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Tel: 031 355 0710
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REQUEST FOR QUOTATION (RFQ)

REQUEST FOR THE QUOTATION FOR THE APPOINTMENT OF THE AUCTIONER TO SUBMIT PROSOSALFOR THE DISPOSAL OF THE COMPUTER EQUIPMENT, FURNITURE AND SCRAPPED ITEMS AT PORTS REGULATOR OF SOUTH AFRICA

RFQ	**RFQ2026/27/34**
RFQ ISSUE DATE	**12 NOVEMBER 2026**
BRIEFING SESSION	**SITE VISIT WELCOME CONTACT SCM TEAM 031 355 0710**
RFQ DESCRIPTION	**REQUEST FOR THE QUOTATION FOR THE APPOINTMENT OF THE AUCTIONER TO SUBMIT PROSOSAL FOR THE DISPOSAL OF THE COMPUTER EQUIPMENT, FURNITURE AND SCRAPPED ITEMS AT PORTS REGULATOR OF SOUTH AFRICA**
CLOSING DATE & TIME	**27 NOVEMBER 2026 @ 12:00**
LOCATION FOR SUBMISSIONS	quotations@portsregulator.6org

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.**

Port 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 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

REQUEST FOR THE QUOTATION FOR THE APPOINTMENT OF THE AUCTIONER TO SUBMIT PROSOSAL FOR THE DISPOSAL OF THE COMPUTER EQUIPMENT, FURNITURE AND SCRAPPED ITEMS AT PORTS REGULATOR OF SOUTH AFRICA

1. BACKGROUND

Ports Regulator of South Africa ("the Regulator") 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.

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 it functions in accordance with the act; and
- Hear appeals and complaints contemplated in terms of Section 48 of the Act

2. INTRODUCTION

- Appointment of capable and experienced auctioneer to conduct public and internal auctions to dispose of movable assets and material, either separately or collectively, in compliance with the approved Ports Regulator of South Africa (PRSA) asset disposal process and SCM policy.

3. SCOPE FOR MOVABLE ASSETS AND MATERIAL:

3.1 MARKETING OF AUCTIONS:

- Successful Auctioneer must indicate how the auctions will be marketed in the local, regional and national newspapers and other means of advertisement like billboards, SMS notification, internet exposure, etc.
- The Auctioneer will be responsible to bear the costs of all forms of adverts as per PRSA requirement.
- The said advertising costs will be re-imbursed upon submission of the invoices of the expenses incurred in advertising for the Auctioneer after the proceeds of the Auction have been paid to the PRSA.

3.2 ADVERTISING:

The auctioneer is responsible for advertising the disposal of assets as follows:

- All marketing material must comply with the Consumer Protection Act No 68, 2008 regulation 19(1-4) and 20(1-19).
- The auctioneer must send the budget for adverts to be approved by PRSA before they can advertise. All advertisements must be placed in English.
- The size and format of advertisements, which the auctioneer may expend on advertising, will be determined by auctioneer. The auctioneer must consult the PRSA for the approval of budget to advertise.
- Advertisements must be placed timeously in order to afford all interested parties across the Republic of South Africa the opportunity to attend auctions.
- Draft copies of the proposed advertisements are to be submitted to the PRSA for written approval and publication is to be arranged in consultation with the PRSA.
- The auctioneer must provide proof of the approved advertisements, preferably in colour copy.

3.3 THE FOLLOWING FUNCTIONS MUST BE EXECUTED BY THE AUCTIONEER:

- Physically inspect all assets identified for disposal (monitors, wired keyboards, docking stations, laptops & desktops), furniture.
- The Auctioneer must arrange for the presence of security and/or Durban Metro Police Department (DMPD) at auction sites. The PRSA will bear the costs of the abovementioned services.
- Inspect and list all assets to be auctioned by the PRSA.
- Evaluation of assets and indicate the start bid price.
- Determine suitable auction venue/s for each auction, in consultation with PRSA.
- All movable assets to be sold, will be sold from the determined auction sites.
- The Auctioneer will compile an auction pack, lot and prepare assets for auction at its own cost and forward his conditions of sale for PRSA for perusal.
- The successful auctioneer can only proceed with an auction, after the auctioneer's auction pack and advertising costs have been received and approved in writing by the PRSA.
- The Auctioneer will be liable for dispatching of assets to the auction venue and the PRSA will take no responsibility, therefore.
- The successful auctioneer will pay the proceeds of the auction to the PRSA within 14 working days from date of each auction, together with a complete reconciliation statement.
- Manage the sales process from beginning to end, from valuation and cataloguing to overseeing removal of assets from site.
- On completion of the auction, a detailed performance report and reconciliation to be furnished within 14 days.

3.4 FEE STRUCTURE:

- Auctioneers are required to provide a proposed fee structure, which must indicate the percentage of commission.
- Auctioneers must indicate if a buyer's commission will be levied on buyers.
- Auctioneers must indicate if a document-handling fee will be levied on buyers.
- Auctioneer to carry the cost of marketing and advertising, and to be reimbursed after the proceeds of the auction have been paid over to the PRSA.
- All other costs must be covered in the commission.

3.5 RULES OF AUCTION:

- The service provider shall develop the rules for the auction and cover the PRSA employee's participation before the public auction.

3.6 GENERAL:

- Auctioneers must have experience in the handling of Auction.
- No sub-contracting and ceding of the auctioneering service offered will be allowed.

3.7 SECURITY:

- The Successful Auctioneer must supply the Entity with the following:
- Proof of professional indemnity insurance coverage for R1 million within 14 days' after award.
- Before any auction takes place, a bank guarantee equal to 10% of the estimated proceeds of that auction must be supplied to the Entity.

3.8 SERVICE LEVEL AGREEMENT:

- A Service Level Agreement will be entered with the successful service provider.

4. PRICING SCHEDULE

Bidders are required to comply with the prescribed pricing schedule below. No pricing schedules other than the pricing schedule as stated will be accepted and failure to adhere to this section may be seen as submitting a non-responsive bid.

DESCRIPTION	**COSTING INFORMATION (INCL VAT)**
Percentage Commission (%)	
Total cost of specified marketing schedule/advertisements as mentioned in specification.	
Availability of an appropriate storage site as well as venue for the auction (If applicable)	
Any other costs	

If an auction is not conducted, no payment will be made to the auctioneer.

5. EVALUATION CRITERIA

5.1 SCM Administrative (Phase 1)

- The SBD 4 must be completed and signed by the authorised company representative.
- The bidder must submit proof of registration on CSD (Central Supplier Database).
- The POPIA consent form must be completed and signed by the authourised company representative.
- The SBD 6.1 must be completed and signed by the authorised company representative.

5.2 Compulsory requirements (Phase 2)

Bidders are required to submit the following compulsory documents, in which failure to submit any will automatically disqualify the service provider from proceeding further on the next evaluation phase:

1. The service provider must be a member of the South African Institute of Auctioneers (SAIA) or South African Professional Auctioneers Association (SAPAA). Proof of valid membership must be submitted.
2. The service provider must submit at least two (2) written and signed reference letters from the clients on client's letterhead with contactable reference(s) where the service provider has previously conducted an auction.
3. Submit CV and proof of qualifications of the auctioneer (CV of Auctioneer who will be conducting the auction), which indicate atleast five (5) in conducting auctions.

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

5.3 Pricing Considerations and Specific Goals (Phase 3)

Bidders must provide:

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

5.3.1 SPECIFIC GOALS

- The bidder must submit SBD 6.1 preference points claim form.
- Specific goal: as per SBD 6.1. Weighs **20 Points.**
- **The following specific goals will be used for this bid:**
- The following are specific goals and how they will be measured for the Regulator:

No	Specific Goal	How it will be measured	Allocated points
1	At least 51% or more black women owned business	Provide ownership certificate/Shareholders certificate and identity documents of the owners	5
2	At least 51% or more black youth owned business	Provide ownership certificate/Shareholders certificate and identity documents of the owners	5
3	At least 51% or more black military veterans' owned business	Provide ownership certificate/Shareholders certificate, confirmation that you are a military veteran and identity documents of the owners	5
4	At least 51% black owned business by the people with disability	Provide ownership certificate/Shareholders certificate, proof from the registered medical doctor confirming disability and identity documents of the owners	5

5.3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	Price of highest acceptable tender

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. COMMUNICATION

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

6. 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 Corporation for a period of 90 days from the closing date of the RFQ Enquiry.

7. 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)
- Information requested as per compulsory requirements
- Information requested as per specific goals