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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RISK MATURITY ASSESSMENT

RFQ	RFQ/2021/22/17
RFQ ISSUE DATE	21 February 2022
BRIEFING SESSION	N/A
RFQ DESCRIPTION	<u>APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RISK MATURITY ASSESSMENT</u>
CLOSING DATE & TIME	25 February 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

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT RISK MATURITY ASSESSMENT

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 conduct risk maturity assessment.

2. SCOPE OF WORK

To appoint a service provider to conduct a risk maturity assessment on the current state of the adequacy and effectiveness of risk management throughout the organisation and the Risk Management Function and make recommendations for improvement.

The successful bidder will also be required to provide the following service as a minimum:

- Assess risk and governance documents (policy, framework, RM guide).
- Assess the risk management activities undertaken.
 - Assess the extent to which management participates in identifying risks.
- Assess the alignment of risk profiles to the Ports Regulator's strategy and goals.
- Assess the adequacy of risk reporting.
- Assess the maturity of Ports Regulator's risk management processes and practices.
- Assess the strategic business risk processes.
- Assess the operational risk processes.
- Assess the Risk Management function

The assessment tool should be aligned to the following but not limited to:

- PFMA and Treasury Regulation requirements etc
- King Code on corporate governance principles
- Companies Act requirements.
- IIA standards; and

Other applicable assessment tools

Assessment report should include recommended actions to close off gaps identified. The risk maturity assessment must be concluded within three (3) weeks from the date of appointment.

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 Mandatory Requirement (Phase 2)

- 3.2.1 The bidder must provide a minimum of two (2) reference letters indicating experience in conducting risk maturity assessment. The letter must be on client's letterhead or stamped, signed, clearly indicate the service that was rendered by the bidder.
- 3.2.2 The service provider must be registered with the Institute of Risk Management South Africa (IRMSA)/ Institute of Internal Auditors South Africa (IIASA) – proof must be provided.

Failure to provide this mandatory information will lead to bidder's proposal not being considered further on price and BBEE.

- 3.3 **Price & B-BBEE:** Evaluation based on price and BBEE in line with the provisions of the Preferential Procurement Policy Framework Act of 2017. BBEE and Price. As the RFQ price is estimated to be between R 30 000.00 and R 1 000 000.00, therefore RFQ responses will be evaluated on the 80/20 Price & BBEE preference point system.

3.4 Pricing Considerations:

- 3.4.1 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. ADJUDICATION USING A POINT SYSTEM

- 4.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 4.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 4.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring

the highest number of preference points for B-BBEE.

- 4.3 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 4.4 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

5. COMMUNICATION

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

6. 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.

7. 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)
- Two (2) Reference Letters
- BBBEE Certificate or Sworn Affidavit
- Copy of CSD Report or MAAA Number (National Treasury)