



REQUEST FOR QUOTATION

Product Requested: Office Appliances

Date of Issue: 06 August 2026

Closing Date and Time: 13 August 2026 @ 10h00

Quotation Reference Number: RFQ 810/2026

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	PLEASE SEE PRODUCT OR SERVICE DESCRIPTION		30 September 2026	



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 Procurement 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.

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
RDP GOALS			
SMME	4		Annual Turnover Confirmation from Accountant/AFS/ CSD
Youth	3		Identity Document/ CSD/CK document`
Locally Manufactured Products	3		Declaration Letter from the Manufacturer

- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to soliphant@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from soliphant@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 the declaration of interest part of this document.
- ✓ All suppliers must submit a 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 where applicable.
- ✓ 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.
- ✓ 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
SMME	CSD/ Annual Financial Statements 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	Declaration Letter 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)

- Parliament invites quotations for the supply and delivery of kitchen appliances and kitchenware for the North West Parliamentary Democracy Office.
- The preferred supplier shall supply and deliver new, unused, and defect-free items that comply with the minimum specifications contained in this document.
- The preferred supplier shall deliver all items to the following address: Old Municipal Building, Old Governor's House, Phola Section, Ganyesa, North West, 8613.

The preferred supplier shall supply and deliver the following items:

Electric Kettle

- Quantity: 1
- Capacity: 1.7 litres
- Stainless steel body
- Cordless design with 360° swivel base
- Concealed heating element
- Automatic switch-off function
- Boil-dry protection
- Water level indicator
- Power supply: 220–240V AC, 50Hz
- South African compliant plug

Microwave Oven

- Quantity: 1
- Capacity: 20 litres
- Minimum output power: 700 W
- Defrost function
- Timer function
- Rotating glass turntable
- Interior light
- Manual or electronic controls
- Power supply: 220–240V AC, 50Hz
- South African compliant plug

Wet and Dry Vacuum Cleaner

- Quantity: 1
- Capacity: 20 litres
- Wet and dry vacuuming capability
- Minimum motor power: 1200 W
- Reusable or replaceable filter
- Flexible suction hose
- Extension tubes
- Floor nozzle
- Crevice tool
- Power supply: 220–240V AC, 50Hz
- South African compliant plug

Crockery Set

- Quantity: 1 Set
- White ceramic or porcelain
- Stackable design
- 12-piece set comprising: 4 dinner plates; 4 side plates; 4 bowls
- Microwave safe
- Dishwasher safe
- Chip-resistant finish

Stainless Steel Cutlery Set

- Quantity: 1 Set
- 16-piece stainless steel cutlery set comprising: 4 table knives; 4 table forks; 4 tablespoons; 4 teaspoons
- Stainless steel construction
- Dishwasher safe
- Corrosion resistant

Highball Drinking Glasses

- Quantity: 24
- Clear glass
- Capacity: 300–350 ml
- Suitable for repeated office use
- Dishwasher safe

All suppliers are required to comply with the following requirements

Description of Requirement	Indicate Yes/No
- Supplier shall ensure that all goods supplied are new, unused and free from defects.	
- Supplier shall ensure that all electrical appliances comply with applicable South African National Standards (SANS).	
- Supplier shall ensure that all electrical appliances are supplied with South African-compatible plugs.	
- Supplier shall ensure that user manuals and warranty documentation are provided for all electrical appliances.	
- The electric kettle, microwave oven and wet and dry vacuum cleaner shall carry a minimum manufacturer's warranty of twelve months against defects in materials and workmanship.	
- All items are delivered complete with all standard accessories required for normal operation.	
- Any defective electrical appliance identified during the warranty period shall be repaired or replaced by the supplier or manufacturer 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

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