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

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR THE QUOTATION FOR THE APPOINTMENT OF THE AUCTIONER TO SUBMIT PROSOSAL FOR THE DISPOSAL OF THEVEHICLE, COMPUTER EQUIPMENT, FURNITURE AND SCRAPPED ITEMS AT PORTS REGULATOR OF SOUTH AFRICA

RFQ	RFQ2025/26/46
RFQ ISSUE DATE	25 NOVEMBER 2025
BRIEFING SESSION	SITE VISIT WELCOME CONTACT SCM TEAM 031 355 0710
RFQ DESCRIPTION	<u>REQUEST FOR THE QUOTATION FOR THE APPOINTMENT OF THE AUCTIONER TO SUBMIT PROSOSAL FOR THE DISPOSAL OF THEVEHICLE, COMPUTER EQUIPMENT, FURNITURE AND SCRAPPED ITEMS AT PORTS REGULATOR OF SOUTH AFRICA</u>
CLOSING DATE & TIME	28 NOVEMBER 2025 @ 12:00
LOCATION FOR SUBMISSIONS	quotations@portsregulator.6org

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.

Port 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 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

REQUEST FOR THE QUOTATION FOR THE APPOINTMENT OF THE AUCTIONER TO SUBMIT PROSOSAL FOR THE DISPOSAL OF THEVEHICLE, COMPUTER EQUIPMENT, FURNITURE AND SCRAPPED ITEMS AT PORTS REGULATOR OF SOUTH AFRICA

BACKGROUND

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.

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

INTRODUCTION

- Appointment of capable and experienced auctioneer to conduct public and internal auctions to dispose of movable assets and material, either separately or collectively, in compliance with the approved Ports Regulator of South Africa (PRSA) asset disposal process and SCM policy.

SCOPE FOR MOVABLE ASSETS AND MATERIAL:

MARKETING OF AUCTIONS:

- Successful Auctioneer must indicate how the auctions will be marketed in the local, regional and national newspapers and other means of advertisement like billboards, SMS notification, internet exposure, etc.
- The Auctioneer will be responsible to bear the costs of all forms of adverts as per PRSA requirement.

- The said advertising costs will be re-imbursed upon submission of the invoices of the expenses incurred in advertising for the Auctioneer after the proceeds of the Auction have been paid to the PRSA.

ADVERTISING:

The auctioneer is responsible for advertising the disposal of assets as follows:

- All marketing material must comply with the Consumer Protection Act No 68, 2008 regulation 19(1-4) and 20(1-19).
- The auctioneer must send the budget for adverts to be approved by PRSA before they can advertise. All advertisements must be placed in English.
- The size and format of advertisements, which the auctioneer may expend on advertising, will be determined by auctioneer. The auctioneer must consult the PRSA for the approval of budget to advertise.
- Advertisements must be placed timeously in order to afford all interested parties across the Republic of South Africa the opportunity to attend auctions.
- Draft copies of the proposed advertisements are to be submitted to the PRSA for written approval and publication is to be arranged in consultation with the PRSA.
- The auctioneer must provide proof of the approved advertisements, preferably in colour copy.

THE FOLLOWING FUNCTIONS MUST BE EXECUTED BY THE AUCTIONEER:

- Physically inspect all assets identified for disposal (monitors, wired keyboards, docking stations, laptops & desktops), furniture and vehicle (Mercedes Benz V220d).
- The Auctioneer must arrange for the presence of security and/or Durban Metro Police Department (DMPD) at auction sites. The PRSA will bear the costs of the abovementioned services.
- Inspect and list all assets to be auctioned by the PRSA.
- Evaluation of assets and indicate the start bid price.
- Cost to be incurred will be for the account of the auctioneer and will be deducted from the proceeds of the auction after it has been paid over to the PRSA.
- Determine suitable auction venue/s for each auction, in consultation with PRSA.
- All movable assets to be sold, will be sold from the determined auction sites.
- The Auctioneer will compile an auction pack, lot and prepare assets for auction at its own cost and forward his conditions of sale for PRSA for perusal.

- The successful auctioneer can only proceed with an auction, after the auctioneer's auction pack and advertising costs have been received and approved in writing by the PRSA.
- The Auctioneer will be liable for dispatching of assets to the auction venue and the PRSA will take no responsibility, therefore.
- The successful auctioneer will pay the proceeds of the auction to the PRSA and the PRSA w within 14 working days from date of each auction, together with a complete reconciliation statement.
- Manage the sales process from beginning to end, from valuation and cataloguing to overseeing removal of assets from site.
- On completion of the auction, a detailed performance report and reconciliation to be furnished within 14 days.

FEE STRUCTURE:

- Auctioneers are required to provide a proposed fee structure, which must indicate the percentage of commission.
- Auctioneers must indicate if a buyer's commission will be levied on buyers.
- Auctioneers must indicate if a document-handling fee will be levied on buyers.
- Auctioneer to carry the cost of marketing and advertising, and to be reimbursed after the proceeds of the auction have been paid over to the PRSA.
- All other costs must be covered in the commission.

RULES OF AUCTION:

- The service provider shall develop the rules for the auction and cover the PRSA employee's participation before the public auction.

GENERAL:

- Auctioneers must have experience in the handling of Auction.
- No sub-contracting and ceding of the auctioneering service offered will be allowed.

SERVICE LEVEL AGREEMENT:

- A Service Level Agreement will be entered with the successful service provider.

PRICING SCHEDULE

Bidders are required to comply with the prescribed pricing schedule below. No pricing schedules other than the pricing schedule as stated will be accepted and failure to adhere to this section may be seen as submitting a non-responsive bid.

DESCRIPTION	COSTING INFORMATION (INCL VAT)
Percentage Commission (%)	
Total cost of specified marketing schedule/advertisements as mentioned in specification.	
Availability of an appropriate storage site as well as venue for the auction (If applicable)	
Any other costs	

If an auction is not conducted, no payment will be made to the auctioneer.

EVALUATION CRITERIA

SCM Administrative (Phase 1)

- The SBD 4 must be completed and signed by the authorised company representative.
- The bidder must submit proof of registration on CSD (Central Supplier Database).
- The POPIA consent form must be completed and signed by the authorised company representative.
- The SBD 6.1 must be completed and signed by the authorised company representative.

Compulsory requirements (Phase 2)

Bidders are required to submit the following compulsory documents, in which failure to submit any will automatically disqualify the service provider from proceeding further on the next evaluation phase:

1. The service provider must be a member of the South African Institute of Auctioneers (SAIA) or South African Professional Auctioneers Association (SAPAA). Proof of valid membership must be submitted.
2. The service provider must submit at least two (2) written and signed reference letters from the clients on client's letterhead with contactable reference(s) where the service provider has previously conducted an auction.
3. Submit CV and proof of qualifications of the auctioneer (CV of Auctioneer who will be conducting the auction), which indicate atleast five (5) in conducting auctions.

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

Pricing Considerations and Specific Goals (Phase 3)

Bidders must provide:

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

SPECIFIC GOALS

- The bidder must submit SBD 6.1 preference points claim form.
- Specific goal: as per SBD 6.1. Weighs **20 Points**.
- **The following specific goals will be used for this bid:**
- **The following are specific goals and how they will be measured for the Regulator:**

No	Specific Goal	How it will be measured	Allocated points
1	At least 51% or more black women owned business	Provide ownership certificate/Shareholders certificate and identity documents of the owners	5
2	At least 51% or more black youth owned business	Provide ownership certificate/Shareholders certificate and identity documents of the owners	5
3	At least 51% or more black military veterans' owned business	Provide ownership certificate/Shareholders certificate, confirmation	5

		that you are a military veteran and identity documents of the owners	
4	At least 51% black owned business by the people with disability	Provide ownership certificate/Shareholders certificate, proof from the registered medical doctor confirming disability and identity documents of the owners	5

FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

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.

COMMUNICATION

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

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 Corporation for a period of 90 days from the closing date of the RFQ Enquiry.

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)
- Information requested as per compulsory requirements
- Information requested as per specific goals

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \text{80/20} & \text{or} & \text{90/10} \\ P_s = 80 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{\max}}{P_{\max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 $P_{\max}$ = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is

applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender: B-BBEE status level of contributor	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	N/A	20	N/A	
2	N/A	18	N/A	
3	N/A	14	N/A	
4	N/A	12	N/A	
5	N/A	8	N/A	
6	N/A	6	N/A	
7	N/A	4	N/A	
8	N/A	2	N/A	
Non-compliant contributor	N/A	0	N/A	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	



SUPPLIER CONSENT: PROTECTION OF PERSONAL INFORMATION ACT

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Personal Information Act, No. 4 of 2013 ("POPIA"):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Information Regulator; responsible party; special information; as well as any terms derived from these terms.

2. The Ports Regulator will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this Supplier Declaration Form, the Responsible party is "Ports Regulator" and the Data subject is the "Respondent". Ports Regulator will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. The Ports Regulator reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this Supplier Declaration Form and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning the Ports Regulator.
5. In completing this Supplier Declaration form, Ports Regulator acknowledges that it will obtain and have access to personal information of the Respondent. The Ports Regulator agrees that it shall only process the information disclosed by the Respondent in their response to this Supplier Declaration Form for the purpose of registering the Respondent as a Ports Regulator Vendor to facilitate for payment in the execution of the Agreement between the Ports Regulator and the Respondent and in accordance with any applicable law.
6. The Ports Regulator further agrees that in submitting any information or documentation requested in this Supplier Declaration Form, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, vendor management including vendor verification on the Central Supplier Database for all organs of state ,contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively

required period, destruction, de-identification, publishing of personal information by the Ports Regulator and/or its authorised appointed third parties as well as vendor verification on the CSD as required by

7. Furthermore, the Ports Regulator will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, the Ports Regulator requires the Respondent to process any personal information disclosed by the Ports Regulator in the bidding process in the same manner.
8. The Ports Regulator shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this Supplier Declaration Form (physically, through a computer or any other form of electronic communication).
9. The Ports Regulator shall notify the Respondent, in writing, of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request the Ports Regulator to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and their identity thereof in terms of the POPIA and utilizing Form 2 of the POPIA Regulations.
11. The Respondent may further request that the Ports Regulator correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in the Ports Regulator's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
12. In submitting any information or documentation requested in this Supplier Declaration Form, the Respondent is hereby consenting to the processing of their personal information for the purpose of this Supplier Declaration Form and further confirming that they are aware of their rights in terms of Section 5 of POPIA.

Respondents are required to provide consent below:

YES		NO	
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13. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying the Ports Regulator against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted to it.

14. The Respondent declares that the personal information submitted for the purpose of this Supplier Declaration Form is complete, accurate, not misleading, is up to date and may be updated where applicable.

Legal Name of Supplier : _____

Company Registration Number / ID Number of Respondent / Supplier: _____

Name of Authorised Representative: _____

Signature of Respondent's authorised representative: _____

Date of Signature: _____

Should a Respondent have any complaints or objections to processing of its personal information, by the Ports Regulator, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/infoereg/>, [click](#) on contact us, [click](#) on complaints.IR@justice.gov.za