PORTS REGULATOR OF SOUTH AFRICA

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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BACKGROUND CHECKS AND PSYCHOMETRIC ASSESSMENTS TO THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF 24 MONTHS FOR AS AND WHEN REQUIRED.

RFQ	**RFQ/2025/26-15**
RFQ ISSUE DATE	**17 July 2025**
BRIEFING SESSION	**N/A**
RFQ DESCRIPTION	**Appointment of a service provider to conduct background checks and psychometric assessments to the Ports Regulator of South Africa for a period of 24 months for as and when required.**
CLOSING DATE & TIME	**30 July 2025**
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 CONDUCT BACKGROUND CHECKS AND PSYCHOMETRIC ASSESSMENTS TO THE PORTS REGULATOR OF SOUTH AFRICA FOR A PERIOD OF 24 MONTHS FOR AS AND WHEN REQUIRED.

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 it functions in accordance with the act; and
- Hear appeals and complaints contemplated in terms of Section 48 of the Act

2. PURPOSE

The Ports Regulator requires an experienced and reputable service provider to conduct competency/psychometric assessments and to conduct qualification checks (National and/or International), criminal record and credit checks, identity document verification for a period of 24 months as and when required (Not limited to any number).

3. SCOPE OF WORK

Ports Regulator of south Africa would like to appoint a service provider to conduct background checks and psychometric assessments for a period of 6 months for as and when required basis.

The service provider will be expected to assist with the following services:

- Facilitate and conduct competency and or psychometric assessments.
- Conduct qualification checks (National and or international), criminal record and credit checks and identity document verification. etc.
- Any other appropriate verifications that may be required by the Regulator.
- The service provider must provide valid and up to date proof of registration with the National association of Professional Screeners (NAPBS).

4. EVALUATION CRITERIA

4.1 SCM Administrative (Phase 1)

4.1.1 The bidder must submit proof of registration on CSD (Central Supplier Database).
4.1.2 The SBD4 form must be completed, signed by the authorised company representative.
4.1.3 The SBD6.1 form must be completed, signed by the authorised company representative.
4.1.4 POPIA Consent form must be completed, signed by the authorised company representative
4.1.5 he bidder must submit BBBEE certificate /Sworn Affidavit

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

4.2 Mandatory Requirements (Phase 2)

4.2.1 The service provider must provide three (3) written references in which two (2) reference letters must be being conducting background checks and one (1) reference letter being conducting competency and or psychometric assessments. Reference letters must be on client's letterhead signed and dated by the referee and must not be older than 5 years old.

4.3 Price Consideration and Specific Goals (Phase 3)

4.3.1 Bidders' price quotations must be inclusive of all applicable taxes and escalation fees **(including VAT)**
4.3.2 Service providers are required to detail their rates / itemized pricing schedule.
4.3.3 Bidders total price proposal weighs 80 points.

Description	Price
Criminal check (per candidate)	R_____
Credit check (per candidate)	
Qualification checks – within SA (Per qualification) • National Certificate (Grade 12) • Diploma or equivalent • Bachelor's degree or equivalent • Honours degree or equivalent • Master's degree or equivalent • Doctoral degree or equivalent	R_____ R_____ R_____ R_____ R_____ R_____
Qualification checks – International (Per qualification) • National Certificate (Grade 12) • Diploma or equivalent • Bachelor's degree or equivalent • Honours degree or equivalent • Master's degree or equivalent • Doctoral degree or equivalent	R_____ R_____ R_____ R_____ R_____ R_____

Psychometric assessment (per candidate)	R……
Sub-Total	R_____
15% VAT	**R_____**
Grand Total	**R_____**

4.4 **Specific Goals (Phase 4)**

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

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

4.4.3 **Specific goal**: the bidder BBBEE status must be a level 1 to score a total of 20 points.

NB: Tax matter for the recommended service provider will be verified on the Central Supplier Database (CSD) or SARS e-filling prior to awarding. If the service providers' 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).

5. COMMUNICATION

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

6. 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 **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 company letterhead
- Declaration of Interest (SBD 4),
- SBD 6.1
- CSD Report (National Treasury)
- POPIA consent form
- BBBEE Certificate/Sworn Affidavit
- Proof of registration with the national association of professional Screeners (NAPBS)
- Three (3) written references in which two (2) reference letters must be being conducting background checks and one (1) reference letter being conducting competency and or psychometric assessments.