Quantity	Sub-Total Price
1. Pro-desk top stapler		20	
2. Plastic file dividers		200	
3. Penflex highlighters packs		50	
4. 2Quire books		50	
5. Correction pen -tipex		2 boxes	
6. Plastic Quotation folders/file mixed colourful orange,red,yellow,pink,grey,green,pure		200	
7. Pritt box		2 boxes	
8. Sharpeners double hole barrel		10	
9. Parrot magnetic whiteboard cleaning starter pack		10	
10. Eraser,65mmx23x13mm		10	
11. Parrot board magnetic flip chart paper 50 sheets 860x610mm		50 Sheets	
12. Sticky notes,76mx76m pack		4 packs	
13. Deli stick-up index tabs,100 sheets 43mmx12mm assorted colours		10	
14. Treeline orange handle scissor		10	
15. Treeline PVC carry folder mixed assorted colours		50	
16. Parrot flipchart non-magnetic standard board		1	
17. High surge protection adaptor		4	
18. Ellies 12-way adaptor surge protection		4	
19. Ellies 8 way adaptor 0.5m cord		4	
20. Extension cord white10m		4	

Stationery List			
Items	Unit Price	Quantity	Sub-Total Price
21. Extension cord black 10m		4	
22. Extension cord white 5m		4	
23. Extension cord black 5m		4	
24. HB pencils box		2 boxes	
25. Scissors left-handed		2	
26. Exam pads		20	
27. A4white Mondi printing paper		100	
28. Gel pen black box of 20		3 boxes	
29. Big ball pen red box of 60		2 boxes	
30. USB Verbatim Memory stick-32gb		20	
31. USB Verbatim Memory stick-16gb		20	
32. Hard drive		10	
33. Big ball pen black box of 60		2 boxes	
34. Big ball pen blue box of 60		3 boxes	
35. Ball pen ULTRA FINE 0,7mm		1 Box	
36. Superb Refillable fine black pen 12s		2 Boxes	
37. Pilot G2 gel pen		2 Boxes	
38. Artline permanent 0,7 box of 20		2 Boxes	
39. Artineline permanent 2,5 box of 20		2 Boxes	
<b>TOTAL COST</b>			
<b>VAT</b>			
<b>TOTAL COST INCLUDING VAT</b>			

### 3.4 SPECIFIC GOALS

- 3.4.1 The bidder must submit business registration certificate (CIPC documents)/Shareholders certificate and identity documents of the owners to be awarded the specific goals points.
- 3.4.2 At least 51% or more youth owned business will **score 20 points** and less than that will score zero (0) points for specific goals. Evidence of more than 51% of youth owned must be provided (ownership certificate/Shareholders certificate and identity documents).

**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
- 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)
- Two (2) reference letters
- Company ownership certificate/Shareholders certificate and identity documents.
- Tax Clearance Certificate/Valid Tax Pin Number

