



REQUEST FOR QUOTATION: Advanced, Defensive and Anti-Hijacking Course – theory and practice, for parliamentary official drivers

Date of Issue: **30 October 2026**

Closing Date: **05 October 2026**

Quotation Reference Number: RFQ1190/2026

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
1.	SPECIFICATION BELOW			

M TSHIPEPELE

.....

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		ID Document
Women	4		ID Document
People with disabilities	3		Medical Certificate
RDP GOALS			
SMME	4		Annual Turnover
Youth	3		ID Document

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)

- ✓ The quotation must be emailed to mtshipepele@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to rmabunda@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 certificate below
- ✓ 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 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 will 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.
- ✓ Prohibition of Collusive Tendering:
- ✓ Bidders shall not engage in collusive tendering including bid rigging, price fixing or cover bidding, as prohibited under Section 4(1)(b) of the Competition (Act No 89 of 1998) as amended. Suspected collusive conduct may be referred to the Competition Commission for investigation and may result in disqualification or other appropriate action, subject to applicable law and due process

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	South African ID copy	African, Indian and coloured are also classified as black
Women	South African ID copy	The 7th digit of a female's RSA ID is 0 – 4, and 5 – 9 for males
People living with disabilities	Medical Certificate	Only a qualified medical practitioner can certify a disability.
SMME	Annual Turnover	According to National Small Business Act
Youth	ID 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

1. PURPOSE

The broad objectives of this RFQ include:

To provide prospective suppliers with adequate information to understand and respond to Parliament's requirements for the provision of an accredited Advanced, Defensive and Anti-Hijacking Course – theory and practice, for parliamentary official drivers.

To ensure uniformity in the responses received from each prospective supplier.

To provide a structured framework for the evaluation of the quotations.

2. BACKGROUND

Parliament operates a fleet of vehicles with different makes, models and types. These include sedans, SUV's and minibuses. This document seeks to procure an accredited Advanced, Defensive and Anti-Hijacking Course – theory and practice, for Parliamentary official drivers.

3. SCOPE OF THE REQUIRED GOODS/SERVICES

Advanced, Defensive and Anti-Hijacking Course – theory and practice, for parliamentary official drivers.

Proposed Dates: To be communicated with the preferred service provider.

[Note: Candidates to undergo Training in two groups of 10 per group]

Number of Attendees: 20

Audience: Transport representatives/Supervisors/Managers

Venue: Vendor to provide training venue and vehicles.

Type of Training: Blended Learning (Theory and Practice)

Duration: 3-5 Days

Training (and if applicable - 2 Weeks' time to complete compulsory assignment – (if required))

4. IMPORTANT INFORMATION

Cost of training to include refreshments / catering, stationery, training manuals

Supplier to provide copy of course content (in Word Format) for purposes of loading it onto Parliament's Marang Learning System and must also include the following information:

- SAQA ID / Unit Standard Number (if available / applicable)
- NQF Level and NQF Credits (if available / applicable)
- Duration of Training (Hours / Days)

Training to be conducted by competent and accredited trainer / s in English.

Training to make provision for both Theory and Practical and to be conducted within 3 - 5 days.

Evaluation / assessment to make provision for both theory and practical and to be verified by a competent, accredited assessor / moderator.

Training certificates for successful candidates to be posted or hand delivered to the Transport Unit within 21 working days after assessment / test (or after submission of compulsory practical assignment - if applicable) and not to be given or posted directly to the candidates for control purposes.

Vendor's Training facility to be specifically designed (lay out) for safe practical (demonstrations, physical handling of equipment scenario activities, etc.) and theoretical (e.g. classroom, training aids, venue for practical exercises, etc.)

Training facility to be fully equipped (e.g., training aids, etc.), compliant with applicable regulations (e.g., entrances, ablution facilities, etc)

MANDATORY FUNCTIONAL REQUIREMENTS

Item	Compliance Yes (Please Tick)	COMMENTS
COURSE OUTLINE/COURSE CURRICULUM/ COURSE OUTCOMES		
Accident Prevention		
Collision Avoidance		
Skid Control		
Vehicle Control Skills		
Defensive Driving techniques		
Anti-hijack techniques.		
Economical/ Fuel-efficient driving techniques		
<p>I..... (name)..... (signature) duly authorised by the bidder, hereby confirm that I have read and that this bid complies with the above mandatory requirements.</p>		

MANDATORY SUBMISSION REQUIREMENTS

Requirements	INDICATE YES OR NO	COMMENT/ PAGE REFERENCES
Supplier must submit their valid Accreditation certificate / Documentation (e.g., QCTO, HWSETA, TETA, CETA, LG SETA, SAMSA Approved, etc.)		
Supplier must submit proof of membership to professional body (e.g., IOSH, SAIOSH or ETDP SETA / HWSETA: Facilitator / Assessor / Moderator / Training and or QCTO: Training and Developer Provider, etc.) for the organisation as well as for trainers or facilitators.		
The supplier must submit positive reference letters (with client letterhead) from current and past clients confirming their satisfaction of the supplier service delivery standards on similar services ONLY.		

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

ITEM	THEORETICAL TRAINING PER OFFICIAL INC V.A.T	PRACTICAL TRAINING PER OFFICIAL INC V.A.T	TOTAL COST INC V.A.T (THEORY + PRACTICE)
Advanced, Defensive and Anti-Hijacking Course – theory and practice, for parliamentary official drivers.	R _____	R _____	R _____
TOTAL COST (THEORY & PRACTICE) X 20 OFFICIALS, INC V.A. T			R _____

NB: A site inspection may be conducted. Parliament will visit the selected service providers' premises with the objective of verifying facts of the bidders as contained in their respective bid documents.

DECLARATION OF INTEREST

- 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.
- 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 Councillor

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