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

REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF OFFICE EQUIPMENT

RFQ	RFQ/2022/23-79
RFQ ISSUE DATE	01 March 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	Supply and Delivery of Office Equipment
CLOSING DATE & TIME	06 March 2023 @12h00
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 EQUIPMENT


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). Ports 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 Delivery of office equipment.

2. SCOPE OF WORK

Ports Regulator of South Africa requires a suitable service provider to Supply and Deliver of Office Equipment:

Specification for Items	Picture
X1 Metallic Combi fridge freeze (water dispenser and top freezer or bottom freezer) 348 Liter	
(Quantity 20) - 24 x 500ml still water (Quantity 10) - 24 x 500ml sparkling water. 20x 24 Branding – Ports Regulator of South Africa full logo	

Specification for Items	Picture
X2 Cold air Cooler and Heater with remote. Heating and cooling Air purifier Humidifier Germ free water certain system 1300w/2000 heating system 3 airflow choices low noise LED display 8-hour timer 4 castors for easy movement	

3. EVALUATION CRITERIA

3.1 SCM Administrative (Phase 1)

- 3.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).
3.1.2 Declaration of Interest (SBD 4),

3.2 Mandatory Requirements (Phase 2)

- 3.2.1 Bidders to provide a minimum of one (1) reference letter indicating similar experience in supply and delivery of office equipment. The letter must be on client's letterhead or stamped, signed, clearly indicate the service that was rendered by the bidder.

- 3.3 **Price (Phase 3):** Evaluation will be based on price only.

3.4 Pricing Considerations:

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

Specification for Items	Unit Price	Quantity	Total Price
X1 Metallic Combi fridge freeze (water dispenser and top freezer or bottom freezer) 348 Liter			
Quantity 20) - 24 x 500ml still water (Quantity 10) - 24 x 500ml sparkling water. 20x 24 Branding – Ports Regulator of South Africa full logo			

Specification for Items	Unit Price	Quantity	Total Price
X2 Cold air Cooler and Heater with remote. Heating and cooling Air purifier Humidifier Germ free water certain system 1300w/2000 heating system 3 airflow choices low noise LED display 8-hour timer 4 castors for easy movement			
Sub-Total			R
15% VAT			R
Grand Total			R

The appointed bidder will be required within ten (10) days after receipt of purchase order to submit samples of goods for approval by the Ports Regulator before the bidder run full production for each of the promotional items.

NB:

Tax compliance for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS EFiling prior to awarding. If the bidders' 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).

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 company letterhead
- Declaration of Interest (SBD 4),
- A minimum of one (1) reference letter indicating similar experience in supply and delivery branded promotional items.
- Copy of CSD Report or MAAA Number (National Treasury)