



11th Floor, The Marine Building,
22 Dorothy Nyembe (Gardiner) Street, Durban, 4001
Private Bag X54322, Durban, 4000
Tel: 031 365 7800 Fax: 031 365 7858
Website: <http://www.portsregulator.org>

REQUEST FOR QUOTATION (RFQ)

PROVISION OF MICROSOFT 365 BUSINESS PREMIUM FOR A PERIOD OF TWELVE (12) MONTHS

RFQ	RFQ 2026/27/18
RFQ ISSUE DATE	13 JULY 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF MICROSOFT 365 BUSINESS PREMIUM FOR A PERIOD OF TWELVE (12) MONTHS
CLOSING DATE & TIME	24 JULY @12H00 (MIDDAY)
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:

PROVISION OF MICROSOFT 365 BUSINESS PREMIUM FOR A PERIOD OF TWELVE (12) MONTHS

1. BACKGROUND

- 1.1 Ports Regulator of South Africa (PRSA) 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.

2. PURPOSE

The purpose of this invitation is to request suitably qualified and experienced service providers to provide a quotation for **fifty-six (56) Microsoft 365 business premium** for a period twelve (12) months.

3. SCOPE OF WORK

The selected service provider will be required to provide the following licenses for a period of Twelve (12) months.

Fifty-six (56) **Microsoft 365 business premium licenses**

- Everything in Business Standard, plus:
- Advanced identity and access management
- Enhanced cyberthreat protection against viruses and phishing attacks
- Enterprise-grade device and endpoint protection
- Discover, classify, and protect sensitive information
- Microsoft 365 Copilot, available as an add-on

4. EVALUATION CRITERIA

4.1 SCM Administrative (Phase 1)

- 4.1.1 The SBD4 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 Mandatory requirements (Phase 2)

4.2.1 The bidder must provide proof that they are accredited with Microsoft to offer this service.

Failure to provide this mandatory information may lead to bidders' proposal not being considered further.

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**.

PERIOD: 12 MONTHS	
Description	Total Price
56 x Microsoft 365 business premium licenses	R _____
15%VAT	R _____
Total Incl. VAT	R _____

4.4 Specific Goals

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: BBBEE status level 1 as per SBD 6.1. Weighs **20 Points**

4.1.1 B-BBEE compliance (All levels will be taken into account and allocated specific points if applicable).

NB: Tax matter for the recommended service provider will be verified on the Central Supplier Database (CSD) or SARS e-filing 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 WHEN RESPONDING TO RFQ

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. COSTS OF BIDDING

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 company letterhead.
- Completed and signed Declaration of Interest form (SBD 4).
- Completed and signed preference points claim form (SBD 6.1)
- POPIA Consent form
- Copy of CSD Report or MAAA Number (National Treasury).
- Proof that the bidder is accredited with Microsoft to offer this service.