



REQUEST FOR QUOTATION: PROVISION OF PLACEMENT OF ADVERTS FOR PARLIAMENT OF RSA

Date of Issue: **30 June 2026**

Closing Date: **07 July 2026 at 16h00**

Quotation Reference Number: **RFQ682/2026**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	PROVISION OF PLACEMENT OF ADVERTS FOR PARLIAMENT OF RSA		Six (6) Months	

Z. MSOLO

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**FOR SECRETARY TO PARLIAMENT
(BUSINESS UNIT OR SCM TO SIGN HERE)**

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			
Promotion of SA Owned Enterprises	4		ID Document/CSD
Promotion of SMMEs	3		Proof of address/CSD

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to zmsolo@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to zmsolo@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.

1. 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.
- ✓ Parliament reserves the right to award this contract to one or more suppliers.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Suppliers 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.

2. 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.
Promotion of SA Owned Enterprises	Proof of Address/CSD	Municipality Address

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

Date

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

PRODUCT OR SERVICE DESCRIPTION

PROVISION OF PLACEMENT OF ADVERTS FOR PARLIAMENT OF RSA

1. BACKGROUND

Print and digital media buying is a specialised procurement function that encompasses the identification of advertising media to achieve communication objectives for specific client programmes, activities, campaigns, etc. There is also a need to ensure cost effectiveness and efficiency by identifying and reaching appropriate target audiences for those programmes, activities, campaigns, etc.

Parliament of the Republic of South Africa (RSA) makes use of print and digital media to advertise its programmes and activities, as one part of a communication mix aimed at better public awareness, reputation building, trust and confidence building as well as citizen and stakeholder engagement and participation in achieving its vision.

Parliament of the RSA (hereafter in this document referred to as Parliament) therefore seeks to appoint a service provider/s to provide comprehensive advertisement placement services for Parliament. This has to be done in a manner that enables bulk buying of advertising space in various print and digital media, and utilization of economies of scale to ensure more cost-effective use of its advertising revenue.

2. OBJECTIVES

2.1. The broad objectives of this RFB include:

- 2.1.1. To provide prospective service providers with adequate information to understand and respond to Parliament's requirements;
- 2.1.2. To ensure that responses from prospective Service providers comply with determined standards; and
- 2.1.3. To provide a structured framework for the evaluation of proposals.

3. PURPOSE OF THE REQUEST FOR QUOTATION (RFQ)

The purpose of this RFQ is to identify a suitably qualified service provider/s with the requisite capacity to provide advertisement placement services for a period of six (6) months, as per the scope of the required service.

The service provider/s must execute this project in a manner that meets the desired standards, quality, scope, timeframe and cost for Parliament.

4. SCOPE OF THE REQUIRED SERVICE

4.1. The successful Service provider/s will be expected to render the following services:

4.1.1. Facilitate and co-ordinate bulk buying of media space and negotiate better rates in order to:

4.1.1.1. Continuously place all print and digital advertisements across various segments of the media industry in a cost-effective manner.

4.1.1.2. Provide a periodic comprehensive database and analysis of all potential print and digital media platforms for use by Parliament, including their audience reach, production numbers, publishing frequency, catchment area, ownership, etc. so that any choice for advert placement is better informed.

4.1.1.3. Design and edit the adverts in line with the corporate identity manual or prescripts of Parliament.

4.1.1.4. Advertise in various national, provincial, district and local print and digital media in line with the relevant local language/s:

4.1.1.4.1. Vacant positions.

4.1.1.4.2. Bids and procurement related notices.

4.1.1.4.3. Public notices.

4.1.1.4.4. Parliamentary events and campaigns.

5. PROJECT DELIVERABLES

5.1. The successful Service provider must have:

5.1.1. Facilitated and co-ordinated bulk buying of media space and negotiated better rates in order to have:

5.1.1.1. Continuously placed all print and digital advertisements across various segments of the print and digital media industry.

5.1.1.2. Provided a periodic comprehensive database and analysis of all potential print and digital media platforms for use by Parliament, including their audience reach, production numbers, publishing frequency, catchment area, ownership, etc. so that any choice for advert placement was better informed.

5.1.1.3. Designed and edited the adverts in line with the corporate identity manual or prescripts of Parliament.

5.1.1.4. Advertised the following in various national, provincial, district and local print and digital media in line with the relevant local language/s:

5.1.1.4.1. Vacant positions.

5.1.1.4.2. Bids and procurement related notices.

5.1.1.4.3. Public notices.

5.1.1.4.4. Parliamentary events and campaigns.

6. EVALUATION CRITERIA

The evaluation process consists of three (3) stages, according to the nature of the RFQ. A RFQ 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	Administrative requirements	YES
Stage 2	Mandatory requirements	YES
Stage 3	Price and preference points	YES

6.1. ADMINISTRATIVE REQUIREMENTS (STAGE 1):

Compliance with administrative requirements as stated in this RFQ document. In this evaluation stage, all Service providers who fail to provide the required information and documentation will be disqualified from further evaluation.

6.2. MANDATORY REQUIREMENTS (STAGE 2):

6.2.1. Instruction and evaluation criteria:

- (a) The Service provider must comply with ALL the requirements as per the mandatory requirements below by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as "NOT COMPLIANT".
- (b) The Service provider must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response.
- (c) The Service provider must comply with ALL the mandatory requirements in order for the bid response to proceed to the next stage of the evaluation.

6.2.2. Mandatory Requirements:

Table 2: Mandatory Requirements:

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by Service provider)
1. Service provider capability requirements:		
1.1. Service providers must submit at least three (3) positive reference letters where similar work was undertaken in the last five (5) years.	Submission of letters from references where similar work was undertaken.	Provide unique reference to locate substantiating evidence in the bid response.
<p>1.2. Service providers must submit a sample of the following from previous similar work undertaken in the past five (5) years:</p> <p>1.2.1. A periodic comprehensive database and analysis of all potential print media platforms including their audience reach, production numbers, publishing frequency, catchment area, ownership, etc.</p> <p>1.2.2. Broad and integrated plan for placement of advertisements which served as a guideline and a tool for negotiating better rates using economies of scale.</p>	<p>Submission of samples of the following:</p> <p>a) A periodic comprehensive database and analysis of all potential print media.</p> <p>b) Broad and integrated plan for advertisements.</p>	Provide unique reference to locate substantiating evidence in the bid response.
2. Service provider capacity requirements:		
2.1. Service providers must submit a CV (Portfolio of evidence) of a dedicated Account Manager indicating a minimum of five (5) years' experience and qualification in Marketing or Marketing Management or Marketing Communication or related field.	Submission of a CV for a dedicated Account Manager and copy(ies) of qualifications.	Provide unique reference to locate substantiating evidence in the bid response.

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by Service provider)
2.2. Service providers must submit CV(s) of all the key project personnel (not less than 5 members of the core team) that will be assigned to the project clearly indicating a minimum of three (3) years individual relevant experience & qualifications in Marketing or Marketing Management or Marketing Communication or related field.	Submission of CV(s) for all key project personnel.	Provide unique reference to locate substantiating evidence in the bid response.
2.3. Service providers must submit a list of all their branches, partners and/or affiliates, per province.	Submission of a list of all their branches, partners and/or affiliates in each province.	Provide unique reference to locate substantiating evidence in the bid response.
2.4. Service providers must have a facility where all requests/issues are logged/reported (telephonically and/or by email with reference number tracking) via a single point of contact.	Submission of details of a facility where all requests/issues can be logged/reported.	Provide unique reference to locate substantiating evidence in the bid response.
3. Service provider's experience:		
Service providers must have a minimum of five (5) years relevant experience in facilitating & co-ordinating bulk buying of media space and negotiating better rates to help stretch the currency value derived from each advert.	Submission of a business profile that illustrates experience in facilitating & co-ordinating bulk buying of media space and negotiating better rates.	Provide unique reference to locate substantiating evidence in the bid response.
4. Financial viability:		
6.1 Service Providers must submit one of the following to demonstrate their capacity to execute the project: (a) Letter from a reputable financial institution indicating credit agreement between the parties.	Submission of comprehensive audited or independently reviewed financial statements. A Letter from a financial institution	Provide unique reference to locate substantiating evidence in the bid response.

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by Service provider)
(b) Service providers must submit comprehensive audited or independently reviewed financial statements for the last two completed financial years (with comparative figures).		
5. Service provider’s proposal:		
Service providers must submit a proposal indicating the proposed high-level methodology / approach, which must demonstrate their understanding of the requirements, including timeframes; resources to be assigned to the contract as well as dependencies.	Submission of a proposal indicating the proposed high-level methodology / approach.	Provide unique reference to locate substantiating evidence in the bid response.

6.3. PRICE AND PREFERENCE POINTS EVALUATION (STAGE 3):

6.3.1. Costing and pricing conditions:

- (a) South African Pricing - The total price must be VAT inclusive and be quoted in South African Rand (ZAR).
- (b) Total price:
 - (i) All quoted prices are the total price for the entire scope of required services and deliverables to be provided by the Service provider.
 - (ii) All additional costs as well as cost of delivery, labour, S&T, overtime, etc. must be included in this bid.
 - (iii) All services, accessories, upgrades and options required by the solution or specified by the client must be included in the quoted price. If not included, suppliers will be required to supply these accessories at no cost to the client.
 - (iv) Parliament reserves the right to negotiate pricing with the successful Service provider prior to the award as well as envisaged quantities
- (c) These conditions will form part of the Contract between Parliament and the Service provider. However, Parliament reserves the right to include or waive the condition in the Contract.
- (d) The Service provider must complete the declaration of acceptance as per **par 6.4.2** below by marking with an “X” either “ACCEPT ALL”, or “DO NOT ACCEPT ALL”, failing which the declaration will be regarded as “DO NOT ACCEPT ALL” and the bid will be disqualified.

6.3.2. Declaration of acceptance:

	ACCEPT ALL	DO NOT ACCEPT ALL
1. The Service provider declares to ACCEPT ALL the costing and pricing conditions as specified in par 6.4.1 above by indicating with an “X” in the “ACCEPT ALL” column, or 2. The Service provider declares to NOT ACCEPT ALL the Costing and Pricing Conditions as specified in par 6.4.1 above by – <ul style="list-style-type: none"> (a) Indicating with an “X” in the “DO NOT ACCEPT ALL” column, and; (b) Provide reason and proposal for each of the condition not accepted. 		
<p>Comments by Service provider: Provide the condition reference, the reason(s) for not accepting the condition.</p> <p>.....</p> <p>.....</p> <p>.....</p>		

6.3.3. Bid pricing schedule:

- (a) The Service provider must complete in full all the preference requirements.
- (b) Allocation of points per requirements: The points allocation of Service providers’ responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.

- (c) Points will be allocated for each preference requirement as per the criteria set in each section in the table below.
- (d) The Service provider must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, Parliament reserves the right to treat substantiation evidence that cannot be located in the bid response, as “NOT COMPLIANT”.
- (e) Preference Goal Requirements:
 - (i) The applicable Preference Point system for this tender and points claimed is 80/20
 - (ii) The specific Preferential Goal Requirements for this tender is indicated in table 3 below.
 - (iii) Failure on the part of a Service provider to the 80/20 preference point systems and submit proof or documentation required in terms of this tender to claim preference points for the Preference Goal Requirements, will be interpreted to mean that preference points for specific goals are not claimed.
 - (iv) Service providers must indicate how they claim points for each of the preference points by signing at par/section ___ in the Invitation to bid document.
 - (v) Failure on the part of a Service provider to submit proof or documentation required in terms of this tender to claim preference points for the Preference Goal Requirements for this tender, will be interpreted to mean that preference points are not claimed.
 - (vi) The Service provider’s commitment for the Preference Goal Requirements in this tender will be legally binding, and the Service provider needs to perform against their commitment for the duration of the contract which will form part of the Contractual Agreement.
 - (vii) Service providers need to keep auditable substantive records / evidence and upon request by Parliament must be made available for audit and, or due diligence purposes.
 - (viii) Parliament reserves the right to require from a Service provider, either before a bid is adjudicated or at any time subsequently, to substantiate any claim with regards to preferences, in any manner required by Parliament.
 - (ix) Parliament reserves the right to verify information / evidence provided by the Service provider.

Table 3: Preference Goal Requirements:

Specific goals:	Number of points:	Service providers must supply the following documents when claiming preference points:
HDI GOALS		
Black	6	ID Document
Women	4	ID Document
People with disabilities	3	Medical Certificate
RDP GOALS		
Promotion of South African owned enterprises	4	IDs of shareholders, directors, etc.
Promotion of SMMEs	3	i) List of full-time employees ii) Annual Turnover iii) Total gross asset values (fixed property excluded)

7. THE RESPONSES

Service providers' responses must be submitted as outlined in the standard bidding documents.

7.1. SERVICE PROVIDER'S CONTACT DETAILS:

- 7.1.1. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the Service provider's organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 7.1.2. Who, within the Service provider's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract.

7.2. SERVICE PROVIDER'S PROFILE:

- 7.2.1. Service provider's name and address.
- 7.2.2. Organisational structure.
- 7.2.3. Commencement date of business.
- 7.2.4. Certificate of Incorporation.
- 7.2.5. Consent letters for personnel to be assigned to the project, who are not employed by the Service provider.

8. PRICING STRUCTURE

- 8.1 Price must be quoted in South African currency and must be inclusive of Value Added Tax (VAT).
- 8.2 Service providers are further requested to indicate their price in all elements listed on the pricing schedule.
- 8.3 Prices must remain fixed for the duration of the contract. The pricing schedules below must be completed.
- 8.4 All costs for disbursements must be incorporated into the price offer.

Pricing schedule for service fees:

No:	Description:	Price
1.	Service fees to be charged on:	
1.1.	All local advertisement placement services.	
1.2.	All regional advertisement placement services.	
1.3.	All provincial advertisement placement services.	
1.4.	All national advertisement placement services.	
1.5.	All digital advertisement placement services.	
2.	Comprehensive database and analysis of all potential print and digital media platforms for use by Parliament.	
3.	Design, editing and production of adverts.	
TOTALS:		



COMPULSORY SCENARIO FOR COSTING:

1. The following scenario will be used for evaluation purposes (the grand total price does not reflect the contract price). Assuming that Parliament will advertise, monthly:
 - 1.1. A bid in the City Press, Cape Times and Weekend Argus as well as on X (formerly Twitter) and WhatsApp channels. Refer to addendum A1.
 - 1.2. A bill, in the relevant local language/s, in the Witness, the Herald (Nelson Mandela Bay), Krugersdorp News, Alberton Record, Polokwane Review, South Coast Sun, Lowvelder newspapers. Refer to addendum A2.
 - 1.3. A vacancy in the Sunday Times, The Post, The Star and Mail & Guardian as well as in Career Junction, PNet and Careers24. Refer to addendum A3.
2. Kindly complete the below pricing schedule as per the attached advert templates (refer to addenda A1, A2 and A3). Please cost the designing and placement of the adverts below using the rates that you have provided in the above schedule.

#	Description:	Price:		
		Advert price:	VAT amount:	Service fee:
1	Bid (Colour: 15cm x 4 col) Best Possible			
	Bid (Black & White; 15cm x 4 col) Best Possible			
	Bid (digital platforms)			
2	Vacancy (Colour: 20cm x 4 col) Best Possible			
	Vacancy (Black & White: 20cm x 4 col) Best Possible			
	Vacancy (digital platforms)			

3	Bill (Colour: 20cm x 4 col) Best Possible			
	Bill (Black & White: 20cm x 4 col) Best Possible			
	Sub totals:			
	GRAND TOTAL:			



9. SPECIFIC CONDITIONS

- 9.1 Service providers must certify that the personnel identified in its response to this bid will be the persons actually assigned to Parliament. Any changes in the personnel from those identified in the response to the bid must be approved by Parliament. Parliament may, at its discretion, require the removal and replacement of any of the service provider's personnel who do not perform adequately. The replacement personnel must meet the same minimum requirements outlined in this document.
- 9.2 A briefing session will be held on a date specified in the advertisement of this bid.
- 9.3 Prospective Service providers may submit their questions to zmsolo@parliament.gov.za or contact the person assigned to deal with enquiries on the advertisement for this bid.
- 9.4 Parliament may request Service providers to provide additional pricing information to be utilised for comparative purposes during evaluations.
- 9.5 Parliament reserves the right to invite shortlisted Service providers to make presentations to its evaluation team.
- 9.6 The successful Service provider/s must enter into a formal service level agreement with Parliament upon appointment and must go through a security clearance process.
- 9.7 The successful Service provider/s must be willing to sign confidentiality or non-disclosure agreement.
- 9.8 Parliament reserves the right to re-appoint or extend the service of the service provider where there is a natural continuation of assignments.
- 9.9 Parliament reserves the right not to award this bid in total or part thereof.
- 9.10 Parliament reserves the right to award this bid to one or more Service providers.
- 9.11 Parliament reserves the right to use any other media sources for its advertising needs should it be deemed necessary.
- 9.12 Price adjustments will only be considered if there are statutory requirements and/or unforeseen circumstances (e.g. natural disasters, etc.)
- 9.13 All relevant clearances, third party agreements (where applicable), certificates and/or memberships must be submitted to Parliament upon the renewal throughout the duration of the contract.
- 9.14 The successful Service provider/s must at all times secure the most advantageous rates for the benefit of Parliament and disclose the standard and discounted rates (Attach at all times, the quotations as received from respective print media).

- 9.15 The successful Service provider/s must adhere to Parliament's branding guidelines and standards.
- 9.16 The successful Service provider/s must be able to attend management meetings within forty-eight (48) hours' notice.
- 9.17 The successful Service provider/s must accept only signed off proofs from the commissioning Division of Parliament before final placement / publishing of adverts.
- 9.18 The successful Service provider/s must provide Parliament with independently verified or audited audience reach reports on a quarterly basis.
- 9.19 The successful Service provider/s must utilise the best suitable print and/or digital media to optimally reach the target audiences including the remote rural and under-served segments of the South African society.
- 9.20 Copyright on all materials designed and developed remains property of Parliament.
- 9.21 Should the need arise, and without any additional costs to Parliament, all stakeholders must take appropriate steps to ensure maximum protection of themselves and other persons against the spread of the Covid-19 virus and other communicable diseases.
- 9.22 All times referred to in this document are South African Standard Time (SAST).

ADDENDUM A1 – EXAMPLE FOR A BID ADVERT



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

INVITATION TO BID

Bid No	Description	Virtual Non-Compulsory Briefing Session Date/Time/Venue	Closing Date
B6/2025	Supply and delivery of institutional branded gifts and related promotional items to Parliament of RSA	N/A	12 October 2025 @ 12h00

Service providers are hereby invited for the provision of the above-mentioned service.

Bids are available on Parliament's website at www.parliament.gov.za. **Please note that there will be NO briefing session.** Bids must be put in a zipped folder and emailed to tenders@parliament.gov.za by no later than the closing date and time as stipulated above. Late submissions will not be considered.

The 80/20 Preferential Point System is applicable to this bid.

The Secretary to Parliament is under no obligation to accept the lowest or any Bid.

For further enquiries regarding the service, please contact Mr. N Ntanjana at tenders@parliament.gov.za.

Parliament – Following up on our commitments to the People – Making your future work better

Parliament urges everyone to please report all fraud related activities to 0800111008

ADDENDUM A2 – EXAMPLE FOR AN ADVERT FOR A BILL



PARLIAMENT
OF THE REPUBLIC OF SOUTH AFRICA

HAVE YOUR SAY

INVITATION FOR PUBLIC SUBMISSIONS

RAILWAY SAFETY BILL [B 9– 2025]

The Portfolio Committee on Transport invites interested people and stakeholders to submit written comments on the Railway Safety Bill [B 9– 2025].

The Bill seeks: • to provide for the regulation of railway safety in the Republic • to provide for the continued existence of the Railway Safety Regulator • to provide for the board and governance structures of the Railway Safety Regulator • to provide for railway safety permits • to provide for railway safety critical grades and safety management systems • to provide for a national railway safety information and monitoring system • to provide for a legal framework to enforce compliance with the Act and to deal with railway occurrences • to provide for an appeal mechanism • to provide for transitional arrangements and the repeal of the National Railway Safety Regulator Act, 2002; and • to provide for matters connected therewith.

Enquiries as well as written submissions can be sent to the Portfolio Committee on Transport (Attention: Valerie Carelse) via e-mail to railwaysafetybill@parliament.gov.za. In addition to the written comments, please indicate your interest in making a verbal presentation to the Committee.

The closing date for submissions is 15 November 2025.

Copies of the Bill can be obtained from Valerie Carelse on cell 083 709 8445 or www.parliament.gov.za.
Issued by Mr. M.J. Zwane, MP, Chairperson of the Portfolio Committee on Transport.

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.

.....
.....

(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
---	---

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
---	---

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