



REQUEST FOR QUOTATION: Design, manufacturing, supply and delivery of corporate wear and formal uniforms for a period of 24 months.

Date of Reissue: 26 February 2026

Briefing Session: 04 March 2026 (To be conducted Virtually)

Closing Date: 09 March 2026

Quotation Reference Number: **RFQ231/2026**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
1.	See product and 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		Identity Document/ CSD/CK document
Women	4		Identity Document/CSD/CK document
People living with Disabilities	3		Medical Certificate/CSD
RDP GOALS			
SMME	2		Annual Turnover Confirmation from Accountant/AFS/ CSD
Youth	2		Identity Document/ CSD/CK document
Locally manufactured products	3		Letter of Declaration from the manufacturer

- ✓ 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 aabrahams@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.
- ✓ 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 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
Locally manufactured products	Letter of Declaration from the manufacturer	Only for goods designated for local content.

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

DESIGN, MANUFACTURING, SUPPLY AND DELIVERY OF CORPORATE WEAR AND FORMAL UNIFORMS FOR PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA:

1. BACKGROUND:

Parliament has restaurants that serve meals to Members of Parliament, Parliamentary Staff as well as Parliamentary Guests (incl. Foreign Dignitaries). The staff employed in these restaurants require requisite apparel in order to perform their daily duties optimally. Additionally, Parliament hosts events and foreign dignitaries where staff need to be identifiable and appropriately dressed in suitable, branded corporate wear for the occasion.

Parliament invites submissions from qualified and experienced apparel manufacturers and/or authorized resellers for the establishment of enabling contracts for the provision of high-quality, Parliament-branded corporate wear and formal uniforms. The appointment of supplier/s will be based solely on compliance with the specified technical and mandatory requirements, with no price evaluation involved.

2. PURPOSE OF THE REQUEST FOR QUOTATIONS (RFQ):

Parliament seeks to identify and appoint suitable supplier/s to design, manufacture, supply and deliver corporate wear and formal to Parliament for a period of twenty-four (24) months on an as-and-when-required basis.

The purpose of this RFQ is to contract with a suitably qualified supplier/s with the requisite capacity to execute this project within the desired quality, scope, timeframe and cost for Parliament.

3. SCOPE OF THE REQUIRED SERVICES:

3.1. The successful bidder/s will be required to design, manufacture, supply and deliver the following:

NB: Bidders can bid for one or both of the following categories. Bidders must clearly state which category they are bidding for.

3.1.1. Category A – corporate and professional wear:

3.1.1.1. Product range:

- a) Suits (two-piece and three-piece configurations).
- b) Blazers and formal jackets.

- c) Formal trousers and skirts.
- d) Business shirts and blouses.
- e) Formal accessories (ties, scarves, accessories).

3.1.1.2. Target users (but not limited to):

- a) Executives, Members of Parliament, etc.
- b) Administrative and support staff.
- c) Protocol officers and diplomatic liaison staff.

3.1.1.3. Additional requirements:

- a) Specify suit construction (two-piece/three-piece, fabric composition, GSM if applicable).
- b) Complete size range including special sizes (petite, tall, plus-size).
- c) Clearly indicate: Alteration/fitting services available.
- d) Turnaround times for custom/tailored garments.

3.1.2. Category B – operational & support services wear:

3.1.2.1. Product range:

- a) Functional operational workwear.
- b) Protective and safety-compliant uniforms.
- c) Hospitality and service attire.
- d) Utility uniforms for technical services.
- e) Tunics, aprons, and service wear.
- f) Waistcoats and formal service attire.
- g) Practical accessories.

3.1.2.2. Target users (but not limited to):

- a) Security and protection services personnel.
- b) Facilities management and maintenance staff.
- c) Cleaning and housekeeping personnel.
- d) Technical services staff.
- e) Transport and driver services.
- f) Catering and food services personnel.
- g) Ushers and visitor services staff.

NOTE: Each category requires a concept proposal in a format that demonstrates the bidder's capability - this can be design mock-ups, product samples, catalogue items with proposed adaptations, or examples of similar completed work with detailed specifications.

4. DELIVERABLES:

4.1. The successful bidder will be expected to design, manufacture, supply and deliver on the items listed in section 3 (Scope of the required services) above.

5. EVALUATION CRITERIA:

The bid evaluation process consists of two (2) stages, according to the nature of the bid. A bid must qualify for each stage 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 administrative requirements	YES
Stage 2	Technical mandatory requirements	YES

5.1. MANDATORY ADMINISTRATIVE REQUIREMENTS (STAGE 1):

Compliance with administrative requirements as stated in the standard bidding documents and the mandatory requirements listed in this section. In this evaluation stage, all bidders who fail to provide the required information and documentation will be disqualified from further evaluation.

5.2. TECHNICAL MANDATORY REQUIREMENTS (STAGE 2):

Compliance with Technical mandatory requirements as stated in the standard bidding documents and the mandatory requirements listed in this section. In this evaluation stage, all bidders who fail to provide the required information and documentation will be disqualified from further evaluation.

5.2.1. Instruction and evaluation criteria:

5.2.1.1. Bidders must comply with ALL the requirements as per the technical mandatory requirements below by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as "NOT COMPLIANT".

5.2.1.2. Bidders must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.

5.2.1.3. Bidders must comply with ALL the technical mandatory requirements in order for the bid response to proceed to the next stage of the evaluation.

5.2.1.4. The appointment of supplier/s will be based solely on compliance with the specified technical and mandatory requirements, with no price evaluation involved.

5.2.2. Technical mandatory requirements:

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate RFQ)	Evidence reference (to be completed by bidder)
1. Bidder capability requirements:		

<p>1.1. Bidders must submit a minimum of three (3) reference letters where similar work was undertaken in the last five (5) years.</p>	<p>Submission of reference letters where similar work was undertaken in the last five (5) years.</p>	<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>2. Bidder capacity requirements:</p>		
<p>2.1. Bidders must have Designer/s with a minimum of three (3) years' experience in designing apparel/clothing throughout the duration of the contract.</p>		<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>2.2. Bidders must have capacity to deliver within four (4) weeks (depending on design, quantity and layout of the product/s) upon receiving the approved purchase order.</p>		<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>2.3. Bidders must have capacity to deliver the items (e.g. own or secured transport contract) throughout the duration of the contact.</p>	<p>Submission of valid proof of ownership of a vehicle/s or third-party lease agreement for a vehicle/s.</p>	<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>2.4. Bidders must submit a valid certificate of compliance with all regulations for a manufacturing business in the local municipality of business location.</p> <p>If the manufacturing is not done from the bidder's premises, then the bidder must submit the manufacturer's valid certificate of compliance with all regulations for manufacturing business in the local municipality of business location.</p>	<p>Submission of a valid certificate of compliance with all regulations for a manufacturing business.</p>	<p>Provide unique reference to locate substantiating evidence in the bid response.</p>

<p>2.5. Bidders must have a local (South Africa) facility where requests can be logged (telephonically and/or by email, with reference number tracking) via a single point of contact and after-sales support.</p>	<p>Submission of a valid proof of address of the local facility.</p>	<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>3. Bidder experience:</p>		
<p>3.1. Bidders must have a minimum of three (3) years' experience in designing and manufacturing formal corporate wear and/or uniforms.</p>		<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>3.2. Bidders must have a minimum of three (3) years' experience in supplying and delivering clothing such as formal corporate wear, uniforms, etc.</p>		<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>3.3. Manufacturers must have a minimum of three (3) years' relevant experience i.e. manufacturing clothing.</p>		<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>4. Financial viability:</p>		
<p>4.1. Bidders must submit valid proof of access to finance to the value of R80,000.00 in the form of financial statements or credit agreement/s or a letter from a reputable financial institution to demonstrate their capacity to execute the project</p>	<p>Submission of either of the following:</p> <ul style="list-style-type: none"> a) Valid proof of access to finance, or b) Valid credit agreement/s, or c) Valid letter from a reputable financial institution. <p>NB: valid means not older than three (3) months</p>	<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>5. Proposals:</p>		

<p>5.1. Bidders must submit a proposal that addresses the following:</p> <p>5.1.1. Technical capability:</p> <ul style="list-style-type: none"> • Manufacturing process. • Quality control procedures. • Equipment and technology capabilities. • Fabric sourcing and supplier information. • Customisation and branding capabilities. <p>5.1.2. Operational capability:</p> <ul style="list-style-type: none"> • Production capacity and scalability. • Lead time commitments for various order sizes. • Inventory management capabilities. • Distribution and delivery networks. • Customer service structure. 	<p>Submission of a proposal.</p>	<p>Provide unique reference to locate substantiating evidence in the bid response.</p>
<p>6. Warranty and guarantees:</p>		
<p>6.1. Bidders must clearly indicate:</p> <p>6.1.1. the guarantee and/or warranty periods.</p> <p>6.1.2. care instructions for each item.</p> <p>6.1.3. what does not constitute guarantee and/or warranty must be clearly indicated.</p>		<p>Provide unique reference to locate substantiating evidence in the bid response.</p>

N.B. THOSE WHO WISH TO ATTEND THE BRIEFING SESSION MUST SEND A CONFIRMATION OF ATTENDANCE EMAIL TO mtshipepele@parliament.gov.za by TUESDAY 03 MARCH 2026 THEN A LINK TO THE BRIEFING SESSION MEETING WILL BE SENT UPON CONFIRMATION OF ATTENDANCE.

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

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

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.

.....
.....

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