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REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER AN AUTOMATIC DOCUMENT NUMBERING MACHINE

RFQ	RFQ/2024/25/04
RFQ ISSUE DATE	17 APRIL 2024
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER AN AUTOMATIC DOCUMENT NUMBERING MACHINE
CLOSING DATE & TIME	22 APRIL 2024 @12H00 (Midday)
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

APPOINTMENT OF SERVICE PROVIDER TO SUPPLY AND DELIVER AN AUTOMATIC DOCUMENT NUMBERING MACHINE

1. 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.

2. PURPOSE

The purpose of this Request for Quotation (RFQ) is to request a suitably qualified service provider to provide the Ports Regulator of South Africa with an automatic document numbering machine to number meeting packs and other documents.

3. SCOPE OF WORK

3.1 The following shall be required from the Service Provider:

- a. To supply and deliver an automatic numbering machine.
- b. The machine must be delivered no later than the 30th of April 2024
- c. A numbering machine that delivers clean prints and provides different functions for different types of numbering;
- d. 8 Digit 4mm Numbers Automatic Numbering Self Inking Strong Metal Construction;

- e. Easy operation number stamp;
- f. Number Auto- Shifting Mechanism;
- g. Comfort Knob and Smooth Number Stamping;
- h. Clear Number Marking With Integrated Ink Pad;
- i. Durable High-Quality Stainless Steel;
- j. Must be ideal for sequential numbering operations;
- k. Customizing must be available to work in exact need;
- l. Wheel: 10 die-cast metal wheels;
- m. Auto Action: 6 wheels with automatic action;
- n. Movement: Repeat, Consecutive, 2 x Repeat;
- o. Size of Figures: 11/64" font - W: 0.094" (2.4mm) x H: 0.157" (4mm);
- p. Print Size: W: 1.378" (35.0mm) x H: 0.157" (4mm);
- q. Style of numbering: numbers (1, 2, 3, 4 etc.);
- r. Drop-cipher;
- s. Includes Integrated ink pad, 0.14oz black ink and a stylus;
- t. Great for document identification number, date and number stamp, serial number stamp, inspection stamp, ticket stamp, etc

4. Term of engagement

The contract will be for a period up to when the numbering machine is provided by the service provider.

5. Proposal content

- a. Service providers are required to detail their rates / itemized pricing schedule; and
- b. Service Providers should send 2 recent letters of reference, which must include the date of the similar service rendered and a contactable reference.

6. EVALUATION CRITERIA

6.1 SCM Administrative (Phase 1)

- 6.1.1 The SBD4 must be completed and signed by the authorised company representative.
- 6.1.2 The bidder must submit proof of registration on CSD (Central Supplier Database).
- 6.1.3 The POPIA consent form must be completed and signed by the authorised company representative.
- 6.1.4 The SBD 6.1 must be completed and signed by the authorised company representative.

6.2 Mandatory Requirements (Phase 2)

- 6.2.1 Service provider must submit two (2) recent letters of reference
- 6.2.2 The bidder must submit a project plan with clear timelines of when each activity is to be conducted.

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

6.3 Pricing Considerations and Specific Goals (Phase 3)

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

6.4 BBBEE

- 6.4.1 The bidder must submit SBD 6.1 preference points claim form.
- 6.4.2 The bidder must submit a BBBEE certificate/ Sworn affidavit.
- 6.4.3 Specific goal: BBBEE status level as per SBD 6.1. Weighs 20 Points

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.

7. 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.

8. COMMUNICATION

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

9. 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)
- Two (2) Reference Letters
- Project plan with clear timelines of when each activity is to be conducted.
- Copy of CSD Report or MAAA Number (National Treasury)
- B-BBEE Certificate
- Preference points claim form SBD 6.1
- POPIA consent form