



**REQUEST FOR QUOTATION: PROVISION OF PLACEMENT OF ADVERTS FOR THE PARLIAMENT OF
RSA FOR A PERIOD OF SIX (6) MONTHS**

Date of Issue: **15 March 2024**

Closing Date: **25 March 2024 at 12:00**

Quotation Reference Number: **RFQ403/2024**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	PROVISION OF PLACEMENT OF ADVERTS FOR THE PARLIAMENT OF RSA	1		

Z Msolo

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FOR SECRETARY TO PARLIAMENT

1. GENERAL CONDITIONS

- ✓ Quotations will be evaluated on 80 /20 preference point system
- ✓ 80 points allocated for price and 20 points allocated for HDI and RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament
- ✓ Preference Points will be awarded to tenderers for completing column 3 and supplying the supporting documents listed in column 4 below. Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.
- ✓ Refer HDI and RDP goals as mentioned in paragraph 3 below for more details.

1. Specific Goals	2. Number of Points	3. Points claimed by the Tenderer	4. Tenderers must supply the following documents when claiming preference points
HDI'S			
Black	6		Identity Document/ CSD/CK document
Women	4		Identity Document/CSD/CK document
People living with Disabilities	3		Medical Certificate/CSD
RDP GOALS			
SMME	4		Annual Turnover Confirmation from Accountant/AFS/ CSD
Youth	3		Identity Document/ CSD/CK document

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to zmsolo@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to zmsolo@parliament.gov.za
- ✓ All quotations received after the closing date will not be accepted
- ✓ Acceptance of a quotation will be subject to Parliament's own Supply Chain Management policy.
- ✓ All suppliers are required to fill in and submit the declaration of interest document.
- ✓ A current list of references where similar work was undertaken should be supplied.
- ✓ All suppliers must submit valid tax pin and all supporting documents as per the specific goals table.

2. SPECIFIC CONDITIONS

- ✓ The appointment of the supplier will not necessarily be on the basis of the lowest quote.
- ✓ Quotes should be detailed and specify the services and cost, market related prices will be negotiated with the preferred supplier.
- ✓ Parliament reserves the right not to award the contract.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Companies are prohibited from using Parliament's logo on their proposal.
- ✓ The RFQ document must be completed in full, and the declaration of interest form must be filled in, signed, stamped by the Commissioner of Oaths and returned with the quotation. Parliament reserves the right to use this declaration form for quotations submitted by the Service Provider for a period of 3 months, unless the supplier's details has changed in said period.
- ✓ Failure to submit all documents as required might result in disqualification.
- ✓ Parliament cannot award contracts to provide goods and services to a Member of Parliament, or Cabinet, A Member of a Provincial Legislature or Member of the Provincial Executive Council, a Municipal Councillor, a person in the employ of state whose participation in the procurement process for the contract may result in a conflict of interest, or any entity in which any of the mentioned persons is a director or has controlling or other substantial interest.
- ✓ Parliament may request suppliers to provide additional pricing information to be utilised for comparative purposes during evaluations.
- ✓ Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the RFQ/tender to the highest scoring tenderer if such a tenderer has been awarded a tender by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the RFQ/tender.
- ✓ Parliament reserves the right to re-appoint or extend the service of the supplier where there is a natural continuation of assignments.
- ✓ Tenderers will only qualify for the preference points claimed by them, if they provide valid supporting documents to substantiate such claim.

3. HDI GOALS

The below mentioned HDI and RDP goals will be applicable to this RFQ as identified in paragraph 8, 6 of the preferential procurement policy of Parliament

Specific goals	Means of Verification:	Comments:
Black	Identity Document /CSD/ CK document	African, Indian, and Coloured are classified as Black
Women	Identity Document /CSD/ CK document	The 7th digit of a female's RSA ID is 0 – 4, and 5 – 9 for males
People living with Disabilities	Medical Certificate/CSD	Only a qualified medical practitioner can certify a disability.
SMME	CSD/ Annual Financial Statement or written confirmation from Accountant	Annual Turnover as declared on CSD or verified through Annual Financial Statements or written confirmation from the Accountant
Youth	Identity Document /CSD/ CK document	Ages between 18 – 35

SUPPLIER INFORMATION FORM

REGISTERED NAME		
TRADING NAME (IF APPLICABLE)		
COMPANY REGISTRATION NUMBER (or ID)		
VAT REGISTRATION NUMBER		
CENTRAL SUPPLIER DATABASE NUMBER		
TAX COMPLIANCE STATUS PIN		
TAX COMPLIANCE STATUS PIN EXPIRY DATE		
INCOME TAX NUMBER		
PHYSICAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
POSTAL ADDRESS	ADDRESS	
	CITY/TOWN	
	POSTAL CODE	
CONTACT DETAILS	OFFICE	
	CELLPHONE	
	FAX	
	EMAIL	
CONTACT PERSON		
BANK DETAILS	BANK NAME	
	BRANCH CODE	
	ACCOUNT NUMBER	
	ACCOUNT NAME	

- ✓ Ihereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament's procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

Signature

Date

(Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

PRODUCT OR SERVICE DESCRIPTION

PROVISION OF PLACEMENT OF ADVERTS FOR THE PARLIAMENT OF SOUTH AFRICA

1. BACKGROUND

Parliament of the Republic of South Africa makes use of print media to advertise its programmes and activities, as one part of a communication mix aimed at better public awareness, reputation building, trust and confidence building as well as citizen and stakeholder engagement and participation in achieving its vision. Parliament therefore seeks to appoint a service provider to provide comprehensive advertisement placement services for Parliament of the Republic of South Africa. This has to be done in a manner that enables bulk buying of advertising space in various print media, and utilization of economies of scale to ensure more cost effective use of its advertising revenue.

In the past 3 years, Parliament advertised mainly in the Johannesburg weekend newspapers and on limited basis Johannesburg dailies and weekend tabloids. The weekend newspapers are printed on spreadsheet format. On average Parliament places 15 advertisements a month in these newspapers. Parliament intends to spread its reach by also advertising in lower Living Standard Measurements (LSM) audience, regional and local newspapers available in other provinces and municipalities as per its communications strategy and the Programme of Action.

2. OBJECTIVES

The broad objectives of this RFQ include:

- To provide prospective service providers with adequate information to understand and respond to Parliament's requirements;
- To ensure that responses from prospective service providers comply with determined standards; and
- To provide a structured framework for the evaluation of proposals.

3. PURPOSE OF THE REQUEST FOR RFQ

The purpose of the terms of reference (TOR) is to identify a suitably qualified service provider with the requisite capacity to provide advertisement placement services for a period of six (6), as per the scope of the required service.

The service provider must execute this project in a manner that meets the desired standards, quality, scope, timeframe and cost for Parliament.

4. MANDATORY SUBMISSION REQUIREMENTS

All bids that fail to attach the required documents will be disqualified.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
4.1 Service Providers must submit CV of dedicated Key Account Manager indicating a minimum of five (5) years' experience and qualification in Media Management, or Communications or related field.		
4.2 Service Providers must submit comprehensive audited or independently reviewed financial statements for the last two completed financial years (with comparative figures).		
4.3 Service Providers must submit a list of all their affiliates, per province.		
4.4 Service Providers must submit at least three (3) positive reference letters where similar work was undertaken in the last five (5) years.		
<p>4.5 Service Providers must submit a draft Service Level Agreement (SLA) that address the following:</p> <ul style="list-style-type: none"> • All requests to be logged (telephonically and/or by email with reference number tracking) via a single point of contact. • A dedicated Key Accounts Manager. • Efficiency & ability to place adverts at short notice (stipulate the shortest lead time required). • National footprint and affiliates. 		

- Offering editing and production of adverts in all (11) South African languages.

5. MANDATORY FUNCTIONAL REQUIREMENTS

Service Providers must please include supporting documentation or an explanation on how your proposal will meet the following criteria.

Your submission must comply with all of these criteria to proceed to the functional evaluation phase.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
5.1 Service Providers must have a minimum of five (5) years relevant experience in facilitating bulk buying of media space and utilization of economies of scale to negotiate better rates to help stretch the currency value derived from each advert.		
5.2 Service Providers must have access to all print media, including those in local areas.		
5.3 Service Providers must ensure that the commissioning Division of Parliament signs off proofs before final placement / publishing of adverts.		
5.4 Service Providers must utilise the best located print media to optimally reach the target audiences including the remote rural and underserved segments of the South African society		
5.5 Service Providers must be able to provide Parliament with independently verified or audited audience reach reports on a quarterly basis.		



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

INVITATION TO BID

Bid Number	Description	Compulsory Briefing Session Date/Time/Venue	Closing Date
B1/2022	Provision of an Occupational Medical Practitioner (OMP) and Occupational Health Nurse Practitioner (OHNP) for Parliament of RSA	N/A	31 May 2022 at 12:00
B2/2022	Supply and Delivery of stationery and office supplies to Parliament of RSA	N/A	31 May 2022 at 12:00
B3/2022	Appointment of a Multi-Disciplinary Professional Team with a Project Manager as a lead and technical experts in Built Environment Engineering Services to provide technical advice and consultancy services to the Parliament of RSA	17 May 2022 at 10:00, Upper Ground Floor, Committee Room 1, 90 Plein Street Building, Parliament	31 May 2022 at 12:00

Bidders are hereby invited for the provision of the above mentioned services

Bids are available on Parliament's website at www.parliament.gov.za. Please note that there will be a **COMPULSORY BRIEFING SESSION FOR B3/2022** as indicated above. All Covid 19 protocols will apply. Prospective bidders are requested to arrive at least 45 minutes prior to allow time for screening.

Bids must be put in a zipped folder and emailed to tenders@parliament.gov.za by no later than the closing date and time as stipulated above. Late submissions will not be considered.

The 80/20 Preferential Point System is applicable for B1/2022 and B2/2022 bids.

The 90/10 Preferential Point System is applicable for B3/2022 bid.

The Secretary to Parliament is under no obligation to accept the lowest or any Bid.

For further enquiries regarding the service, please contact Mr. N Ntanjana at tenders@parliament.gov.za.

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Parliament urges everyone to please report all fraud related activities to 080 011 1008

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– Making your future work better**



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

HAVE YOUR SAY

**THE SELECT COMMITTEE ON FINANCE INVITES
STAKEHOLDERS AND INTERESTED PARTIES TO
SUBMIT WRITTEN SUBMISSIONS ON THE PUBLIC
PROCUREMENT BILL [B18B – 2023]
CALL FOR PUBLIC SUBMISSIONS AND COMMENTS**

The Public Procurement Bill [B18B – 2023] aims to:

- Regulate public procurement;
- prescribe a framework within which preferential procurement must be implemented; and
- provide for matters connected therewith.

A copy of the Bill is available at www.parliament.gov.za

Submissions must be received by no later than **12:00 on Monday, 12 February 2024**.

Those who want to make submissions at public hearings on **Tuesday, 13 February 2024** should specifically request this. These hearings will be conducted through Zoom.

Submissions must be directed to the Committee Secretary, Mr Nkululeko Mangweni, 3rd Floor, 90 Plein Street, Cape Town, 8000 or / tel. (021) 403-3782

Issued by Hon. YI Carrim, MP, Chairperson: Select Committee on Finance (National Council of Provinces)

**Parliament – Following up on our commitments to the People
– Making your future work better**



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

Parliament is elected to represent the people, ensure government by the people under the Constitution and to represent the provinces to ensure that provincial interests are taken into account in the national sphere of government. The following opportunity exists at Parliament:

FINANCE MANAGEMENT OFFICE

CONTROLLER: PAYROLL

Remuneration package: R888 900 per annum

Closing date: 13 August 2021

Parliament of the RSA uses an online recruitment system to manage employment opportunities and vacancies within the Parliamentary Services Administration. All interested applicants should visit Parliament's careers page on the website: www.parliament.gov.za

Short-listed candidates will be subject to a positive security clearance by the South African Police Service and State Security Agency (SSA), citizenship and qualification checks and competency-based assessments.

Parliament reserves the right not to make an appointment.

If you do not receive any response within two (2) months of the closing date, please accept that your application has been unsuccessful.



6. EVALUATION CRITERIA

6.1. 80/20 Preference points system shall be applicable to this request, and all bid offers received shall be evaluated based on the following criteria:

6.2. Preference points for this bid shall be awarded for:

6.3. (a) Price: 80

(b) HDI and/or RDP goals: 20

6.3.1. **Evaluation Stage One** – Compliance with administrative requirements as stated in the RFQ Documents and the mandatory requirements as listed on section 4 and 5. In this evaluation stage, all Service Providers that fail to provide the required information and documentation will be disqualified from further evaluation.

6.3.2. **Evaluation Stage Two** In this evaluation stage, 80 points are allocated for the cheapest price and 20 points for the specific HDI and/or RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament as listed below–

BACKGROUND AND EXPERIENCE IN THE INDUSTRY

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

PROPOSED PRICING SCHEDULE (TO INCLUDE VAT)

7. PRICING STRUCTURE

- 7.1 Price must be quoted in South African currency and must be inclusive of VAT.
- 7.2 Potential service providers are further requested to indicate their price in all elements listed on the pricing schedule.
- 7.3 Prices must remain fixed for the duration of the contract. The pricing schedule below must be completed.
- 7.4 All costs for disbursements must be incorporated into the price offer.
- 7.5 **Scenario for evaluation purposes only: Assuming that Parliament will advertise vacancies (Sunday Times, City press and Mail & Guardian), bids (City Press & Weekend Argus) and bills (in all official languages) every week, kindly complete the below pricing schedule as per the attached advert templates.**

No:	Description:	Unit Price	Total
1	Bid (Colour; 15cm x 4 col) Best Possible		
	Bid (Black & White; 15cm x 4 col) Best Possible		
2	Vacancy (Colour: 20cm x 4 col) Best Possible		
	Vacancy (Black & White: 20cm x 4 col) Best Possible		
3	Bill (Colour: 20cm x 4 col) Best Possible		
	Bill (Black & White: 20cm x 4 col) Best Possible		
GRAND TOTAL:			

DECLARATION OF INTEREST

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a director or has a controlling or other substantial interest.
2. The tenderer is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the tenderer, a Member of Parliament or a Cabinet Member?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(b) Are you or any person connected with the tenderer, a Member of the Provincial Legislature or a Member of a Provincial Executive Council or a Municipal Councilor

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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(c) Are you or any person connected with the tenderer, employed by the state?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company

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(d) Do you, or any person connected with the tenderer, have any relationship (family, friend, other) with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this tender?

Y	N
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If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

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DECLARATION

I hereby agree that, in the event of false, incorrect or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to:

- ✓ recover any losses or damages sustained by Parliament under such agreement
- ✓ restrict the supplier from further business with Parliament depending on the materiality of the misrepresentation and the degree of prejudice suffered.

Name of Representative: _____

Identity number: _____

Signature: _____

(DULY AUTHORISED TO SIGN FOR AND ON BEHALF OF THE ABOVE ENTITY)

No Contract to provide goods or services to Parliament may be awarded to -

- A Member of Parliament or a Member of the Cabinet
- A Member of a Provincial Legislature or a Member of a Provincial Executive Council.
- A Municipal Councillor;
- A person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or
- Any entity in which a person mentioned above is a director or has a controlling or other substantial interest.

COMMISSIONER OF OATHS STAMP