



REQUEST FOR QUOTATION

Service Requested: On-Site Fabric Cleaning Services

Date of Issue: 07 September 2026

Closing Date and Time: 18 September 2026 @ 15h00

Quotation Reference Number: RFQ 885/2026

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

- The Parliament of the Republic of South Africa requires the services of a suitably qualified and experienced supplier for the on-site steam-cleaning, dry-cleaning, low-moisture cleaning, stain treatment and deodorising of tablecloths, chair covers and curtains at the Parliament precinct in Cape Town.
- The services will be required on an as-and-when-required basis for a period of twelve (12) months.
- The preferred supplier will be required to perform the services predominantly on-site and must comply with Parliament's operational, security, health and safety requirements.
- The purpose of this specification is to appoint a suitably qualified and experienced supplier to provide professional on-site cleaning services for tablecloths, chair covers and curtains.
- The services must be performed at the Parliament precinct without removing items off-site, unless prior written approval has been obtained from the designated Parliament representative for exceptional circumstances.
- The supplier must use professional-grade equipment, cleaning agents and methods appropriate to the fabric, construction and condition of each item.
- The cleaning method must be selected following an appropriate pre-inspection and assessment of the item. The supplier must not use a cleaning method that could reasonably cause damage to the fabric or item.
- The supplier must use cleaning methods that minimise moisture and drying time and must ensure that cleaned items are sufficiently dry and safe for use before being returned to service.

Scope of Services

The preferred supplier will be required to provide the following services:

Tablecloth Cleaning

The supplier must:

- clean tablecloths using an appropriate steam-cleaning, dry-cleaning or low-moisture cleaning method;
- undertake pre-inspection before cleaning;
- identify visible stains, damage and other conditions that may affect the cleaning process;
- undertake appropriate stain treatment;
- deodorise the items where required;

- ensure that cleaning does not cause colour bleeding, fading, shrinkage, tearing, fraying or other damage;
- dry, brush, groom and present the items appropriately after cleaning; and
- return the items to the designated area in a clean, dry and serviceable condition.

The price must include all labour, equipment, cleaning agents, stain treatment of a normal nature, consumables, PPE, protective coverings and other resources required to complete the service.

Chair Cover Cleaning

The supplier must:

- clean chair covers using a method appropriate to the fabric and construction;
- clean covers in an agreed work area or, where operationally appropriate, while fitted;
- protect chairs and surrounding areas during cleaning;
- undertake stain treatment and deodorising where required;
- ensure that the cleaning process does not cause damage, shrinkage, colour bleeding or fading; and
- ensure that cleaned covers are dry, clean and suitable for immediate use once the agreed drying period has elapsed.

Where covers remain fitted during cleaning, the supplier must use a method that is safe for the chair, surrounding furnishings and floor surfaces.

Curtain Cleaning

Curtains must be cleaned in place where practicable.

The supplier must:

- inspect curtains before cleaning;
- determine the appropriate cleaning method based on the fabric and condition;
- protect curtain tracks, rods, tiebacks, walls, floors and surrounding surfaces;
- minimise moisture and drying time;
- undertake appropriate stain treatment and deodorising;
- prevent damage, shrinkage, colour bleeding, fading, water marks or chemical residue; and
- leave the curtains and surrounding area in a clean, dry and safe condition.

Where a curtain cannot reasonably be cleaned in place, the supplier must obtain prior written approval from the designated Parliament before removing it from the precinct.

Pre-Inspection and Condition Assessment

Before cleaning any item, the supplier must conduct an inspection to determine, where reasonably possible:

- the type and characteristics of the fabric;
- the condition of the item;
- existing stains and their apparent nature;
- colour-fastness risks;
- existing fading or discolouration;
- tears, fraying or other physical damage;
- shrinkage or deterioration;
- any other condition that may affect the cleaning process; and the recommended cleaning method.
- Any pre-existing damage or condition that may reasonably be affected by the proposed cleaning process must be recorded and brought to the attention of the designated Parliament representative before cleaning proceeds.
- Where appropriate, photographic evidence may be used to record the pre-service condition of an item.
- The supplier will not be held responsible for pre-existing damage that was properly identified and recorded before the service was performed.

The supplier remains responsible for damage demonstrably caused by its negligence, improper cleaning method, inappropriate chemicals, inadequate equipment or other failure to exercise the required professional standard of care.

Stain Treatment

Normal stain treatment must be included in the applicable cleaning rate.

Where a stain requires specialised or additional treatment that falls outside the normal cleaning service, the supplier must:

- identify the stain or suspected cause;
- assess whether additional treatment is technically appropriate;
- advise the designated Parliament representative of the proposed treatment;
- provide the applicable additional cost before undertaking the work; and
- obtain written authorisation before the additional treatment is performed.
- No additional charge for heavy or specialised stain treatment will be payable without prior authorisation.

The supplier must advise Parliament where complete stain removal cannot reasonably be guaranteed because of the age, nature, composition or permanence of the stain or because treatment may damage the fabric.

Deodorising and Sanitising

Where required, the supplier must deodorise and sanitise fabric items as part of the applicable service.

This may include the removal or reduction of odours arising from:

- dust;
- food;
- smoke;
- moisture;
- prolonged storage; and
- other ordinary environmental causes.

Cleaning and deodorising products must be suitable for the fabric and must not leave harmful chemical residues or offensive odours.

Cleaning Products and Equipment

The supplier must provide all equipment, cleaning agents, consumables and protective materials required to perform the services. Equipment must be professional-grade and suitable for commercial/institutional fabric cleaning.

The supplier must provide, when requested:

- a description of the equipment proposed for use;
- evidence that the equipment is suitable for the required cleaning methods;
- evidence of appropriate maintenance where relevant; and
- details of cleaning products proposed for use.

Cleaning products must be:

- fabric-safe;
- appropriate for the specific item being cleaned;
- non-toxic where reasonably practicable;
- environmentally responsible where technically suitable; and used in accordance with the manufacturer's instructions.

The supplier must have access to appropriate safety data/information for chemicals used in the performance of the services.

Protection of Parliament Property

The supplier must take all reasonable precautions to protect:

- floors;
- walls;
- furniture;
- chairs;
- tables;
- electrical fittings;
- curtain tracks and rods;
- tiebacks;
- carpets;
- surrounding furnishings;
- equipment; and other Parliament property.
- Protective coverings must be used where necessary.

The supplier will be responsible for rectifying or replacing, at its own cost, any Parliament property damaged as a direct result of negligent or improper performance of the services.

Replacement items must be of equivalent quality, specification and functionality, subject to Parliament's approval.

Health, Safety And Environmental Requirements

The supplier must comply with all applicable occupational health and safety requirements and Parliament's site-specific health and safety requirements.

The supplier must:

- provide appropriate PPE to its personnel;
- ensure safe handling and storage of cleaning chemicals;
- use appropriate signage where wet floors or other hazards are present;
- manage electrical cables and equipment safely;
- prevent obstruction of access routes;
- maintain a safe working environment;
- remove waste and used consumables after each service; and
- ensure that cleaned areas are safe for occupation before being released for use.
- Cleaning activities must be planned to minimise disruption to Parliament's operations.

Service Requests and Authorisation

Services will be rendered only following an authorised request from the designated Parliament representative.

Each service request should, where practicable, identify:

- the date and required service period;
- the location;
- the type of items to be cleaned;
- the estimated quantity;
- any known special requirements;
- whether the service is routine, urgent or emergency; and
- any applicable access or operational restrictions.

The supplier must not undertake additional work or incur additional costs without the required authorisation.

Service Level Requirements

The supplier must be capable of providing services during normal operational hours and, when required, after hours, over weekends and during low-occupancy periods to minimise operational disruption.

- Routine services must be scheduled within X working days of receiving an authorised service request.
- Urgent services must attend to the request within XXX
- Emergency request, the supplier must acknowledge the request within XXX; and be physically present at the Parliament precinct within one (1) hour of receiving the authorised emergency request. Only an authorised Parliament representative may classify a request as an emergency.

After-Hours and Weekend Services

The supplier may be required to perform services:

- outside normal working hours;
- on weekends;
- on public holidays; and in emergency circumstances.

The supplier must clearly indicate the applicable additional percentage or rate for after-hours, weekend, public holiday and emergency services in the pricing schedule.

No additional after-hours, weekend, public holiday or emergency charge will be payable unless the relevant service has been authorised by Parliament.

Quality Standards

On completion of the service, items must, subject to their pre-existing condition and the limitations of stain removal:

- be visibly clean;
- be appropriately deodorised;
- be free from removable stains to the extent reasonably achievable;
- be free from excessive moisture;
- be free from visible chemical residue;
- be free from water marks caused by the cleaning process;
- not show colour bleeding caused by the cleaning process;
- not show avoidable fading;
- not show shrinkage caused by the cleaning process;
- not show tearing or fraying caused by the cleaning process; and be suitable for their intended use.

The supplier must leave the work area:

- clean;
- dry;
- free of waste and consumables;
- free of avoidable hazards; and
- safe for immediate use once the agreed drying period has elapsed.

Inspection and Acceptance of Services

The supplier must conduct a completion inspection with the designated Parliament representative after each service, where reasonably practicable.

The inspection must confirm:

- items serviced;
- quantity serviced;
- condition after cleaning;
- any outstanding stains or defects;
- drying status;
- additional treatments performed; and any remedial work required.

The Parliament may reject work that does not meet the agreed quality requirements.

Where work is rejected because of inadequate service, the supplier must rectify the defective work at no additional cost within: X working days/hours.

The supplier must not charge Parliament for remedial cleaning required as a result of its failure to meet the specification.

Damage, Loss and Replacement

The supplier will be responsible for loss or damage to Parliament property arising from its negligence, improper conduct, inappropriate cleaning methods, unsuitable cleaning products or failure to comply with this specification.

Where an item is damaged beyond reasonable repair as a result of the service provider's actions, the service provider must, subject to verification and approval by Parliament:

- repair the item; or
- replace it with an equivalent item of comparable quality, specification and functionality.
- Existing damage identified during the pre-inspection must be recorded before cleaning.

Personnel and Supervision

The supplier must ensure that sufficient suitably trained personnel are available to perform the services.

Personnel must

- be appropriately trained in the cleaning methods being used;
- understand the handling requirements for delicate fabrics;
- comply with health and safety requirements;
- comply with Parliament's security requirements;
- conduct themselves professionally while on the Parliament precinct; and
- wear appropriate identification and PPE where required.
- The supplier must provide adequate supervision of its personnel.

Parliament may, in accordance with applicable contract provisions and security requirements, request the replacement of personnel where there are reasonable grounds relating to security, safety, misconduct or operational requirements.

Site Visit Details

Please find below the details of the scheduled site visit:

- Venue: 100 Plein Street, Cape Town
- Date: 09 September 2026
- Time: 11h00-11h30
- RSVP: Please confirm attendance by 17h00 by contacting, Mr. Ahmed Abbas aabbas@parliament.gov.za
- Access Requirement: A valid identity document must be presented to gain access to the Parliament precinct.

All suppliers must comply with the following requirements.

Description of Requirement	Indicate Yes/No
- Supplier must have appropriate professional-grade equipment and cleaning products required for these services.	
- The supplier and its personnel must maintain confidentiality regarding information and activities encountered while providing services at Parliament.	
- The supplier must not disclose, reproduce, photograph, record or otherwise make use of information obtained through access to the Parliament precinct except where authorised.	
- Parliament will monitor the supplier's performance against this specification and the applicable contract.	
- The supplier must plan and execute its activities to minimise disruption to Parliament's operations.	
- The supplier must maintain accurate records of all services performed during the contract period.	
- The supplier must ensure that all personnel deployed to the Parliament precinct comply with the security clearance, access-control and screening requirements applicable to the precinct.	

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 proof of valid security clearance to provide services at a National Key Point, in accordance with the National Key Points Act 102 of 1980, as amended.	
- The supplier must submit three (3) signed and dated reference letters confirming its experience in providing commercial, institutional or comparable steam-cleaning, dry-cleaning or low-moisture fabric-cleaning services.	
- The supplier must submit a confirmation letter on its official letterhead confirming that it has the capacity and capability to provide the required services at the Parliament precinct in Cape Town.	
- The supplier must provide written confirmation that it is able to physically respond to an authorised emergency request at the Parliament precinct within one (1) hour of receiving such request.	
- The supplier must submit a confirmation letter confirming that it has sufficient personnel, equipment and operational capacity to provide routine, urgent and emergency services as required by 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

The estimated quantities are for valuation and planning purposes only and do not constitute a guarantee of the volume of work to be awarded during the contract period.

DESCRIPTION	ESTIMATED QUANTITIES	SUPPLIER'S RATE	TOTAL
Tablecloth Cleaning – standard (per item)	300		
Tablecloth Cleaning – large/banquet (per item)	10		
Chair Cover Cleaning (per item)	691		
Curtain Cleaning (per m²)	100		
Heavy/Specialised Stain Treatment (per item)	100		
After-Hours Services (per hour)	50		
Weekend/Public Holiday Service (per hour)	100		
Emergency Call-Out Fee (per call out)	10		
Emergency Cleaning Service (per hour)	100		

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
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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)

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