



REQUEST FOR QUOTATION

Service Requested: Final Editing of Unrevised Hansard to Produce Revised Hansard

Date of Issue: 29/10/2026

Closing Date and Time: 04/11/2026

Quotation Reference Number: RFQ 1108/2026

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
1.	PLEASE SEE PRODUCT OR SERVICE DESCRIPTION	An estimate of 25 000 audio minutes	As prescribed by Parliament RSA	R _____ per audio minute (inclusive of VAT)

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
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 avokwana@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to 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	

- ✓ 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

SPECIFICATION

Hansard production in Parliament of the Republic of South Africa (Parliament RSA) results in a substantially verbatim report of parliamentary proceedings. The initial draft report is referred to as the Unrevised Hansard and requires final editing and quality assurance before publication as the Revised Hansard. Parliament RSA has a backlog of Unrevised Hansard reports requiring final editing. The service required under this RFQ is specifically intended to address this backlog. The final-editing process will include the necessary proofreading and quality-assurance activities to ensure that the Revised Hansard is accurate, coherent, consistent and fit for publication, while preserving the substantive meaning and intent of the proceedings. The service applies to written Hansard reports produced in all the official spoken languages of South Africa. Language-specific editing must be undertaken by suitably qualified and competent language specialists. Parliament RSA therefore invites competent service providers to provide final editing services for the backlog of Unrevised Hansard reports.

Estimated Volume of Work

The backlog is estimated to comprise approximately 25000 audio minutes of parliamentary proceedings requiring final editing. This volume is an estimate and is provided to assist bidders in assessing the anticipated workload and the resources required to perform the service.

This project aims to achieve the following primary objectives:

- Provide professional and reliable final editing services for Unrevised Hansard.
- Ensure Revised Hansard reports comply with Parliament RSA's Hansard In-House Style and Uniformity Guide and prescribed quality standards. The Hansard In-House Style and Uniformity Guide will be provided to the appointed service provider by Parliament RSA.
- Preserve the substantially verbatim nature of Hansard and the meaning and intent of Members of Parliament.
- Improve the efficiency and capacity of the Hansard production workflow and support prescribed production and publication turnaround times.
- Produce final Revised Hansard reports that are suitable for publication on Parliament RSA's official website.

All suppliers must comply with the following requirements.

BR#	BUSINESS REQUIREMENT	Yes	No
BR001	The bidder provides professional final editing services for Unrevised Hansard to produce Revised Hansard.		
BR002	The bidder has the capacity to provide editing services for Hansard reports produced in all the official spoken languages of South Africa.		
BR003	The bidder has sufficient suitably qualified and experienced language specialists/editors and operational capacity to meet Parliament RSA's required workload and turnaround times.		
FR#	FUNCTIONAL REQUIREMENT	Yes	No
FR001	The bidder is able to edit Unrevised Hansard and produce an accurate, coherent, consistent and publication-ready Revised Hansard.		
FR002	The bidder is able to maintain the substantially verbatim nature of Hansard while removing redundancies, repetitions and grammatical slips.		

FR003	The bidder is able to preserve the substance, meaning and intent of Members of Parliament throughout the editing process.		
FR004	The bidder is able to correct grammatical, spelling, punctuation, syntax and language errors and improve readability without altering meaning.		
FR005	The bidder is able to apply Parliament RSA's Hansard In-House Style and Uniformity Guide consistently.		
FR006	The bidder is able to ensure consistency in terminology, names, titles, abbreviations and parliamentary references.		
FR007	The bidder is able to provide language-specific editing by suitably qualified and competent language specialists for all the official spoken languages of South Africa.		
FR008	The bidder is able to conduct quality assurance and proofreading of edited Hansard before submission to Parliament RSA.		
FR009	The bidder is able to process Hansard material within Parliament RSA's prescribed turnaround times and manage variations in workload.		
FR0010	The bidder is able to provide sufficient backup editorial resources and business-continuity arrangements to maintain continuity of service.		
FR0011	The bidder is able to receive, process and return Hansard documents electronically in the formats and workflow prescribed by Parliament RSA.		
FR0012	The bidder is able to manage the allocation, tracking and completion of Hansard assignments and provide status information when required.		
FR0013	The bidder is able to incorporate reasonable corrections and amendments identified by Parliament RSA within the agreed turnaround time.		
FR0014	The bidder is able to maintain strict confidentiality and comply with Parliament RSA's applicable information-security requirements.		

MANDATORY SUBMISSION REQUIREMENTS**All responses that fail to attach the required documents might be disqualified.**

Description of requirement	Indicate YES/NO	Comment or reference to proposal
Supplier must submit a detailed proposal describing its approach to the final editing of Unrevised Hansard to produce Revised Hansard.		
Supplier must submit a company profile demonstrating relevant experience in professional editing, proofreading, language editing, transcription editing or comparable services.		
Supplier must submit three signed and dated reference letters or contactable client references for comparable work performed.		
Supplier must submit CVs and relevant qualifications/experience of the proposed language editors/specialists, together with a language capability schedule.		
Supplier must submit details of its resource and capacity plan demonstrating sufficient personnel and backup resources to meet Parliament RSA's workload and turnaround requirements.		
Supplier must submit its quality-assurance methodology, including the editing, proofreading and review process to be applied before submission.		
Supplier must submit its workflow and turnaround methodology, including how assignments will be received, allocated, edited, quality-assured and returned.		
Supplier must submit confirmation that it will comply with Parliament RSA's Hansard In-House Style and Uniformity Guide and prescribed turnaround times.		
Supplier must submit an undertaking to maintain confidentiality and comply with Parliament RSA's applicable information-security requirements.		

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
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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.

.....

.....

(d) Do you, or any person connected with the tenderer, have any relationship (family, friend, other)

Y	N
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with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this tender?

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