



REQUEST FOR INFORMATION: Provision of uniform design, development, manufacture, fitment, alteration, supply and delivery services for the Protection Services Division (PSD)

Date of Issue: 09 June 2026

Briefing Session: 17 June 2026 at 11h00 (To be conducted Virtually: MS Teams Link:

<https://teams.microsoft.com/meet/379748940047188?p=VbxZZ48TKInrQAvcgG>

Meeting ID: 379 748 940 047 188

Passcode: tC3Rj2RL)

Closing Date: Thursday 18 June 2026

Quotation Reference Number: **RFI 02/2026**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
1.	See 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.
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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 responses must be emailed to nntanjana@parliament.gov.za
- ✓ Further information regarding this request may be obtained from to nntanjana@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 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 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 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

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)

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

1. BACKGROUND:

Parliament require a complete uniform solution for the Protection Services Division (PSD), including uniform design and development, manufacture, fitment, alteration, branding, supply and delivery services.

The objective of the uniform programme is to establish a professional, consistent and fit-for-purpose appearance that reflects the dignity, authority and image of Parliament while ensuring comfort and functionality for Protection Services personnel.

Parliament has developed preliminary uniform concepts which will serve as the basis for the resultant procurement process.

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 suitable qualified service provider/s with proven experience in uniform design, development, manufacturing, fitment and alteration services to provide Parliament with a complete uniform solution for Protection Services Division personnel.

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

3. SCOPE OF THE REQUIRED SERVICES:

The successful supplier shall provide a complete uniform solution for the Protection Services Division (PSD), including uniform design and development services, samples, fitment and alteration services, manufacture, branding, supply and delivery of uniforms in accordance with Parliament's approved specifications.

3.1 Product Range

The supplier shall provide pricing and samples for the following items:

Female Uniform Range

- X1 Formal Blazer
- X1 Formal Trouser
- X1 Formal Skirt
- X1 Long Sleeve Shirt/Blouse
- X1 Short Sleeve Shirt/Blouse
- X1 Branded Silk Scarf
- X1 Jersey
- X1 Jacket (Trench Style or Similar Approved Alternative)
- X1 Utility Jumper (Cargo Overall or Similar Approved Alternative)
- X1 Pair of Formal Duty Shoes
- X1 Pair of Waterproof Hiking Shoes
- X1 Formal Belt
- X3 Pairs of Pantyhose/Leggings
- X3 Pairs of Hiking Socks
- X1 Baseball Cap
- Name Tag
- Male Uniform Range
- X1 Formal Blazer
- X2 Formal Trousers
- X1 Long Sleeve Shirt
- X1 Short Sleeve Shirt
- X1 Corporate Tie
- X1 Jersey
- X1 Jacket
- X1 Utility Jumper (Cargo Overall or Similar Approved Alternative)
- X1 Pair of Formal Duty Shoes
- X1 Pair of Waterproof Hiking Boots
- X1 Formal Belt
- X2 Pairs of Formal Socks
- X3 Pairs of Hiking Socks
- X1 Baseball Cap
- Name Tag

Special Note:

Final quantities and garment combinations will be confirmed following approval of designs and completion of fitment sessions.

3.2 Design and Development Services

Parliament has developed preliminary PSD Uniform Concepts.

The supplier shall:

- Review and develop the concepts into production-ready designs.
- Provide professional design recommendations.
- Develop technical garment specifications.
- Prepare digital mock-ups and visualisations.
- Recommend suitable fabrics and finishes.
- Recommend branding placement and application methods.
- Propose and illustrate branding applications for all garments, including shirts, blazers, jerseys, jackets, jumpsuits, caps, scarves and other uniform items.
- Prepare final artwork and garment specifications for approval.
- Suppliers must submit digital mock-ups illustrating the proposed garments and branding applications.

3.3 Branding Requirements

Uniforms shall incorporate approved Parliament branding.

Branding may include:

Parliament Logo, seal or emblem.

Protection Services Division (PSD) Identification.

Embroidered insignia.

Approved text identifiers.

Employee name identification.

Embroidery and/or approved branding applications shall be applied to blazers, jackets, jerseys, jumpsuits, formal shirts, caps and other approved uniform items as determined during the design development phase.

Suppliers must demonstrate branding quality through submitted samples and mock-ups.

Formal Shirt Branding Requirements:

The formal shirts shall incorporate approved Parliament branding elements as follows:

The Parliament emblem/logo shall be embroidered on the right chest area.

The employee name shall be embroidered on the left chest area.

The designation "PSD" shall be embroidered beneath or adjacent to the employee name, subject to final approved design.

The shirt placket (button line/button stand) shall incorporate a subtle Parliament-branded design element, subject to Parliament approval.

The branded design element may consist of a repeating Parliament emblem pattern or other approved Parliament visual device.

Suppliers shall submit design options and mock-ups illustrating the proposed branding application.

All branding applications must comply with Parliament's Corporate Identity Guidelines and shall be subject to approval prior to production.

The successful service provider shall ensure that all Parliament logos, emblems and identifiers are reproduced accurately, proportionately and in accordance with approved branding specifications.

3.4 Fitment and Alteration Services

Suppliers must provide detailed fitment and alteration methodology.

The methodology shall include:

On-site fitment sessions at Parliament.

Individual staff measurements.

Size verification.

Alteration services.

Management of special sizes.

Replacement procedures for incorrectly fitted garments.

A fitment and measurement approach that accommodates operational requirements, including shift workers, travelling personnel and staff working across multiple locations.

Suppliers must clearly indicate which alteration services are included in the quoted price.

3.5 Size Range

Suppliers must demonstrate the ability to accommodate:

Petite Sizes.

Standard Sizes.

Tall Sizes.

Plus Sizes.

Custom Sizing Requirements.

Final garment quantities per size will be confirmed after fitment sessions.

3.6 Material Quality

Garments must be:

- Durable.
- Comfortable and breathable.
- Suitable for daily operational use.
- Easy to maintain.
- Resistant to fading and shrinkage.
- Suitable for professional corporate and fieldwork environments.
- Suppliers must submit fabric specifications and swatches.

3.7 Footwear Requirements

Footwear must be durable, comfortable, suitable for extended periods of standing and walking, and aligned to the professional appearance of the uniform. Where applicable, waterproof hiking shoes/boots must be suitable for fieldwork conditions.

Footwear may be supplied directly by the appointed supplier or through approved

specialist footwear partners, provided that the appointed supplier remains responsible for quality, delivery and warranty obligations.

3.8 Turnaround Times

Suppliers must clearly indicate:

- Design development lead times.
- Sample production lead times.
- Fitment schedules.
- Manufacturing lead times.
- Delivery timelines.
- Alteration turnaround times.

3.9 Manufacturing, Supply and Delivery

The supplier shall manufacture, brand, package, supply and deliver approved uniforms to Parliament.

The supplier shall be responsible for:

- Procurement of materials.
- Manufacturing of garments.
- Branding and embroidery.
- Quality assurance.
- Packaging and labelling.
- Delivery to Parliament.
- Replacement of defective garments.

3.10 Subcontracting and Specialist Services

Service providers may utilise subcontractors or specialist partners for certain aspects of the project, including design services, embroidery, fitment services, alterations, manufacturing or providing products that are not within their scope of work.

However, the appointed service provider shall remain solely responsible for:

- Project management.
- Quality assurance.
- Coordination of all service providers.
- Compliance with Parliament requirements including security screening.
- Delivery of all services and products required under this RFQ.
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4. DELIVERABLES

The supplier shall provide:

- Detailed Pricing Schedule.
- Product Samples.
- Fabric Swatches.
- Digital Mock-Ups.

- Shirt Branding Mock-Ups.
- Branding Application Guide.
- Technical Garment Specifications.
- Company Profile.
- Fitment and Alteration Methodology.
- Production and Delivery Plan.
- Delivery Schedule.
- Final Manufactured Uniforms.

Note: Samples may be returned following evaluation.

5. PRICING REQUIREMENTS

- Prices must be VAT Inclusive.
- Service providers must provide:
- Unit Pricing per Garment Item.
- Design and Development Costs.
- Branding Costs.
- Fitment Costs.
- Alteration Costs.
- Delivery Costs.
- Any Additional Costs.
- Pricing must remain valid for ninety (90) days.

5.1 Warranty

The supplier shall warrant all garments and products provided by its subcontractors or specialist partners against:

- Manufacturing defects.
- Workmanship defects.
- Branding defects.
- Fabric defects.

The warranty period shall be a minimum of six (6) months from date of delivery.

Defective garments or products shall be repaired or replaced at no additional cost to Parliament.

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