



## REQUEST FOR QUOTATION

Product or Service Requested: **ENABLING CONTRACT FOR 24 MONTHS FOR MANUFACTURERS  
OF CORPORATE WEAR AND FORMAL UNIFORMS**

Date of Issue: Wednesday, 3 September 2025

Closing Date: Monday, 8 September 2025

Quotation Reference Number: RFQ1178 /2025

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

Ms A Abrahams

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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
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- ✓ All suppliers responding to quotation should be registered on Central Supplier Database (CSD)
- ✓ The quotation must be emailed to [aabrahams@parliament.gov.za](mailto:aabrahams@parliament.gov.za)
- ✓ Further information regarding this quote may be obtained from to [rsibande@parliament.gov.za](mailto:rsibande@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.

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### 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	

- ✓ I .....hereby 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

### ENABLING CONTRACT FOR 24 MONTHS FOR CORPORATE WEAR AND FORMAL UNIFORMS.

#### 1. BACKGROUND

Parliament, seeks to establish enabling contracts with qualified apparel manufacturers and/or resellers (see eligibility note) for the supply of high-quality, Parliament-branded corporate wear and/or formal uniforms for designated parliamentary personnel.

***Important Note: This is an enabling contract with no guaranteed minimum order value or financial commitment. Selected suppliers will be invited to quote on a per-request basis as needs arise for the Parliament Brand Shop***

**We are currently NOT seeking quotations at this stage.** Service providers will only be required to provide costs after appointment and upon capacity confirmation. This RFQ process involves zero financial commitment, and no pricing submissions are required at this stage.

#### 2. OBJECTIVES

The broad objectives of this RFQ are:

2.1 To provide the prospective service provider with adequate information to understand and respond to Parliament's requirements to establish an enabling contract with the following structure:

- 2.1.1 Zero Cost Commitment: No costs incurred unless/when specific orders are placed
- 2.1.2 Quotation-Based Orders: Competitive quotes per specification
- 2.1.3 Multi-Supplier Model: Multiple suppliers may be contracted by category, product, or campaign
- 2.1.4 Performance-Driven: Ongoing participation based on service, quality, price, and reliability

#### 3. SCOPE OF THE REQUIRED SERVICE

The successful service provider should provide proposals on items 3.1 to 3.6.

### 3.1 Parliament Corporate Wear & Formal Uniforms

3.1.1 As specified (blazers, trousers/skirts, shirts/blouses, ties, scarves, custom coordination).

3.1.2 Minimum fabric specifications, colourfastness, and SABS approval will be required where applicable. Details to be provided during sample briefing.

### 3.2 Customization & Branding Requirements

3.2.1 Branding/embroidery must comply with Parliament corporate ID guidelines.

3.2.2 Graphic mock-ups required with proposals.

3.2.3 Fabric/branding samples may be requested for technical verification.

### 3.3 Multi-Tier Target Market Approach

Service providers must demonstrate capability to deliver differentiated quality levels for various target markets. Upon ordering/request, Parliament will explicitly specify the target market and corresponding quality expectations for each product requirement.

#### 3.3.1 Tier 1 - Executive Level

**3.3.1.1 Target Audience:** Members of Parliament, Cabinet Ministers, Presiding Officers,

Secretary to Parliament, Deputy Secretaries, International Dignitaries, Foreign Delegates,

Diplomatic Personnel

**3.3.1.2 Quality Requirements:** Premium fabrics (wool blends, high-grade cotton), superior construction, bespoke tailoring options

**3.3.1.3 Service Standards:** Personalized consultation, individual measurements, premium fitting services, dedicated account management, diplomatic protocol awareness

**3.3.1.4 Customization:** Full customization options, premium embroidery/branding, special accessories, cultural sensitivity considerations

**3.3.1.5 Timeline:** May require extended timelines for bespoke elements within the new garment development category

**3.3.1.6 Special Considerations:** Cultural and protocol requirements for international guests, potential for urgent diplomatic requirements

#### 3.3.2 Tier 2 - Management Level:

**3.3.2.1 Target Audience:** Section Heads, Managers, Committee Secretaries

**3.3.2.2 Quality Requirements:** High-quality fabrics, professional construction, standard tailoring with alteration services

**3.3.2.3 Service Standards:** Professional consultation, group measurements, standard fitting services

**3.3.2.4 Customization:** Standard customization options, quality embroidery/branding

**3.3.2.5 Timeline:** Standard timelines apply

### **3.3.3 Tier 3 - General Staff Level:**

**3.3.3.1 Target Audience:** Administrative staff, support personnel, general parliamentary staff

**3.3.3.2 Quality Requirements:** Durable, professional-grade fabrics, quality construction, standard sizing

**3.3.3.3 Service Standards:** Efficient service delivery, bulk measurements, basic fitting services

**3.3.3.4 Customization:** Basic customization, standard embroidery/branding

**3.3.3.5 Timeline:** Standard timelines, potential for bulk efficiencies

### **3.3.4 Tier Specifications:**

- **Fabric Quality Differentials:** Each tier requires different fabric grades and construction standards
- **Embroidery/Branding:** All Tiers may include premium placement
- **Sizing Options:** Tier 1 may include full bespoke options; Tier 2-3 standard sizes with alterations
- **Packaging:** Tier 1 premium packaging; Tier 2-3 standard professional packaging

## **3.4 Eligibility of Resellers (clarification added)**

Both manufacturers with in-house production and resellers/traders coordinating with verified manufacturing partners may respond, provided full disclosure of supply chain and manufacturing processes is given.

## **3.5 Service levels**

### **3.5.1 Response Times**

**3.5.1.1 Quote Response:** Maximum 72 hours from RFQ receipt

**3.5.1.2 Sample Production:** 7-10 working days for samples

#### **3.5.1.3 Order Fulfillment - Tiered Timeline Approach:**

**3.5.1.3.1 New Garment Development:** 35-40 working days maximum (first-time production including pattern development, sample approval, and initial production run)

**3.5.1.3.2 Repeat Orders (Established Templates):** 15-25 working days maximum (using existing approved patterns and specifications)

**3.5.1.3.3 Rush Orders (Existing Templates):** 10-15 working days (with 48-hour notice and applicable rush charges)

**3.5.1.4 Pattern Development Process:** For new garments, suppliers must provide:

**3.5.1.4.1** Initial design concepts and fabric samples: 5-7 working days

**3.5.1.4.2** First prototype/sample: 10-12 working days from approval

**3.5.1.4.3** Production samples for final approval: 15-20 working days

**3.5.1.4.4** Full production run completion: 35-40 working days maximum

**3.5.2 Template Library:** Once patterns are approved and established, they become part of Parliament's template library for faster future orders

**3.5.3 Capacity Pre-Qualification:** Suppliers must demonstrate adequate capacity for both new development and repeat order timelines

**3.5.4 Urgent Orders:** Limited capability to handle urgent requirements with 72-hour notice, subject to current production capacity and material availability

### **3.5.5 Quality Assurance**

- Pre-production samples for approval
- Quality control inspections during production
- Final quality checks before delivery
- Warranty/guarantee on manufacturing defects
- **Custom Sizing & Tailoring Services:** Service providers must have capability to accommodate non-standard sizing requirements that fall outside universal sizing charts. Tailoring and alterations services must be available as a value-added benefit for exceptional sizing requests.
- **Executive Service Level:** Providers must offer specialized, personalized service delivery for executive/high-end clientele requiring bespoke service standards. This includes dedicated consultation, premium materials, and enhanced customization options.

### **3.5.6 Customer Service**

- Dedicated account management
- Design consultation services
- Size consultation and fitting services
- After-sales support and alterations
- Inventory management advice

#### 4. PROJECT DELIVERABLES

4.1 The successful must have provided Parliament with a proposal for delivery on all or some of items 3.1 to 3.6 within the terms and conditions of the service levels requirements

#### 5. MANDATORY SUBMISSION REQUIREMENTS

All submissions that fail to attach the required documents will be disqualified.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
5.1 Service providers must submit company profile with proven manufacturing capability (Minimum 5 years') experience in similar formal corporate wear projects, including examples of branded corporate uniforms		
5.2 Service providers must submit relevant quality management certifications (ISO 9001 or equivalent)		
5.3 Service providers must provide their technical capability and address the following: <ul style="list-style-type: none"><li>• Manufacturing process documentation</li><li>• Quality control procedures</li><li>• Equipment and technology capabilities</li><li>• Fabric sourcing and supplier information</li><li>• Customization and branding capabilities</li></ul>		
5.4 Service providers must provide their operational capability and address the following: <ul style="list-style-type: none"><li>• Production capacity and scalability</li><li>• Lead time commitments for various order sizes</li><li>• Inventory management capabilities</li><li>• Distribution and delivery networks</li><li>• Customer service structure</li></ul>		
5.5 Service providers must submit Client testimonials and references (minimum 5)		

I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.



## 6.MANDATORY FUNCTIONAL REQUIREMENTS

Service providers must please include supporting documentation, where possible.

Service providers must however still indicate “Yes” in the fields in order to proceed to the next evaluation stage. Where service providers have indicated “No” they shall be disqualified from the evaluation process.

Description of requirement	Indicate YES/NO	Comment or reference to proposal
6.1 Service providers must have the following Technical Capabilities:		
6.1.1 Advanced embroidery and branding equipment		
6.1.2 Pattern making and custom sizing capabilities		
6.1.3 Quality control and testing processes		
6.1.4 Inventory management systems		
6.1.5 Delivery and logistics capabilities		
6.2 Service providers must clearly indicate whether their products are manufactured in-house or locally.		
6.3 Service providers must disclose location of their manufacturing facilities, whether in-house or local		
6.4 Service providers must submit sample materials demonstrating quality and branding capabilities with proposal or within 1 week of proposal submission		
6.5 All products to meet South African standards (SABS or equivalent where relevant), with durability and retail-grade presentation/packaging		

I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.

**IMPORTANT NOTES:**

- This enabling contract is for 24 months for the supply of high-quality, Parliament-branded corporate wear and/or formal uniforms for designated parliamentary personnel
- Key selection will be on:
  - Initial compliance and qualification screening
  - Sample evaluation and quality assessment
  - Technical and commercial evaluation
  - Reference checks and due diligence
  - Final selection and contract negotiation
- **Open Portfolio:** No restriction to set categories; proactive supplier innovation, catalogue updates, and seasonal/gifting proposals encouraged and expected
- Participation in the contract does not guarantee orders; ongoing allocation is performance-based
- All goods must reinforce the dignity, professionalism, and image of Parliament
- Parliament seeks agile, ethical, and high-quality suppliers for a world-class Brand Shop that adapts to every audience, occasion, and season
- The service provider's contract shall commence upon written notification

**Pricing structure to be acknowledged and committed to on appointment**

- **Transparent Pricing:** Detailed cost breakdowns for all quotations
  - **Volume Discounts:** Tiered pricing based on order quantities
  - **Competitive Rates:** Market-competitive pricing for quality delivered
- Fixed Pricing Periods:** Quoted prices valid for minimum 30 days

**SUBMISSION REQUIREMENTS:**

- Digital Submission: PDF format, maximum 20MB per submission
- Physical Samples: Must be delivered separately to Parliament offices
- Quotes should be detailed and specify the services and amount.

- The RFQ closes on **Monday, 8 September 2025**

For further enquiries, please contact

Ms Refilwe Sibande

Email: [rsibande@parliament.gov.za](mailto:rsibande@parliament.gov.za)

For Design & technical queries, please contact:

Ms Mado Sefora

Email: [msefora@parliament.gov.za](mailto:msefora@parliament.gov.za)

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