



REQUEST FOR QUOTATION:

Product/Service Requested: **Implement Employee Engagement Solution**

Date of Issue: 31/07/2026

Closing Date: 11/08/2026

Quotation Reference Number: **RFQ 740/2026**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	SPECIFICATION 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	4		Annual Turnover Confirmation from Accountant/AFS/ CSD
Youth	3		Identity Document/ CSD/CK document

- ✓ 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 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.
- ✓ 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.

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

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

1 BACKGROUND

Parliament of South Africa is located at Cape Town City Centre, where it hosts its on-premises datacentre.

The ICT infrastructure estate spans across the on-premises datacentres and Microsoft Azure where mission critical systems and operational systems are hosted.

Parliament requires a proposal and quotation from suitably qualified service providers to implement **Employee Engagement Solution** using Microsoft's suites of applications based on the existing Enterprise Agreement between Parliament and Microsoft.

Parliament requires the Implementation and Change Management services only.

2 PURPOSE OF THE REQUEST FOR PROPOSAL

Parliament seeks proposals and quotations for the Employee Engagement Solution that will ensure the deployment and implementation of applications to form a rich and interactive Knowledge Management Solution, leveraging product suites from Microsoft's 365; SharePoint; Teams; OneDrive

Parliament requires the solution to be delivered within accelerated timeframes. Phase 1 to 4 must be delivered within four months after the issuance of a Purchase Order.

3 EMPLOYEE ENGAGEMENT SOLUTION DELIVERABLES

Service providers must price according to each phase of the deliverables.

The proposed solution may comprise of the following deliverables:

PHASE 1	DELIVERABLES	Total Cost incl. VAT
Teams Governance Implementation	A formalised Teams governance framework, enabling structured collaboration aligned to organisational policies and Microsoft best practices.	
PHASE 2	DELIVERABLES	Total Cost incl. VAT
SharePoint Hub & Department Sites + Viva Connections	- Core digital workplace foundation, introducing a central SharePoint Hub (Intranet) connected to departmental sites. - Establishment of information architecture, branding, navigation, and entry experience via Viva Connections.	
PHASE 3	DELIVERABLES	Total Cost incl. VAT
Viva Engage Implementation	Enterprise social engagement platform, enabling communication from leadership and community collaboration across departments.	
PHASE 4	DELIVERABLES	Total Cost incl. VAT
myParliament Copilot Agent	Custom AI-powered Copilot agent, enabling staff to query policies, procedures, and templates through natural language.	
PHASE 5	DELIVERABLES	Total Cost incl. VAT
Learning & Approvals Automation	- Structured learning to support organisational learning. - Standardised approval workflows to enable operational efficiency.	
PHASE 6	DELIVERABLES	Total Cost incl. VAT
Information Architecture Expansion & Security	Secure Knowledge management system with content protection functions, including structured metadata and data classification.	
PHASE 7	DELIVERABLES	Total Cost incl. VAT
Copilot Governance & Adoption	- Copilot AI deployment. - AI Governance framework establishment and implementation.	

PHASE 8	DELIVERABLES	Total Cost incl. VAT
Data Migration	Migration of legacy content into the newly structured environment, enabling full adoption of SharePoint and Copilot.	

4 PROPOSAL REQUIREMENTS

To enable proposals and quotations to be evaluated and compared, the Employee Engagement Solution must include the following:

A. Project Governance

- All proposals must indicate the project delivery timelines from project inception to delivery.
 - Weekly project meetings
 - Steering committee governance
 - Change control board
 - QA & architecture reviews
 - Documentation & audit logs

B. Success Criteria

- 70%+ active usage within 6 months. This could be measured through:
 - Reduction in email-based collaboration
 - Improved search success rate
 - Adoption of Viva Engage communities
 - Copilot usage growth across departments
- Training & Skills Transfer. This could be achieved through:
 - Admin training (SharePoint, Teams, Governance)
 - Site owner training (departments' staff)
 - End-user training (general users)
 - Copilot training (200 users)
 - Knowledge documentation & SOPs

C. Resources Dependency

While Parliament will ensure that all resources required to implement the solution are in place, such as:

- M365 licenses including Copilot Studio and Power Platform
- Content availability and ownership
- Security classification approval
- Branding assets
- Stakeholder engagement

The service providers can state upfront other resources that will be required from 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

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