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REQUEST FOR QUOTATION (RFQ)

RENEWAL OF LEGAL BRIEF TODAY ONLINE ANNUAL SUBSCRIPTION

RFQ	RFQ/2021/22/22
RFQ ISSUE DATE	22 March 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	<u>RENEWAL OF LEGAL BRIEF TODAY ONLINE ANNUAL SUBSCRIPTION</u>
CLOSING DATE & TIME	24 March 2022 @ 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: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

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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 for the renewal of Legalbrief Today Online annual subscription for the Legal department of the Ports Regulator.

2. SCOPE OF WORK

The Legal department provides legal support to the organisation by providing legal opinions on various issues, vetting of contracts and policies and monitoring compliance of the National Ports Authority. The legal team uses an online service, namely Legalbrief Today Online ("Legalbrief"), which provides regular updates to users regarding developments in the law. Ports Regulator currently has a license for five (5) users.

Legalbrief is a range of specialist electronic newsletters providing topical, consolidated and timeous legal-related news and information for professionals. Relevant news is sourced from a wide range of online and offline national and international newspapers, journals, magazines and professional blogsites. A variety of specialist daily or weekly email newsletters provides subscribers with executive summaries of pertinent news with links to the original media source report for further reading and analysis.

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 The SBD forms must be completed, signed by the authorised company representative.
- 3.2 As the RFQ price is estimated to be below R30 000.00, therefore RFQ responses will be evaluated based on price only.

3.3 Pricing Considerations:

- 3.3.1 Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**.
See list of items in Section 2 of this RFQ.

NB: Tax matter 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 letterhead
- Declaration of Interest (SBD 4),
- Preference Points Claim Form (SBD 6.1),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8) and
- Certificate of Independent Bid Determination (SBD 9)
- Copy of CSD Report or MAAA Number (National Treasury)