



REQUEST FOR QUOTATION: Design, manufacturing, supply, and delivery of corporate wear for a period of 36 months

Date of Issue: **09 June 2026**

Closing Date: 17 June 2026

Quotation Reference Number: **RFQ 644/2026**

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

A.Vokwana

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 avokwana@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to avokwana@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

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 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)

PRODUCT DESCRIPTION

DESIGN, MANUFACTURING, SUPPLY AND DELIVERY OF CORPORATE WEAR FOR MEMBERS OF PARLIAMENT OF THE REPUBLIC OF SOUTH AFRICA FOR A PERIOD OF 36 MONTHS OR WHEN FUNDS ARE DEPLETED:

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 QUOTATION (RFQ):

Parliament seeks to appoint suitable supplier(s) with proven design, manufacture, supply and deliver Parliament branded corporate wear for approximately 500 Members of Parliament (males and females).

3. SCOPE OF THE REQUIRED SERVICES:

3.1. The interested supplier /s will be required to manufacture, supply, and deliver the following Product Range (Per MP – final quantities per size to be confirmed after fittings):

- **Blazer** – colour options black, navy, charcoal and dark brown aligned to Parliament's logo Colours (final colours to be selected based on samples / swatches)
- **2x shirts** 1x black, and 1x white (long sleeve, professional business/executive style)
- **1x golf shirt** – Corporate/business casual style
- **1x jersey** – Smart layering garment
- **1x zipped jacket** – Full zip (soft-shell or similar smart executive style suitable for indoor and light outdoor use. Not puffer or hooded style unless proposed and approved)

3.2 Branding requirements:

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.*

3.2.1 Parliament official logo, parliament seal, or emblem.

3.2.2 Text: "Member of Parliament" and "2024 to 2029".

3.2.3 High-quality, consistent branding application (embroidery strongly preferred for blazers, jackets and jerseys; screen printing, similar or embroidery for shirts/golf shirts).

3.2.4 Suppliers must demonstrate quality of branding on samples.

3.3 Additional Requirements

3.3.1 Design Services: Provide professional graphic design and digital mock-ups of all garments.

with Parliament branding for approval prior to sampling.

3.3.2 Fit Options: Suppliers must clearly indicate whether they offer Regular Fit and/or Slim Fit options (especially for blazers, shirts, and jackets).

3.3.3 Size Range: Comprehensive range covering petite, regular, tall, plus sizes and full standard sizing (e.g., 28–60 for blazers, XS–5XL etc.). Unit pricing must be provided per size.

3.3.4 Fitting & Alteration Services: Suppliers must describe their fitting process (preferably on-site at Parliament) and alteration services, if available (particularly sleeve length and garment length). Indicate what is included in the base price.

3.3.5 Material Quality: Garments must be durable, breathable, wrinkle-resistant where applicable, and suitable for executive/Parliamentary environments.

3.3.6 Turnaround Times: Clearly state lead times for bulk production, custom orders, and alterations.

4. DELIVERABLES

- Detailed Pricing Schedule with unit prices per size, per colour, and per fit type (where applicable). (appendix A to be completed)
- Product Samples (at supplier's own cost) – one of each item in representative sizes with branding.
- Fabric swatches for all proposed colours and materials.
- Digital mock-ups showing branding applications.
- Company profile demonstrating experience in corporate uniform supply.
- Clear proposal on fitting and alteration process.

Note: Samples will be returned after evaluation.

6. EVALUATION CRITERIA

The evaluation of submissions will be conducted in 3 stages:

1st stage: Compliance to functional requirements

Stage 2: Submission of mandatory documents

Stage 3: 80/20 preference point system,

7. FUNCTIONAL REQUIREMENTS

All service providers that fail to comply will be disqualified.

No.	Functional Requirement	Comply	Not Comply	Comments / Explanation
7.1	The service provider must provide samples to test the fit, durability and manufacturing process of the final product.			
7.2	The service provider must provide swatches to evaluate colour, texture and quality of the material.			
7.3	The service provider must provide mock-ups to test the layout, branding and overall concept of the design.			
7.4	The service provider must clearly indicate: <ul style="list-style-type: none">• The guarantee and/or warranty periods.• Care instructions for each item.• What does not constitute guarantee and/or warranty must be clearly indicated.			
7.5	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.			

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

8.1.1. Bidders must submit a minimum of three (3) reference letters where similar work was undertaken in the last five (3) years.	Submission of reference letters where similar work was undertaken in the last five (3) years.	Provide unique reference to locate substantiating evidence in the bid response.
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8.2. Bidder capacity requirements:

8.2.1. Bidders must provide details of their Designer/s that will be assigned to the contract. Designer/s must demonstrate competence in apparel and clothing design through a minimum of three (3) years' relevant practical experience, a portfolio of completed work, and/or contactable references. 8.2.2The Designer/s must be available throughout the duration of the contract.	Details of Designer. Portfolio of designer / or contactable references for Designer	Provide unique reference to locate substantiating evidence in the bid response.
8.2.3. Bidders must have capacity to deliver the items (e.g., own, or secured transport contract) throughout the duration of the contact.	Submission of valid proof of ownership of a vehicle/s or third-party lease agreement for a vehicle/s.	Provide unique reference to locate substantiating evidence in the bid response.

8.2.4. Bidders must have a local (South Africa) facility where requests can be logged (telephonically and/or by email, with reference number tracking) via a	Submission of valid proof of address of the local facility.	Provide unique reference to locate substantiating evidence in the bid
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single point of contact and after-sales support.		response.
8.3. Bidder experience:		
8.3.1. Bidders must have a minimum of three (3) years' experience in designing and manufacturing formal corporate wear and/or uniforms.	Bidders to submit the Business Profile that will indicate experience in the required service.	Provide unique reference to locate substantiating evidence in the bid response.
8.3.2. Bidders must have a minimum of three (3) years' experience in supplying and delivering clothing such as formal corporate wear, uniforms, etc.	Bidders to submit the Business Profile that will indicate experience in the required service.	Provide unique reference to locate substantiating evidence in the bid response.
8.4. Financial viability:		
8.4.1. 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	Submission of either of the following: a) Valid proof of access to finance, or b) Valid credit agreement/s, or c) Valid letter from a reputable financial institution. d) Audited and signed financial statements NB: valid means not older than three (3) months	Provide unique reference to locate substantiating evidence in the bid response.
8.5. Proposals:		

<p>Bidders must submit a proposal that addresses the following:</p> <p>8.5.1 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. • Bidders must provide a warranty on the goods supplied and indicate the warranty period; details of the after-sales support services must be included in the proposal. <p>8.5.2. 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>
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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

. PRICING REQUIREMENTS

- Prices must be **VAT inclusive**.
- Unit prices **per individual size** for every item.
- Volume discount structure for 500+ units.
- Separate costing for design/mock-ups, branding, fittings, and alterations (if additional)

NB: Annexure A pricing structure attached.

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.

.....

.....
(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.

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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