



**REQUEST FOR INFORMATION: Design, manufacturing, supply and delivery of corporate wear**

Date of Issue: 19 May 2026

**Briefing Session: Wednesday, 20 May 2026**

Quotation Reference Number: **RFI 01/2026**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
1.	See product and specification below			

**V Jakuja**

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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
<b>HDI'S</b>			
Black	6		Identity Document/ CSD/CK document
Women	4		Identity Document/CSD/CK document
People living with Disabilities	3		Medical Certificate/CSD
<b>RDP GOALS</b>			
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 [aabrahams@parliament.gov.za](mailto:aabrahams@parliament.gov.za)
- ✓ Further information regarding this quote may be obtained from to [aabrahams@parliament.gov.za](mailto: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 based on 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 RFI 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 have 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 RFI/ 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**

<b>REGISTERED NAME</b>		
<b>TRADING NAME (IF APPLICABLE)</b>		
<b>COMPANY REGISTRATION NUMBER (or ID)</b>		
<b>VAT REGISTRATION NUMBER</b>		
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>		
<b>TAX COMPLIANCE STATUS PIN</b>		
<b>TAX COMPLIANCE STATUS PIN EXPIRY DATE</b>		
<b>INCOME TAX NUMBER</b>		
<b>PHYSICAL ADDRESS</b>	<b>ADDRESS</b>	
	<b>CITY/TOWN</b>	
	<b>POSTAL CODE</b>	
<b>POSTAL ADDRESS</b>	<b>ADDRESS</b>	
	<b>CITY/TOWN</b>	
	<b>POSTAL CODE</b>	
<b>CONTACT DETAILS</b>	<b>OFFICE</b>	
	<b>CELLPHONE</b>	
	<b>FAX</b>	
	<b>EMAIL</b>	
<b>CONTACT PERSON</b>		
<b>BANK DETAILS</b>	<b>BANK NAME</b>	
	<b>BRANCH CODE</b>	
	<b>ACCOUNT NUMBER</b>	
	<b>ACCOUNT NAME</b>	

- ✓ 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 of all 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)

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

**1. BACKGROUND:**

The Members of Parliament (MPs) require Executive apparel to perform their Constitutional Mandate optimally. Additionally, Parliament hosts events and foreign dignitaries where MPs need to be identifiable and appropriately dressed in suitable, branded corporate wear. Parliament invites submissions from qualified and experienced apparel manufacturers and/or authorized resellers for the provision of high-quality, Parliament-branded corporate wear.

**2. PURPOSE OF THE REQUEST FOR INFORMATION (RFI):**

Parliament seeks to identify and appoint suitable supplier/s to design, manufacture, supply and deliver corporate wear to Parliament.

The purpose of this RFI is to receive cost estimates and proposals for the corporate wear with supplier/s with the capacity to execute this project within the desired quality, scope, timeframe.

**3. SCOPE OF THE REQUIRED SERVICES:**

3.1. The interested supplier /s will be required to manufacture, supply and deliver the following (for a total of 375 MPs):

3.1.1. Corporate and professional wear

3.1.1.1. Product range:

- Blazer – colour options black, navy and dark brown aligned to Parliament’s logo Colours
- 2x shirts (1x black, and 1x white)
- 1x golf shirt
- 1x jersey
- 1x zipped jacket

3.1.1.2. Branding options:

Parliament’s logo and the words ‘Member of Parliament’ and Term: ‘2024 to 2029’.

*\*The uniform for the Speaker of the NA and the Chairperson of the NCOP should also carry their titles.*

3.1.1.2. Additional requirements:

- a) Design services
- 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.

**NOTE:** Suppliers are required to provide product samples at their own cost for inspection purposes. The samples will be returned after evaluation, together with catalogue items reflecting the proposed adaptations and variations.

**4. DELIVERABLES:**

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

**BACKGROUND AND EXPERIENCE IN THE INDUSTRY**

**LIST OF 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) Is 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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(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.

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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**