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)

SUPPLY AND DELIVERY OF OFFICE STATIONERY

RFQ	**RFQ2026/27/33**
RFQ ISSUE DATE	**10 NOVEMBER 2026**
BRIEFING SESSION	**N/A**
RFQ DESCRIPTION	**SUPPLY AND DELIVERY OF OFFICE STATIONERY**
CLOSING DATE & TIME	**16 NOVEMBER 2026@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

SUPPLY AND DELIVERY OF OFFICE STATIONERY

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 Ports 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 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. SCOPE OF WORK

Ports Regulator of South Africa requires a suitable service provider to supply and deliver office stationery as per the below specifications. This list has been compiled based on PRSA's general office stationery and consumable needs. **Service provider to ensure size, quantity and colour is as per the required specification.**

Items	Quantity
Plastic Rulers mix colours	20
Ballpoint pen red	3 boxes of 60
Verbatim hard drive 1TB	6
Staedler-tub sharpener	10
Croxley scissors	15
Marlin 48mm x40MTS brown	8
Correction pen metal tip	1 box of 12
Kangaro Staples 30 sheets metal	30
Artline 0,7	2 boxes of 12
Artline 2,5	2 boxes of 12
Carry folders	20
Fold nose trolly 680mm	1
Sandisk 16	20
Sandisk 32	20
Sandisk 64	20
Exam pad 80 pages	30
2 Count book Quire 192 Pages	80
Pilot-BPS ballpoint 0,7mm Red	3 boxes of 60
Pilot-BPS ballpoint 0,7mm Black	3 boxes of 60
Pilot-BPS ballpoint 0,7mm Blue	3 boxes of 60
Pritt glue-43g	1 box of 24

Items	Quantity
Envelope-small 110x220mm	1 box of 20
Plastic file dividers-bantex 6010	200 pack of 10
Duracell batteries AAA	2 packs of 24
Duracell batteries AA	1 pack of 24
Staedter -tradition black lead pencils with refills	50
Plastic Quotation folders/file mixed colourful orange,red,yellow,pink,grey,green,pure	200
Gel-pen black box	3 boxes of 20
Binding covers A4 150m PVC	1 box of 100
Staedtler tradition 110 HB	20
Smartbuy filing poc 40mic	1 pack of 100
Pro-desk top stapler	20
A4 mondi rotatrim 80g white paper	80 boxes of 5 packs
Ellies 12-way adaptor surge protection	4
Ellies 8 way adapor 0.5m cord	4
h surge protection adaptor	4
Extension cord black 10m	8
Superglue	10 pack of 12
Rexel-Apollo heavy duty stapler 180 sheets	2
A5 Personal Organiser	6
Penflex highlighters assorted colours	50 packs of 6
Croxley KEY1399 Delux Key Ring Set in Tub, Multicolor	1 pack of 60
HP-Financial calculator	6
Casio plus scientific	5
Binding elements Large	30
Binding elements Medium	30
Binding elements small	10
Pilot BP-s medium ballpoint Blue	1 box of 60
Pilot BP-s medium ballpoint Black	1 box of 60
Pentel techniClick Mechanical Pencil-Black Barrel	60
Pentel techniClick Mechanical Pencil-Black Barrel	60
Bantex -PVC Lever Arch File 70mm /1450	4 boxes of 20

3. EVALUATION CRITERIA

3.1 SCM Administrative (Phase 1)

3.1.1 The SBD 4 must be completed and signed by the authorised company representative.
3.1.2 The bidder must submit proof of registration on CSD (Central Supplier Database).
3.1.3 The POPIA consent form must be completed and signed by the authourised company representative.
3.1.4 The SBD 6.1 must be completed and signed by the authorised company representative.
3.1.5 BBBEE certificate /Sworn affidavit.

3.2 Pricing Considerations and Specific Goals (Phase 2)

Items	Quantity	Unit Price	Sub- Total
Plastic Rulers mix colours	20		
Ballpoint pen red	3 boxes of 60		
Verbatim hard drive 1TB	6		
Staedler-tub sharpener	10		
Croxley scissors	15		
Marlin 48mm x40MTS brown	8		
Metal tip box	1 box of 12		
Kangaro Staples 30 sheets metal	30		
Artline 0,7	2 boxes of 12		
Artline 2,5	2 boxes of 12		
Carry folders	20		
Fold nose trolly 680mm	1		
Sandisk 16	20		
Sandisk 32	20		
Sandisk 64	20		
Exam pad 80 pages	30		
2 Count book Quire 192 Pages	80		
Pilot-BPS ballpoint 0,7mm Red	3 boxes of 60		
Pilot-BPS ballpoint 0,7mm Black	3 boxes of 60		
Pilot-BPS ballpoint 0,7mm Blue	3 boxes of 60		
Pritt glue-43g	1 box of 24		
Envelope-small 110x220mm	1 box of 20		
Plastic file dividers-bantex 6010	200 pack of 10		
Duracell batteries AAA	2 packs of 24		
Duracell batteries AA	1 pack of 24		
Staedter -tradition black lead pencils with refills	50		
Plastic Quotation folders/file mixed colourful orange,red,yellow,pink,grey,green,pure	200		
Gel-pen black box	3 boxes of 20		
Binding covers A4 150m PVC	1 box of 100		
Staedtler tradition 110 HB	20		
Smartbuy filing poc 40mic	1 pack of 100		
Pro-desk top stapler	20		
A4 mondi rotatrim 80g white paper	80 boxes of 5 packs		
Ellies 12-way adaptor surge protection	4		
Ellies 8 way adapor 0.5m cord	4		
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Extension cord black 10m	8		
Superglue	10 pack of 12		
Rexel-Apollo heavy duty stapler 180 sheets	2		
A5 Personal Organiser	6		
Penflex highlighters assorted colours	50 packs of 6		
Croxley KEY1399 Delux Key Ring Set in Tub, Multicolor	1 pack of 60		

Items	Quantity	Unit Price	Sub- Total
HP-Financial calculator	6		
Casio plus scientific	5		
Binding elements Large	30		
Binding elements Medium	30		
Binding elements small	10		
Pilot BP-s medium ballpoint Blue	1 box of 60		
Pilot BP-s medium ballpoint Black	1 box of 60		
Pentel techniClick Mechanical Pencil-Black Barrel	60		
Pentel techniClick Mechanical Pencil-Black Barrel	60		
Bantex -PVC Lever Arch File 70mm /1450	4 boxes of 20		
Total Cost (Including Vat)			

3.2.1 Bidders' price quotations must be inclusive of all applicable taxes **(including VAT)**

3.2.2 Service providers are required to detail their rates / itemized pricing schedule.

3.2.3 Bidders total price proposal weighs 80 points.

3.3 SPECIFIC GOALS

3.3.1 The bidder must submit SBD 6.1 preference points claim form.

3.3.2 The bidder must submit a BBBEE certificate/ affidavit.

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

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

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.

4. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: 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
- Declaration of Interest (SBD 4)
- Preference Points Claim Form SBD 6.1
- BBBEE Certificate/ Sworn Affidavit
- POPIA consent form
- Copy of CSD Report or MAAA Number (National Treasury)