PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

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Parliament: Following up on our commitments to the people

REQUEST FOR QUOTATION: SUPPLY, DELIVERY AND COMMISSIONING OF FOUR (4) ALL-IN-ONE SMART DIGITAL LECTERNS

Date of Reissue: **19 November 2026**

Closing Date: **24 November 2026**

Quotation Reference Number: RFQ1230/2026

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
1.	SUPPLY, DELIVERY AND COMMISSIONING OF FOUR (4) ALL-IN-ONE SMART DIGITAL LECTERNS – SPECIFICATION BELOW	4		

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 mtshipepele@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	

- ✓ 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

SUPPLY, DELIVERY AND COMMISSIONING OF FOUR (4) ALL-IN-ONE SMART DIGITAL LECTERNS

- 27-inch capacitive touchscreen with 4K UHD resolution (3840 × 2160).
- Integrated computing system with at least 8 GB RAM and 64 GB internal storage, or equivalent performance.
- Two (2) gooseneck microphones per lectern.
- Electronic height adjustment for presenters of different heights.
- Wi-Fi, Bluetooth, HDMI connectivity and wireless screen mirroring.
- Support for PowerPoint-compatible presentations, document viewing, touchscreen navigation and annotation.
- Stable mobile base with lockable castor wheels.
- Foldable accessory tray or equivalent provision for presentation materials.
- Accessories per unit: digital writing pen/stylus, power adapter and cables, HDMI cable and compatible screen-mirroring device.

4. Delivery and Warranty

- Minimum 12-month warranty covering manufacturing defects, with after-sales technical support.
- Bidders must indicate the delivery period from receipt of an official purchase order.
- All four (4) units must be fully functional following delivery, configuration and commissioning.

5. Quotation and Supporting Information

The quotation must include the total cost of all four units, accessories, delivery, setup and commissioning, inclusive of VAT. Bidders must attach a product brochure or technical datasheet indicating the proposed make and model, confirm the warranty period and state the estimated delivery timeframe.

6. Technical Compliance and Acceptance

The offered lecterns must meet the minimum technical requirements in paragraph 3. Parliament may request clarification or a product demonstration. Final acceptance is subject to delivery, inspection and successful functional testing of all four units and their accessories.

7. Image Reference



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
All-in-One Smart Digital Lecterns, including delivery and commissioning	4	

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.

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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** |

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** |

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** |

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