



## REQUEST FOR QUOTATION:

Product/Service Requested: DATA ANALYST SERVICES

Date of Issue: 02/10/2026

Closing Date: 12/10/2026

Quotation Reference Number: **RFQ 906/2026**

| Item Number | Quotation Description      | Quantity Required | Delivery Period | Price in South African Currency (inclusive of VAT) |
|-------------|----------------------------|-------------------|-----------------|----------------------------------------------------|
|             | <b>SPECIFICATION BELOW</b> |                   |                 |                                                    |

A. Vokwana

**FOR SECRETARY TO PARLIAMENT**

**(BUSINESS UNIT OR SCM TO SIGN HERE)**

## 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 |
|----------------------------------------|---------------------|-----------------------------------|----------------------------------------------------------------------------------|
| <b>HDI'S</b>                           |                     |                                   |                                                                                  |
| <b>Black</b>                           | <b>6</b>            |                                   | <b>Identity Document/ CSD/CK document</b>                                        |
| <b>Women</b>                           | <b>4</b>            |                                   | <b>Identity Document/CSD/CK document</b>                                         |
| <b>People living with Disabilities</b> | <b>3</b>            |                                   | <b>Medical Certificate/CSD</b>                                                   |
| <b>RDP GOALS</b>                       |                     |                                   |                                                                                  |
| <b>SMME</b>                            | <b>4</b>            |                                   | <b>Annual Turnover Confirmation from Accountant/AFS/ CSD</b>                     |
| <b>Youth</b>                           | <b>3</b>            |                                   | <b>Identity Document/ CSD/CK document</b>                                        |

- All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- The quotation must be emailed to [avokwana@parliament.gov.za](mailto:avokwana@parliament.gov.za)
- Further information regarding this quote may be obtained from to [avokwana@parliament.gov.za](mailto:avokwana@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.
- Suppliers 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 a Commissioner of Oaths, and returned with the quotation. Parliament reserves the right to use this declaration form for quotations submitted by supplier 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 qualify for the preference points claimed by them, if they provide valid supporting documents to substantiate such claim, however information on CSD that Parliament considers valid will also be considered.

### 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   |  |

- I .....hereby 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

### TERMS OF REFERENCE

#### RFQ FOR THE SUPPLY OF DATA ANALYST SERVICES

**Purpose of the RFQ:** Parliament of the Republic of South Africa seeks to appoint a suitably qualified service provider that either delivers Data Analyst, business intelligence, and reporting services directly, or provides specialist resourcing services by supplying a suitably qualified and experienced Data Analyst to perform these functions

**\*To Note:**

- (a) The service will be required on an as-and-when-required (ad-hoc) basis.*
- (b) The quotation submitted by the service provider must clearly indicate the hourly rate applicable to the services.*
- (c) An enabling contract will be concluded for a period of 12 months. The arrangement will operate on an "on-demand" or "on-tap" basis, with services being provided as and when required.*
- (d) No guarantee is provided regarding the volume or frequency of work during the contract period.*

**Services required:** Data Analyst services

**Division:** Information & Communication Technology (ICT)

**Role (responsibility of the job)**

The Data Analyst will transform complex data into actionable insights that support business strategy, institutional performance and evidence-based decision-making. The role will partner with cross-functional stakeholders to understand business challenges, define data requirements, analyse datasets, develop clear dashboards and reports, and translate findings into practical recommendations for decision-makers.

**Scope of Work**

The appointed service provider or resource will be required to perform data collection, data integration, data cleansing, transformation and validation, diagnostic and exploratory analysis, business intelligence dashboarding and stakeholder advisory services in support of Parliament's ICT and business objectives.

## Key Performance Areas and required outputs

| Key Performance Area                                        | Required Activities / Outputs                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Data collection and integration</b>                      | <ul style="list-style-type: none"><li>• Acquire data from primary and secondary sources.</li><li>• Extract data from relational databases, cloud platforms, APIs and approved external sources.</li><li>• Support automated data ingestion processes and scheduled data pipelines.</li></ul>                                                                              |
| <b>Data cleansing, Transformation and validation</b>        | <ul style="list-style-type: none"><li>• Identify and correct formatting inconsistencies, data type errors, structural anomalies and duplicates.</li><li>• Address missing or null information through appropriate data treatment methods.</li><li>• Normalise, merge and validate datasets to ensure integrity before analysis.</li></ul>                                 |
| <b>Advanced Diagnostic and Exploratory Analysis</b>         | <ul style="list-style-type: none"><li>• Conduct exploratory data analysis using tools such as SQL, Python, R or equivalent platforms.</li><li>• Apply descriptive and inferential statistics to support institutional observations and recommendations.</li><li>• Investigate variances, trends and performance shifts to identify key drivers and root causes.</li></ul> |
| <b>Business Intelligence Dashboarding and Visualisation</b> | <ul style="list-style-type: none"><li>• Develop clear, interactive and automated dashboards using approved BI tools.</li><li>• Translate operational goals into measurable KPIs and reporting frameworks.</li><li>• Prepare visual reports and executive summaries for leadership and stakeholder review.</li></ul>                                                       |
| <b>Collaboration and Advisory</b>                           | <ul style="list-style-type: none"><li>• Engage stakeholders to define data gaps, business requirements and reporting needs.</li><li>• Translate analytical findings into plain-language recommendations.</li><li>• Provide guidance and knowledge transfer to users of BI reports, dashboards and self-service analytics platforms.</li></ul>                             |

## **The proposed Data Analyst resource must meet the following minimum requirements and competencies:**

### **Minimum Requirements**

- Matric / Grade 12 at NQF Level 4.
- Relevant NQF Level 7 qualification, such as a degree or diploma in Analytics, STEM, Information Systems, Computer Science, Statistics or a related field.
- At least five years' relevant data analysis experience.
- Demonstrated practical capability in SQL, Python, R, business intelligence, analytics, and data visualisation tools.
- Experience in data extraction, data quality management, data transformation, dashboard development and stakeholder reporting.

### **Required Competencies**

- Strong analytical, diagnostic and problem-solving ability.
- Sound written and verbal communication skills, with the ability to explain technical findings to non-technical stakeholders.
- High attention to detail and commitment to data accuracy.
- Ability to work under pressure and maintain confidentiality.
- Good planning, organising, stakeholder engagement and advisory skills.
- Client-focused approach, professional judgement, ethics and integrity.

### **RFQ Evaluation considerations**

- Evidence of relevant qualifications and professional experience.
- Demonstrated experience in data analysis, database querying, data quality management and BI dashboard development.
- Examples of previous analytical outputs, dashboards, reports or similar deliverables.
- Understanding of institutional reporting, stakeholder engagement and decision-support environments.
- Demonstrated ability to deliver within agreed timeframes (as evidenced by relevant project experience and references)

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

| DESCRIPTION | QUANTITY | 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 |
|---|---|

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

.....  
.....

(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 |
|---|---|

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

.....  
.....

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

|   |   |
|---|---|
| Y | N |
|---|---|

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

.....  
.....

(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 |
|---|---|

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

.....  
.....

## 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