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REQUEST FOR QUOTATION (RFQ)

PRINTING OF PICTURES AND NAME PLATES FOR MINISTER OF TRANSPORT AND DEPUTY MINISTER OF TRANSPORT

RFQ	RFQ2024/25/25
RFQ ISSUE DATE	06 AUGUST 2024
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PRINTING OF PICTURES AND NAME PLATES FOR MINISTER OF TRANSPORT (MS BARBARA CREECY) AND DEPUTY MINISTER OF TRANSPORT (MR MKHULEKO HLENGWA)
CLOSING DATE & TIME	08 AUGUST 2024 @12H00
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Service providers must submit their 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 RFQ on or before the date and time stipulated above.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF SERVICE PROVIDER: _____

DETAILED RFQ

1. PRINTING OF PICTURES AND NAME PLATES FOR MINISTER OF TRANSPORT AND DEPUTY

MINISTER OF TRANSPORT

2. BACKGROUND

1.1 Ports Regulator of South Africa ("the Ports Regulator") is a Schedule 3A public entity in terms of the Public Finance Management Act, Act No.1 of 1999, as amended (PFMA). The Port Regulator must fully comply with all the requirements of the PFMA and all other relevant and applicable legislation.

1.2 The Ports Regulator is an independent ports regulatory body, governed by the National Ports Act, Act No. 12 of 2005, ("the Act").

In terms of section 30 (1) and (2) of the National Ports Act, the main functions of the Regulator are 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 Sections 46 and 47 of the Act, respectively.

3. PURPOSE

3.1 The purpose of this Request for Quotation (RFQ) is to request a suitably qualified service provider for printing of pictures and name plates for minister of transport and deputy minister of transport. The Ports Regulator of South Africa normally display pictures Minister of Transport, Deputy Minister etc at reception area and boardrooms. PRSA would like to replace the pictures for Minister of transport and Deputy Minister of Transport since there are newly appointed. Ms Barbara Creecy (Minister of Transport) and Mr Mkhuleko Hlengwa (Deputy Minister of Transport) were appointed on the 3rd of July 2024 by President Matamela Cyril Ramaphosa. Pictures to be delivered at Ports Regulator of South Africa, 22 Dorothy Nyembe Street, The Marine Building, 11th Floor, Durban 4001.

SCOPE OF WORK

Specification:

- Removal of old picture and name plaque,
- Print new picture with new mount, plaque and reframe.
- 30 X 40 CM Matt Finish
- Quantity = 4 (X2 Minister of Transport and X2 Deputy Minister of transport).

Proposal content

- a. Service providers are required to detail their rates / itemized pricing schedule.

4 EVALUATION CRITERIA

4.1 SCM Administrative (Phase 1)

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

4.2 Pricing Considerations and Specific Goals (Phase 3)

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

4.3 Specific goals

- 4.3.1 The bidder must submit SBD 6.1 preference points claim form.
- 4.3.2 Specific goal: as per SBD 6.1. Weighs 20 Points
- 4.3.3 Allocation of specific goal points will be as follows:

No	Specific goal	Proof to be submitted	Points allocated
1.	More than 51% black women owned business	Provide ownership certificate/Shareholders certificate and identity documents	10
2.	More than 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	10
TOTAL POINTS			20

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)
- Copy of CSD Report or MAAA Number (National Treasury)
- Ownership certificate/Shareholders certificate, proof from the registered medical doctor confirming disability and identity documents
- Preference points claim form SBD 6.1
- POPIA consent form