PORTS REGULATOR OF SOUTH AFRICA

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 TO SUPPLY AND DELIVER OF BRANDED DIARIES AND NOTEBOOKS FOR 2027

RFQ	**RFQ2026/27/32**
RFQ ISSUE DATE	**02 NOVEMBER 2026**
BRIEFING SESSION	**N/A**
RFQ DESCRIPTION	**PROVISION TO SUPPLY AND DELIVER OF BRANDED DIARIES AND NOTEBOOKS FOR 2027**
CLOSING DATE & TIME	**06 NOVEMBER 2026 @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

PROVISION TO SUPPLY AND DELIVER OF BRANDED DIARIES AND NOTEBOOKS FOR 2027

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").

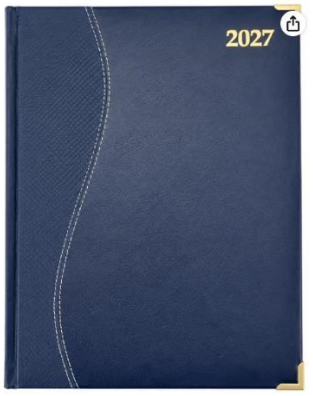
1.3 In terms of section 30 (1) and (2) of the National Ports Act, the main function of the Regulator is to:

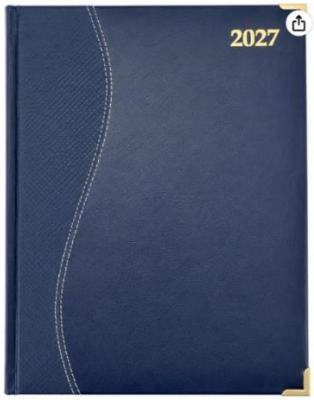
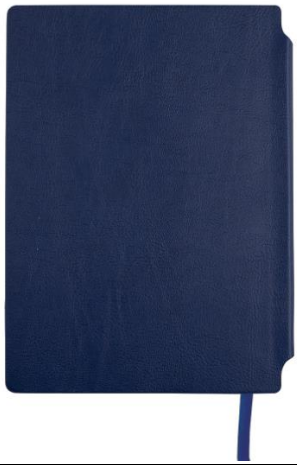
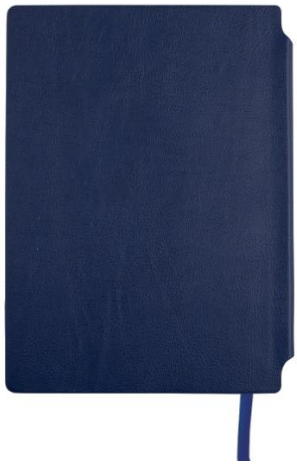
- Exercise economic regulation for the ports system in line with government's strategic objectives.
- Promote equity of access of ports and facilities and service provider by ports.
- Monitor the activities of the National Ports Authority to ensure that it performs it functions in accordance with the act; and
- Hear appeals and complaints contemplated terms of Sections 46 and 47 of the Act, respectively.

2. PURPOSE

The Ports Regulator of South Africa requires a suitable qualified service provider to supply branded diaries and Notebooks for the Ports Regulator of South Africa (PRSA) and the Transport Economic Regulator (TER) as per the below specification. The high Resolution Logo will be provided to the warded bidder. The diaries and notebooks will be delivered to the Ports Regulator of South Africa, 11th floor, 22 Dorothy Nyembe Street, Durban.

3. SCOPE OF WORK

SPECIFICATION OF ITEM	PICTURE
30 Navy - A4 Diaries. Logo will be provided to the awarded bidder	

Specification for Items	**Picture**
20 Navy – A5 Diaries Logo will be provided to the awarded bidder	
100 Navy A5 Notebooks Logo will be provided to the awarded bidder	
100 Navy Hard Cover Notebooks A4 (72 to 96 pages) Logo will be provided to the awarded bidder	
100 Soft Cover Navy A4 (150 to 200 pages) Logo will be provided to the awarded bidder	

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 SBD 6.1 must be completed and signed by the authorised company representative
4.1.3 The POPIA consent form must be completed and signed by the authorised company representative.
4.1.4 The bidder must submit proof of registration on CSD (Central Supplier Database).
4.1.5 Valid and original Tax Clearance Certificate/Valid Tax Pin Number
4.1.6 Valid B-BBEE Certificate/ Sworn Affidavit

4.2 Pricing Considerations (Phase 2)

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 Phase (3)

4.3.1 The bidder must submit SBD 6.1 preference points claim form.
4.3.2 The bidder must submit a BBBEE certificate/ Sworn affidavit.
4.3.3 Specific goal: BBBEE Level 1 Companies as per SBD 6.1. Weighs 20 Points
4.3.4 B-BBEE compliance (All levels will be taken into account and allocated specific point if applicable).

Specification for Items	Unit Price	Quantity	Total Price
30 Navy - A4 Diaries Logo will be provided to the awarded bidder		30	
20 Navy – A5 Diaries Logo will be provided to the awarded bidder		20	
X100 Navy A5 Notebooks Logo will be provided to the awarded bidder		100	
X100 Navy Hard Cover Notebooks A4 (72 to 96 pages) Logo will be provided to the awarded bidder		100	
X100 Soft Cover Navy A4 (150 to 200 pages) Logo will be provided to the awarded bidder		100	
Sub-Total			R
15% VAT			R
Grand Total			R

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
- Copy of CSD Report or MAAA Number (National Treasury)
- Declaration of Interest (SBD 4)
- Preference points claim form (SBD 6.1)
- POPIA consent form
- Valid and original Tax Clearance Certificate/Valid Tax Pin Number
- Valid B-BBEE Certificate/ Sworn Affidavit
- The High Resolution Logo will be provided to the awarded bidder