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**REQUEST FOR QUOTATION (RFQ)**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE WITH FIVE (5) DAYS BASIC FUNDAMENTALS FOR ENTERPRISE RISK MANAGEMENT TRAINING FOR FIVE (5) OFFICIALS**

|                          |                                                                                                                 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|
| RFQ                      | RFQ 2023/24/40                                                                                                  |
| RFQ ISSUE DATE           | 18 July 2023                                                                                                    |
| BRIEFING SESSION         | N/A                                                                                                             |
| RFQ DESCRIPTION          | APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE WITH FIVE (5) DAYS RISK MANAGEMENT TRAINING FOR FIVE (5) OFFICIALS |
| CLOSING DATE & TIME      | 31 July 2023 @ 12:00                                                                                            |
| LOCATION FOR SUBMISSIONS | <a href="mailto:quotations@portsregulator.org">quotations@portsregulator.org</a>                                |

**Bidders must submit responses via e-mail at: [quotations@portsregulator.org](mailto: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 PROVIDE WITH FIVE (5) DAYS BASIC FUNDAMENTALS FOR ENTERPRISE RISK MANAGEMENT TRAINING FOR FIVE (5) OFFICIALS**

#### **1. BACKGROUND**

- 1.1 Ports Regulator of South Africa (Ports 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 qualified and experienced training service provider to provide with face-to-face/virtual risk management training for five (5) days. The training is for five (5) officials.

#### **2. SCOPE OF WORK**

- 2.1 The institution must be accredited with South African Qualification Authority (SAQA) or any relevant professional body. At the end of the training, the training provider must provide with the certificate of competence. The appointed training provider will be required to provide basic fundamentals of enterprise risk management training to the 5 officials, focusing on the following but not limited to:
- (i) What is risk management;
  - (ii) Combined Assurance;
  - (iii) Enterprise Risk Management;
  - (iv) Risk Assessments;
  - (v) Control Assessments;
  - (vi) Risk Management Reporting;
  - (vii) Conduct risk management activities;
  - (viii) Continually plan and implement risk management activities;
  - (x) Role and contribution that effective risk management plays;
  - (xi) Fraud Risk Management etc.

#### **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 4 form must be completed, signed by the authorised company representative.

##### **3.2 Mandatory Requirements (Phase 2)**

- 3.2.1 The service provider must provide with a minimum of two (2) contactable reference letters in which they provided risk management trainings for the past 5 years. The reference letters must be on the letterhead of the reference, signed and dated by the referee.
- 3.2.2 The institution must provide with a trainer/facilitator with a minimum of a Bachelor's degree or equivalent must have a minimum of five (5) years' experience in conducting trainings (a detailed CV with qualifications must be provided).
- 3.2.3 Proof that the training provider is accredited with South African Qualification Authority (SAQA) or any relevant professional body in the field of Risk Management.

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

### **3.3 Price (Phase 3):**

Evaluation will be based on price only.

### **3.4 Pricing Considerations:**

The training provider will be required to train the 5 officials face to face at the training provider's venue. The training provider must consider the following for price quotations and must be inclusive of all applicable taxes (including VAT) as there will be no additional costs that will be entertained.

- The maximum number of days is estimated at five (5) days.

The training provider will be also responsible for the following:

- Presenting, Printing and distributing of training manuals
- Printing of certificates of certificates of competence.
- Other training associated costs (e.g., training venue etc).

**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. COMMUNICATION**

All enquiries relating to this RFQ should be sent via email: [quotations@portsregulator.org](mailto:quotations@portsregulator.org)

## **5. 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.

## **6. 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
- CSD Report or MAAA Number (National Treasury)
- Declaration of Interest (SBD 4)
- B-BBEE certificate
- Two (2) contactable reference letters
- CV for proposed trainer/facilitator with copies of qualifications
- Proof that the training provider is accredited with South African Qualification Authority (SAQA) or any relevant professional body in the field of Risk Management.