



REQUEST FOR QUOTATION MEDIA TRAINING FOR CHAIRPERSONS OF PARLIAMENTARY COMMITTEES

Date of Issue: 25 February 2026

Closing Date: 2 March 2026

Quotation Reference Number: RFQ 194/2026

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

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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 thosain@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from mkabeli@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 the commissioner of oath and returned with the quotation.
- ✓ 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.
- ✓ Intellectual Property
- ✓ **All training materials developed for this programme will remain the property of the Parliament of the Republic of South Africa.**

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

Date

PRODUCT OR SERVICE DESCRIPTION

TRAINING FOR CHAIRPERSONS OF PARLIAMENTARY COMMITTEES

BACKGROUND

The Parliament of the Republic of South Africa seeks to enhance the communication and media engagement capacity of Chairpersons of its Committees. These Chairpersons play a key role in oversight, public engagement, and legislative communication.

In a rapidly evolving media landscape characterised by digital transformation, misinformation, and increased public scrutiny, it has become imperative for parliamentary leaders to possess advanced media literacy, interview techniques, and digital communication skills.

Parliament, therefore, intends to engage an accredited academic or professional training institution to design and deliver a customised Media Training Programme for Committee Chairpersons.

SCOPE OF WORK

The selected institution will be required to:

Design a detailed training curriculum aligned to Parliament's communication priorities.
Deliver a two-day in-person training for up to 50 Chairpersons (in Cape Town).
Include both theoretical and practical components (e.g., simulated interviews, press briefings).
Provide facilitators with expertise in journalism, digital communication, and media ethics.
Supply all training materials, case studies, and participant handbooks.
Thematic areas to be covered

DELIVERABLES

To design and deliver a short, intensive, high-impact training programme that strengthens the ability of Committee Chairpersons to:

Engage effectively with journalists and media outlets.
Communicate committee work clearly, accurately, and accessibly.
Navigate digital and social media environments responsibly.
Manage crisis communication and reputational risks.
Reinforce Parliament's transparency, integrity, and public trust

OBJECTIVES OF THE TRAINING

The training should enable participants to:

- Understand the dynamics of the contemporary media environment.
- Build skills for interviews, briefings, and public communication.
- Use digital platforms strategically for information dissemination.
- Manage media crises and protect institutional reputation.
- Uphold ethical standards and message discipline in communication.

Module	Learning Focus	Suggested Facilitator / Expertise
1. The Media and Parliament	Understanding how the media works; building relationships with journalists; framing messages	Senior Political Journalist / PPGA
2. Digital Communication Tools	Using Google, analytics, and search insights; managing online visibility	Google South Africa / Digital Comms Expert
3. Social Media for Public Leadership	Strategic use of X, Facebook, and Instagram; managing tone, authenticity, and backlash	Social Media Strategist / Meta / X Representative
4. Media Ethics and Crisis Communication	Balancing transparency and confidentiality; managing sensitive information	SANEF / Wits Journalism / Rhodes University

5. The Media Hot Seat	Practical simulation of interviews and press briefings; feedback from facilitators	PPGA / PCS Media Team
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Produce a post-training evaluation report and recommendations for future capacity-building.

EVALUATION CRITERIA:

The bid evaluation process consists of three (3) stages, according to the nature of the bid. A bid must qualify for each state to be eligible to proceed to the next stage of evaluation. The stages are: Table 1: Evaluation stages:

Stage	Description	Applicable for this RFQ (YES/NO)
Stage 1	Mandatory submission requirements	YES
Stage 2	Functional evaluation criteria	YES
Stage 3	Price and preference points	YES

MANDATORY SUBMISSION REQUIREMENTS

Bidders are requested to submit the below documents, failure to submit the required documents will result in the submissions being disqualified

PROPOSAL THAT INDICATES THE FOLLOWING:

- Training session outlined and learning outcomes,
- Relevance of proposed curriculum and methodology
- Ability to tailor content to the Parliamentary and governance context

CV OF THE FACILITATOR MUST BE SUBMITTED, THE CV MUST INCLUDE THE FOLLOWING

- Biographical details, experience and expertise in the relevant field, which is Communication, Journalism, Public Relations and Political Studies.
- Experience – the facilitator must possess a minimum of 10 years in the relevant field

QUALIFICATIONS

- The facilitator must be in possession of Master's degree in Communication, Journalism, Public Relations and Political Studies, Copies of qualifications must be submitted

REFERENCES

Minimum of 3 signed and dated reference letters where similar projects were undertaken in the last five (5) years must be submitted

FUNCTIONAL REQUIREMENTS

Bidders are required to indicate their compliance by inserting 'Yes' if they will be compliant to the requirements listed below, or 'No' if they will not be able to do so. Please note that selecting 'No' will result in disqualification."

FUNCTIONAL REQUIREMENTS	Yes	No
Participant resource materials and presentation content.		
Delivery of a 2-day training programme for approximately 50 Chairpersons and staff.		

Certificates of participation		
Evaluation report summarising participation, outcomes, and recommendations.		

DURATION

The two (2) day training should be conducted during March 2026.

REPORTING AND COORDINATION

The service provider will work under the direction of the Parliamentary Communication Services (PCS).

All deliverables and reports will be submitted to PCS for approval.

LOGISTICS AND SUPPORT – PARLIAMENT WILL PROVIDE

- Venue and logistical support for the training
- Access to media facilities for simulations (if applicable)
- Coordination with participants and internal departments.

FUNCTIONAL EVALUATION CRITERIA

Service providers' responses will be evaluated for functionality in this stage, based on achieving a minimum score of sixty percent (70%).

Parliament will individually evaluate the responses received against the following criteria as set out below:

FUNCTIONAL CRITERIA	WEIGHT	RATING SCORES:
1. Bidder capability requirements:	40	
1.1. The facilitator must possess a minimum of ten (10) years in the relevant field	30	<ul style="list-style-type: none"> • 5 = above 14 years • 4 = 12 to 13 years • 3 = 10 to 11 years
1.2. Reference letters where similar projects were undertaken in the last five (5) years	10	<ul style="list-style-type: none"> • 5 = five or more reference letters • 4 = four reference letters • 3 = three reference letters
2. Bidder capacity requirements:	40	
2.1. CV with qualification, Master's degree in Communication, Journalism, Public Relations, Political Studies	40	<ul style="list-style-type: none"> • 5 = Doctoral Degree / PhD (NQF level 10). • 4 = Master's degree (NQF level 9)
3. Proposal:	20	
Proposal that indicates the following: <ul style="list-style-type: none"> • Training session outlined and learning outcomes, • Relevance of proposed curriculum and methodology • Ability to tailor content to the Parliamentary and governance context 	20	<ul style="list-style-type: none"> • 5 - Excellent • 4 - Very Good • 3 - Good • 2 - Average • 1 - Poor

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

- (a) All pricing must be quoted in South African Rands and must be inclusive of Value Added Tax (VAT).
- (b) All costs for disbursements (e.g. accommodation, labour rates, travel, etc.) must be incorporated into the price offer.
- (c) Price will be evaluated based on 80 points and applicable formula of calculating points scored by each bidder.
- (d) Quotes must be detailed and specify the services and cost.

DESCRIPTION:	QUANTITY:	UNIT OF MEASURE:	UNIT COST:	TOTAL:
Two-day in-person training in Cape Town (incl. all training materials, case studies, and participant handbooks).	50	Per person		

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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Y	N
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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?

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

