



REQUEST FOR QUOTATION

Product or Service Requested: **ESTABLISHMENT OF AN ENABLING CONTRACT FOR THE PROVISION OF BESPOKE, CUSTOM-DESIGNED MEMORABILIA, APPAREL, NOVELTY, SPECIALITY ITEMS AND RELATED BRANDING SERVICES FOR THE PARLIAMENT BRAND SHOP**

Date of Issue: 21 July 2026

Closing Date: 28 July 2026 @ 17:00

Quotation Reference Number: RFQ 760/2026

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)

M Montjane

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

Date

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

Establishment of an Enabling Contract for the Provision of Bespoke, Custom-Designed Memorabilia, Apparel, Novelty, Speciality Items and Related Branding Services for the Parliament Brand Shop.

1. Background

The Parliament Brand Shop is responsible for supplying high-quality, distinctive, and premium Parliament-branded products to Members of Parliament, parliamentary staff, visitors, official events, diplomatic gifting, and commemorative purposes.

Parliament requires a no cost enabling contract that focuses on bespoke, custom-designed, and unique items reflecting the history, heritage, dignity, and identity of the South African Parliament. This contract is not limited to any specific service provider.

2. Objective

To appoint a panel of suitably qualified service providers under a non-exclusive, no-cost Enabling (Framework) Agreement for the conceptualisation, creative design, development, manufacturing and supply of bespoke apparel, commemorative memorabilia, novelty items, speciality products and related branding services.

The contract shall operate on an "as and when required" basis and shall not guarantee any minimum volume or expenditure.

3. Scope of Services

(Note: Refer to Annexure A for images and examples of the products. The images are provided for illustrative purposes only and are intended as a guide to the type and style of merchandise required. They do not represent the final or complete list of products that may be required).

Service providers must demonstrate the capability to conceptualise, design, manufacture and supply bespoke products aligned with Parliament's identity and brand positioning.

Service Providers must clearly indicate the categories in which they specialise and demonstrate proven capability through relevant experience, reference letters(s) portfolio(s) and design submissions. Parliament reserves the right to appoint multiple service providers with complementary areas of expertise.

3.1 Bespoke & Custom-Designed Apparel (not limited to)

- Bespoke clothing with unique Parliament-inspired designs (e.g. heritage jersey's, shirts, etc.)
- Specialty and event-specific apparel with original custom designs
- Limited-edition or commemorative apparel items

3.2 Custom-Designed Memorabilia, Novelty & Speciality Items (not limited to)

- Commemorative and heritage-themed memorabilia with original Parliament-specific designs
- Diplomatic and official gift items
- Novelty and speciality items with creative Parliament-themed concepts
- Limited-edition collectibles and keepsakes
- Culturally inspired, heritage, or thematic speciality items
- Any other bespoke novelty or speciality items developed from custom design briefs

3.3 Design & Customization Services

- End-to-end creative design services, including concepts, mock-ups, artwork, and sample
- Strict compliance with Parliament Branding Guidelines while encouraging creative interpretation

- High-quality customization techniques (engraving, embroidery, printing, embossing, casting, etc.)
- Personalization and limited-edition production
- The successful survive provider(s) must be capable of translating Parliament's conceptual ideas into high-quality production-ready products while ensuring originality and bespoke design solutions aligned with Parliament's corporate identity.

All designs shall comply with the Parliament Brand Identity Guidelines.

3.4 Manufacturing & Customisation Services

The successful bidder(s) shall demonstrate the capability to:

- Manufacture bespoke products using appropriate production techniques
- Provide embroidery
- Engraving
- Printing
- Embossing
- Casting
- Personalisation
- Premium finishing
- High-quality craftsmanship

Service providers must demonstrate sufficient manufacturing capacity to accommodate both low-volume bespoke orders and larger production requirements where necessary.

3.5 After-Care & Support Services

The successful service provider(s) shall provide:

- Rectification of defects
- Replacement of defective products
- Ongoing customer support

4. Contract Type & Duration

The contract shall be established as:

- A non-exclusive, no-cost enabling / framework agreement
- Panel of service providers

Orders shall only be placed through official Purchase Orders or Call-Off Contracts as and when required.

This contract does not guarantee any minimum quantities or expenditure.

Contract duration:

The contract shall be valid for a period of three (3) years. The agreed prices shall remain fixed for the first year of the contract. Thereafter, the prices may increase by a maximum of 10% per annum.

5. Panel Appointment

Parliament reserves the right to appoint multiple service providers to the panel in order to ensure:

- Design diversity
- Innovation
- Expertise
- Production capacity
- Competitive pricing
- Continuity
- Service excellence

6. Evaluation Criteria

Stage 1: Mandatory Compliance

NB: Failure to submit the following will result in disqualification.

Mandatory Requirements	Substantiating evidence of compliance (used to evaluate bid)	Evidence reference (to be completed by bidder)
Bidders must submit minimum two (2) years' relevant experience in bespoke/custom design and manufacturing.	Submission of Two (2) Reference letters from previous clients confirming relevant experience.	Provide unique reference to locate substantiating evidence in the bid response.
Service providers are required to develop concept design either for apparel bespoke item, novelty or specialty item, to demonstrate their creative capability.	Submission of Visual mock-up or artwork design and Design rationale (tell us the inspiration of your design)	Provide unique reference to locate substantiating evidence in the bid response.

NB: Parliament reserves the right to request physical samples of previously completed products during the evaluation process

Stage 2: Functional Requirements

Bidders will be evaluated on demonstrated capability in the following areas:

NB: Bidders are required to indicate **"Yes" or "No"**

FUNCTIONAL REQUIREMENTS	YES/NO	Comment or reference to proposal
3. Design creativity and innovation		
4. Ability to conceptualise and interpret Parliament requirements		
5. Technical manufacturing capability		
6. Quality of workmanship		
7. Premium product finish		
8. Understanding of parliamentary heritage and cultural sensitivity		
9. Turnaround times		
10. Production capacity		
11. After-care support services		
12. Ability to provide stable pricing and agreed escalation mechanisms		
13. Overall value-added capability		

7. Glossary of Terms

Bespoke: Products designed and manufactured specifically to unique customer requirements.

Mock-up: A realistic visual representation or render of a proposed product.

Artwork: Production ready or digital design files.

Portfolio of Evidence: A collection of previous work demonstrating relevant experience and capability.

8. Contract Performance Requirements

The successful service provider(s) shall:

- Strictly adhere to the Parliament Brand Identity Manual.
- Maintain originality and creativity in all products supplied.
- Ensure premium quality, durability and professional workmanship.
- Comply with all applicable South African legislation.
- Submit samples where required before production.
- Maintain confidentiality regarding Parliament designs and concepts.
- Deliver products within agreed turnaround times.
- Collaborate with Parliament throughout the design and development process.

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

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.

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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