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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL FLUORESCENT TUBES AND STARTERS

RFQ	RFQ/2024/25/13
RFQ ISSUE DATE	16 JULY 2024
BRIEFING SESSION	NON- COMPULSORY site visit on the 19 th of JULY 2024 at Ports Regulator of South Africa from 10H00 to 11H00 AM
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL FLUORESCENT TUBES AND STARTERS
CLOSING DATE & TIME	22 JULY 2023 @ 16H00
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

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY AND INSTALL FLUORESCENT TUBES AND STARTERS

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 install fluorescent tubes and starters.

2. SCOPE OF WORK

- 2.1 Supply and install 21 Bright white, fluorescent tubes 58W.
- 2.2 Supply and install 21 Starters.

3. EVALUATION CRITERIA

3.1 SCM Administrative (Phase 1)

- 3.1.1 The SBD4 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.

Failure to provide the above requirements may lead to bidder's proposal not being considered further on price .

3.2 Pricing Considerations and Specific Goals (Phase 2)

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

Description	Unit Price	Quantity	Total Price
Bright white, Fluorescent tubes 58W	R _____	21	R _____
Starters	R _____	21	R _____
Installation			R _____
Sub-Total			R _____
15% VAT			R _____
Grand Total			R _____

3.3 BBBEE

3.3.1 The bidder must submit SBD 6.1 preference points claim form.

3.3.2 The bidder must submit a BBBEE certificate/ sworn affidavit.

3.2.3 **Specific goal:** the bidder BBBEE status must be a level 1 to score a total of 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. 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 ninety (90) days from the closing date of the RFQ Enquiry.

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

7. COST OF PROVIDING WITH RFQ

The service provider 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)
- SBD 6.1
- BBBEE Certificate/ Sworn Affidavit
- POPIA consent form
- Copy of CSD Report or MAAA Number (National Treasury)