



REQUEST FOR QUOTATION

Service Requested: Shuttle Services

Date of Issue: 27 August 2026

Closing Date and Time: 03 September 2026 @ 15h00

Quotation Reference Number: RFQ 883/2026

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


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

- Parliament makes use of shuttle services to transport Members of Parliament, parliamentary guests, and parliamentary staff on an as-and-when required basis.
- The preferred suppliers will transport Members of Parliament, parliamentary guests, and parliamentary staff within the boundaries of the Western Cape.
- Parliament intends to appoint a suitable and experienced supplier for the provision of shuttle services to Parliament for a period of 6 months.

Deliverables

The preferred suppliers are expected to provide 24-hour shuttle services as follows:

- Provide shuttle services for Members of Parliament, parliamentary guests, and parliamentary staff within the boundaries of the Western Cape.
- Provide shuttle services to and from Cape Town International Airport for Members and staff as and when required.
- Provide shuttle services for Members of Parliament, parliamentary guests, and parliamentary staff with disabilities on specialized vehicles.
- Transport Members of Parliament, parliamentary guests, and parliamentary staff in accordance with the instructions as contained in the official order.
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Functional Requirements

- The shuttle service must be available 24 hours a day, on an as and-when-required basis.
- The supplier must provide shuttle services in all areas of the Western Cape at all times of the day.
- The supplier must provide shuttle services in all required vehicle categories, including 4–5-seaters, 10–16-seaters, and specialised vehicles for persons with disabilities.
- The supplier must provide shuttle services in all required vehicle categories, including 4–5-seaters, 10–16-seaters, and specialised vehicles for persons with disabilities.
- All drivers must possess a valid Professional Driving Permit (PDP), wear a company-issued uniform, and always conduct themselves professionally.

- The supplier must ensure that all vehicles are roadworthy, well-maintained, and equipped with functioning air conditioning and seatbelts for all passengers.
- Vehicles must be fitted with GPS tracking systems to allow real time monitoring, and the service provider must operate a central dispatch system to coordinate shuttle movements.
- Daily vehicle inspections and routine maintenance must be conducted, and each vehicle must be equipped with safety features such as panic buttons or emergency communication systems.
- Supplier must submit weekly and monthly reports detailing service usage, incidents, and client feedback, and must provide incident reports within 24 hours of any occurrence.
- A dedicated helpdesk or customer service line must be available during operating hours, and a feedback mechanism must be in place to address passenger concerns and improve service quality.
- Supplier must ensure that all drivers have undergone background and medical checks.

Note: Parliament reserves the right to request proof of compliance at any time, and such proof must be provided immediately upon request.

Mandatory Submission Requirements

- **All responses that fail to attach the required documents will be disqualified.**

Description of requirement	Indicate YES/NO
- The supplier must submit a minimum of 20 valid vehicle operating licences, issued by the relevant Provincial Regulatory Entity (PRE), in the name of the supplier, for each vehicle to be utilised under this contract.	
- The supplier must submit a minimum of three (3) signed and dated reference letters from different clients, each issued on the respective client's official company letterhead, confirming that the supplier has provided shuttle services to that client within the past five (5) years. Only references relating to shuttle service experience will be considered.	

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

- Price must be quoted in South African currency and must be inclusive of Value Added Tax (VAT).
- Potential service providers are further requested to indicate their price in all elements listed on the pricing schedule below.
- Suppliers are provided with two vehicle types for costing. The prices provided below will be used for contracting purposes.
- Where possible, Parliament has endeavoured to provide the suppliers with an indication of its high-volume usage. High volume usage will be indicated by "H"; medium volume with an "M" and low volume with an "L".
- Parliament expects to see volume discounted and cost-effective pricing.

CATEGORY A

4–5-Seater (Quote Rate per Person)

KM	Price per Normal Working Hours	Price after hours Evenings	Price after hours Public Holidays/Weekends
0-40	R (M)	R (H)	R (M)
41-80	R (M)	R (H)	R (M)
81 - 130	R (L)	R (H)	R (L)
131-180	R (L)	R (L)	R (L)

4-5-Seater (Quote Rate per Vehicle (applicable if more than one person))

KM	Price per Normal Working Hours	Price after hours Evenings	Price after hours, Public Holidays/ Weekends
0-40	R (M)	R (H)	R (M)
41-80	R (M)	R (H)	R (M)
81 - 130	R (L)	R (H)	R (L)
131-180	R (L)	R (L)	R (L)

10-16-Seater (Quote per Vehicle)

KM	Price per Normal Working Hours	Price after hours Evenings	Price after hours, Public Holidays/ Weekends
0-40	R (H)	R (M)	R (L)
41-80	R (H)	R (M)	R (L)
81 - 130	R (L)	R (L)	R (L)
131-180	R (L)	R (L)	R (L)

CATEGORY B**Specialised Vehicle for People with Disabilities (Quote per Vehicle)**

KM	Price per Normal Working Hours	Price after hours Evenings	Price after hours, Public Holidays/ Weekends
0-40	R (H)	R (M)	R (L)
41-80	R (H)	R (M)	R (L)
81 - 130	R (L)	R (L)	R (L)
131-180	R (L)	R (L)	R (L)

COMPULSORY SCENARIO FOR COSTING

The following scenario will be used for evaluation purposes. Please complete the table below using the rates that you have provided in the above schedules.

Description	Unit Cost	No of Trips	Total Cost
4 – 5-seater within office hours within Cape Town (1 person)		60	
4 – 5-seater within office hours within Cape Town (more than one person)		15	
4 – 5-seater after hours outside of Cape Town		155	
4 – 5-seater after hours within Cape Town		140	
4 – 5-seater after hours within Cape Town (more than one person)		42	
10 – 16-seater within office hours within Cape Town		19	
4 – 5-seater within office hours within Cape Town (1 person with disabilities)		1	
4 – 5-seater after hours outside of Cape Town (1 person with disabilities)		1	
10 – 16-seater within office hours within Cape Town (more than one person with disabilities)		1	
10 – 16-seater after hours within Cape Town (more than one person with disabilities)		1	
Total Cost			

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)

Y	N
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with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this tender?

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