



REQUEST FOR QUOTATION: PROVISION OF LAUNDRY AND DRY-CLEANING SERVICES AS AND WHEN REQUIRED FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

Date of Issue: **27 November 2024**

Closing Date and Time: **4 December 2024 at 14:00**

Quotation Reference Number: **RFQ1604/2024**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
1	PROVISION OF LAUNDRY AND DRY-CLEANING SERVICES AS AND WHEN REQUIRED FOR A PERIOD OF TWENTY-FOUR (24) MONTHS		TWENTY-FOUR (24) MONTHS	

ZMSOLO

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FOR SECRETARY TO PARLIAMENT

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 zmsolo@parliament.gov.za
- ✓ Further information regarding this quote may be obtained from to zmsolo@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 the Commissioner of Oaths and returned with the quotation. Parliament reserves the right to use this declaration form for quotations submitted by the Service Provider 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 only qualify for the preference points claimed by them, if they provide valid supporting documents to substantiate such claim.

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

LAUNDRY AND DRYCLEANING SERVICES

SERVICES REQUIRED

The Service Provider will be appointed for a period of twenty-four (24) months to do laundry and dry-cleaning services for the Parliament of RSA. The items must be washed and iron. The service provided must collect the laundry from Parliament and it must be returned to Parliament within 24 to 72 hours. If the job is not done correctly eg, stains are not removed or properly ironed, the contract will end immediately, and another service provider will be appointed.

PUBLIC RELATIONS

- Black Cotton & Polyester Branded Table Cloths must not lose its colour when dry cleaned. Two different sizes of table cloths: 1) Size 335cm X 230cm & 2) Size 335cm X 230cm
- 1 – 2 meter canvas banner bags
- Flags +/- 1 meter length flags
- Microphone shields

NA TABLE

- Men's Formal Suits (Charcoal - Continental style, lightweight construction, squared & high shoulders, short close-fitting style, double-breasted body with two buttons, flap/jetted pockets
 - 75% polyester, 25% viscose; lining: 100% polyester; regular fit; felt under collar; notch lapel; welt chest pocket; 2 front flap pockets; 2 button fasten; double vent; 4 button cuffs; fully lined; 2 internal pockets
- Men's Formal Suits (Navy - Continental style, lightweight construction, squared & high shoulders, short close-fitting style, double-breasted body with two buttons, flap/jetted pockets,
 - 75% polyester, 25% viscose; lining: 100% polyester; regular fit; felt under collar; notch lapel; welt chest pocket; 2 front flap pockets; 2 button fasten; double vent; 4 button cuffs; fully lined; 2 internal pockets
- Women's Blazers (Navy - Customised per client (One colour (Left side pocket) Embroidery)
 - 75% polyester, 20% rayon, 5% spandex; lining: 100% polyester; notched lapel; single button fastening; fully lined.
- Men's Blazers (Navy - Customised per client (One colour (Left side pocket) Embroidery)
 - 75% polyester, 20% rayon, 5% spandex; lining: 100% polyester; notched lapel; single button fastening; fully lined.
- Gowns (Black - Relaxed and/or slim fit cut, wrinkle resistant, enhanced durability, dry cleanable. Samples will be provided. Suppliers to visit Parliament to view.
 - Polyester or Cotton-polyester (with some stretch)

NCOP

- Trousers, waist coats, Advocate gowns. Material – Polyester

CATERING UNIT

- Double lined, light weight and durable freezer jacket - Navy Blue, Inner layer padding to protect user up to - 15°C weather condition. Fabric / Material: Shell: 105g/m2 100% Polyester. Lining: 190g/m2 80% Polyester 20% Cotton. Padding: 230g/m2 100% Polyester
- Formal Jacket Long Sleeve (medium length) Marble Polyester, 100% Polyester, 186/m² Single breasted, classic fit, lined with jet/mock pockets. Color: Graphite
- Formal Jillay Sleeve-less (Long-length) Marble Polyester, 100% Polyester, 186/m² Sleeve-less, Classic fit, Long-line, Belted Jacket & Lined. Color: Graphite
- Shirt (short & long sleeve) Cotton rich, 60% cotton / 40% polyester Classic fit blouse with Short/long sleeves. Color: White
- Tunic Style Blouse Cotton rich, 60% cotton / 40% polyester Relaxed fit, Long-length, Tunic Style Blouse, Roll-up tab sleeve, Front pockets. Color: White
- Paneled dress with short sleeves Marble Polyester, 100% Polyester, 186/m² Fitted, paneled lined dress. Color: Graphite
- Formal Long Trouser Marble Polyester, 100% Polyester, 186/m² Regular fit with waistband and slant pockets. Color: Graphite
- Waist-coat Marble Polyester, 100% Polyester, 186/m² Fitted waistcoat with back buckle tie and lined. Color: Graphite
- Formal Jacket with long sleeve Marble Polyester, 100% Polyester, 186/m² Single breasted blazer. Color: Graphite
- Shirt (short & long sleeve) Cotton rich, 60% cotton / 40% polyester Regular fit men's shirt with short/long sleeve. Color: Plain white
- Formal Long Trouser Marble Polyester, 100% Polyester, 186/m² Men's flat front pants. Color: Graphite
- Jean / Chino, Jean or Chino Material, Mens Jean or Chinos. Color: Dark Blue
- Chefs Jacket - unisex long-sleeves with pen pocket, mandarin style collar and double breasted. detachable buttons (white for chefs & black for head chefs. 100% cotton. white
- Chefs Trouser - half elasticated waist with pockets polyester / cotton. blue & white checked fabric
- Chefs Apron - full apron with front pocket, polyester / cotton. white

OTHER ITEMS

Dishcloth (swab)
 Serviette/Napkin
 Tablecloths (up to 2 meters)
 Tablecloths (above 2meters, up to 4meters)
 Tablefrills (up to 2 meters)
 Tablefrills (above 2 meters, up to 4 meters)
 Runners (up to 2 meters)
 Runners (above 2 meters, up to 4 meters)
 Overlays (up to 2 meters)
 Overlays (above 2 meters, up to 4meters)
 Oven glove
 Pot-holder
 Hand towel (up to 50cm)
 Tray cloth (up to 2meters)

PLEASE NOTE THE FOLLOWING REQUIREMENTS

- The appointment of a service provider will not necessarily be on the basis of the cheapest quote.
- Items must be dry cleaned, tumbled dried and ironed/pressed.
- Tablecloths must be folded and packed in a closed see though plastic.
- Dry Cleaning to be collected from Parliament and delivered to Parliament once job is completed.
- You are requested to quote per unit and not per KG

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

MANDATORY REQUIREMENTS

Where service providers have indicated YES, please provide proof where necessary

Description of requirement	Indicate YES/NO	Comment or reference to proposal
Service provider must comply with the Regulations of the Occupational Health and Safety Act, Act No. 85 of 1993 as amended.		
The service provider must submit at least two (2) reference letters as proof of previous successful work (laundry services) undertaken in the previous five (5) years.		
The service provider must submit proof of ownership of closed vehicle/s, copies of valid registration / license certificate/s of all vehicles suitable for the successful execution of the contract. In the event where the service provider is not the owner of the closed vehicle/s to be used for delivery, a valid agreement between the affected parties must be attached as well as copies of valid registration / license certificate/s of all vehicles.		
The service provider must submit a company profile.		

PROPOSED PRICING SCHEDULE

FIXED PRICES TO INCLUDE VAT

Description of items	Price for Year 1	Price for Year 2	Total Price
Dishcloth (swab)			
Serviette/Napkin			
Tablecloths (up to 2 meters)			
Tablecloths (above 2meters, up to 4meters)			
Tablefrills (up to 2 meters)			
Tablefrills (above 2 meters, up to 4meters)			
Runners (up to 2 meters)			
Runners (above 2 meters, up to 4meters)			
Overlays (up to 2 meters)			
Overlays (above 2 meters, up to 4meters)			
Oven glove			
Pot-holder			
Hand towel (up to 50cm)			
Tray cloth (up to 2meters)			
1 – 2-meter canvas banner bags			
Flags +/- 1 meter length flags			
Microphone shields			
Men's suit			
Woman's blazer			
Men's blazer			
Advocate gown			
Formal long trouser			
Freezer jacket			
Formal jacket			
Formal jillay			
Tunic Style blouse			
Shirt -long sleeve			
Shirt - short sleeve			
Paneled dress with short sleeves			
Waist coat			
Formal Jacket			
Jean / chico			
Chefs jacket			
Chefs trouser			
Chefs apron			
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