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 FOR PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA RECORD OF DECISION ANNOUNCEMENT

RFQ	**RFQ2026/27/31**
RFQ ISSUE DATE	**03 NOVEMBER 2026**
BRIEFING SESSION	**N/A**
RFQ DESCRIPTION	**PROVISION FOR PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA RECORD OF DECISION ANNOUNCEMENT**
CLOSING DATE & TIME	**09 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 RFA

PROVISION FOR PROFESSIONAL PHOTOGRAPHY AND VIDEOGRAPHY SERVICES FOR THE PORTS REGULATOR OF SOUTH AFRICA RECORD OF DECISION ANNOUNCEMENT

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 Purpose of this request is to request the services of a suitably qualified and experienced professional photographer and videographer (the "Service Provider") to provide photography and videography services for two PRSA events on 24 November 2026 (or an earlier date agreed upon) and 27 November 2026 (main event) as part of its stakeholder engagement programme.

3. SCOPE OF WORK

The Ports Regulator of South Africa (PRSA) requires the services of a suitably qualified and experienced professional photographer and videographer (the "Service Provider") to provide photography and videography services for two PRSA events on 24 November 2026 and 27 November 2026.

3.1 Event 1: Headshots, Full, Interviews and Group Photography

Date and time	24 November (or an earlier date agreed upon) 2026, 10h00–14h00 (4 hours; set-up to be completed by 09h30)
Venue	Ports Regulator Offices, 22 Dorothy Nyembe Street, 11th Floor, Durban
Expected participants	**25 staff members**: • Individual photographs (headshots, full) • Departmental group photographs • PRSA staff group photographs • Interviews/short video clips

Services required (24 November or an earlier date agreed upon):

1. Supply, set-up and removal of a professional backdrop and appropriate studio lighting at a location within the

venue, as agreed with the PRSA.
2. Individual professional headshots of approximately 25 participants.
3. Group photographs of departments as directed by the PRSA.
4. Video recording of approximately 15 short interviews of approximately 30 -60 seconds each, with suitable audio equipment (e.g. lapel or directional microphones).
5. Basic video editing and post-production of interview footage, including trimming, colour correction, audio clean-up, and PRSA branding (logo, name and title graphics).
6. Retouching and editing of all photographs.
7. Printing and framing of 25 headshots, size A4, in a black frame, delivered to the PRSA by Thursday, 26 November

3.2 Event 2: Main Event Coverage

Date and time	27 November 2026, 08h00–13h00 (5 hours; set-up to be completed by 08h00)
Venue	The Pearls Hotel, Umhlanga, Durban
Expected attendees	80 (high profile delegates)

Services required:

1. Professional photography of the full programme, from arrival and registration to close.
2. Formal individual, group and VIP photographs as per a shot list to be provided by the PRSA.
3. Candid photographs capturing key moments, speakers, and networking.
4. Professional video recording of the full programme.
5. Interviews with selected attendees or participants, to be identified by the PRSA on the day.
6. Professional lighting and audio equipment suitable for the venue.
7. Post-production editing and retouching of all photographs and video footage.
8. A professionally edited highlights video of approximately 2–3 minutes, with PRSA and TER (Transport Economic Regulator) branding, titles, and if required, subtitles.

3.3 Deliverables and Timelines

Deliverable	Specification	Due date
Quick photographs shared via a folder/WhatsApp for immediate sharing to social media platforms and website	High-resolution JPEG, photos	On the day
Edited event photographs	Minimum 60 high-resolution JPEGs, plus web-optimised versions	Within 3 working days of the event (02/12/26)
Interview videos	MP4, [1080p/4K], branded	Within 3 working days of the event (02/12/26)
Event highlights video	MP4, [1080p/4K], [duration]	30/11/26 by 14h00
Raw footage	Delivered on request, in agreed format	Within 5 working days of the event

All final photographs and video footage must be delivered in an agreed digital format via a secure download link and on an external storage device. The PRSA may request up to two rounds of revisions to the highlights video at no additional cost.

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).

4.4 Mandatory Requirements (Phase 4)

4.4.1 Bidder must submit a minimum of at least 2 purchase orders or reference letters of work done in the past 2 years (2024-2026).
4.4.2 Bidder must submit a portfolio of evidence indicating previous similar work done.

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
- At least 2 purchase orders or reference letters of work done in the past 2 years (2024-2026)
- Portfolio of evidence indicating previous similar work done