



REQUEST FOR QUOTATION: SUPPLY AND DELIVERY OF PARLIAMENT BRANDED PREPARED STILL AND SPARKLING BOTTLED WATER TO PARLIAMENT OF RSA

Date of Issue: **16 September 2025**

Virtual Non-compulsory briefing session: **19 September 2025 at 11h00 (Service providers must request the meeting link from zmsolo@parliament.gov.za)**

Closing Date: **25 September 2025 at 16h00**

Quotation Reference Number: **RFQ1091/2025**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	SUPPLY AND DELIVERY OF PARLIAMENT BRANDED PREPARED STILL AND SPARKLING BOTTLED WATER TO PARLIAMENT OF RSA		18 Months	

Z. MSOLO

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FOR SECRETARY TO PARLIAMENT

(BUSINESS UNIT OR SCM TO SIGN HERE)

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
Empowerment of local communities – City of Cape Town Metropolitan Municipality	3		Proof of Address /CSD

- ✓ 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.

1. 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.
- ✓ Parliament reserves the right to award this contract to one or more suppliers.
- ✓ 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.

2. 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.

Empowerment of local communities	Proof of Address	City of Cape Town Metropolitan Municipality Address
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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	

- ✓ 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

PRODUCT OR SERVICE DESCRIPTION

SUPPLY AND DELIVERY OF PARLIAMENT BRANDED PREPARED STILL AND SPARKLING BOTTLED WATER TO PARLIAMENT OF RSA

1. Background

Parliament of the Republic of South Africa (RSA) has four restaurants which require groceries on a daily basis for the preparation of meals to be sold, including items for resale purpose.

These restaurants provide meals and beverages (such as still and sparkling bottled water) to Members of Parliament, Parliamentary staff, visitors and foreign dignitaries (such as State Presidents, State Delegations, etc.) on a daily basis.

2. Objectives

The broad objectives of this RFQ include:

- 2.1. To provide prospective suppliers with adequate information to understand and respond to Parliament of the RSA's requirements for the supply and delivery of Parliament branded prepared still and sparkling water.
- 2.2. To ensure uniformity in the responses received from each prospective supplier.
- 2.3. To provide a structured framework for the evaluation of proposals.

3. Purpose of the Request For Quotation (RFQ)

- 3.1. Parliament of the RSA (herein this document referred to as "Parliament") seeks to identify and appoint suitable supplier to supply and deliver Parliament branded prepared still and sparkling bottled water to its restaurants in the Parliamentary precinct (100 Plein Street, Cape Town) for a period of eighteen (18) months.
- 3.2. The purpose of this RFQ is to contract with a suitably qualified supplier with specific product knowledge and the requisite capacity to execute this project within the desired quality, scope, timeframe and cost-effectiveness for Parliament.

4. Scope of the Required Service

- 4.1. It is expected from the successful supplier that Parliament branded prepared still and sparkling water shall be supplied and delivered as per Parliament's specified requirements.
 - 4.1.1. Prepared still and sparkling bottled water (330ml):
 - 4.1.1.1. In boxes/packs of 24 x 330ml plastic bottle (100% recyclable).

- 4.1.2. Prepared still bottled water (18.9 Litre):
 - 4.1.2.1. In 18.9 litre plastic bottle (100% recyclable).
 - 4.1.2.2. Water dispensers are not required.

5. Project deliverables

5.1 At the end of the contact, the appointed supplier must have supplied and delivered the following:

5.1.1 Parliament branded prepared still water in 330ml plastic bottle (as specified in Section 4.1).

5.1.2 Parliament branded prepared sparkling water in 330ml plastic bottle (as specified in Section 4.1).

5.1.3 Parliament branded prepared still water in 18.9 litre plastic bottle (as specified in Section 4.2).

6. Mandatory Submission Requirements

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

Description of requirement	Indicate YES/NO	Comment or reference to proposal
6.1 Service Providers must submit a valid Certificate of Acceptability applicable to Food and Beverage Business Regulations within local Municipality of business location. If the repacking, repackaging and/or any processing is not done from the Service Provider's premises then the Service Provider's supplier must submit a valid Certificate of Acceptability.		
6.2 Service Providers must submit audited or independently reviewed financial statements for the last completed financial year (one year), a letter from a reputable financial institution or credit agreements to demonstrate their capacity to execute the project.		
6.3 Service Providers must submit a minimum of one (1) positive reference where similar work has been undertaken in the last twenty-four (24) months. Service Provider's reference must complete Annexure A.		
6.4 Service Providers must submit a valid certificate/report for water chemical analysis from the South African National Standards (SANS).		
6.5 Service Providers must submit proof of ownership or lease suitable closed light delivery vehicle to deliver the goods.		
I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.		

7. 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
7.1 Service Providers must have a minimum of one (1) years' experience in supplying branded prepared still and sparkling water.		
7.2 Service Providers must have capacity to deliver within forty-eight (48) hours upon receiving the approved purchase order.		
<p>7.3 The successful Service Provider must, in performance of work under this contract, fully comply with all applicable legislation (Acts and their regulations) and South African National Standards (SANS). These include, but are not limited to:</p> <ul style="list-style-type: none"> • Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972): To control sale, manufacture and importation of foodstuffs, cosmetics and disinfectants and to provide for incidental matters. • R.718 of July 2006: Regulations relating to all bottled water. 		
7.4 The water bottles must comply with the recommended chemical composition as stipulated in the Regulations Relating to all Bottled Water number R718 of July 2006.		
<p>I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements.</p>		

Description of requirement	Indicate YES/NO	Comment or reference to proposal
7.5 Source of origin must appear on label as per Foodstuffs, Cosmetics and Disinfectants Act, 1972 (Act No. 54 of 1972) and R.718 of July 2006: Regulations (e.g. Prepared / Bottled for Parliament of RSA by: "Name of your Company", accompanied with Physical Address).		
7.6 If the repacking, repackaging and/or any processing is not done from the Service Provider's premises then the Service Provider must ensure its supplier must fully comply with all afore-mentioned legislation (Acts and their regulations).		
7.7 Label must resemble the samples in Annexure B.		
7.8 Best-before-date must be printed on the bottle not label.		
7.9 For the 330ml bottles, the emblem must be 20mm length and 22mm wide.		
7.10 For the 330ml bottles, the word Parliament must be 30mm wide and 8mm length.		
7.11 For the 18.9 litre bottles, the label must be 130mm length and 300mm wide.		
7.12 Service Providers must have a Health and Safety File as proof that they comply with the Occupational Health & Safety Act (Act 85 Of 1993).		
I..... (Name)..... (Signature) duly authorised by the bidding company, hereby confirm that I have read and complied with the above mandatory requirements		

SPECIFICATIONS:

As per the Regulations relating to all bottled water (R.718 of July 2006), the maximum levels for elements that may be present in bottled water are follows:

Substance:	Maximum level (mg/l):	Acceptable range (mg/l):
Antimony	0,005	0,005 – 0,01
Arsenic	0,01 (as total arsenic)	0,01 – 0,05
Barium	0,07	-
Borate	5,0 (as total boron)	-
Bromate	0,01	-
Cadmium	0,003	0,003 – 0,005
Chromium	0,05 (as total chromium)	0,05 – 0,1
Copper	0,5	0,05 – 1,0
Cyanide	0,07	0,07 – 0,2

I Substance	II Maximum level (mg/l)	III Acceptable range (mg/l)
Fluoride	Bottled water containing more than 1 mg/l fluoride shall have the expression “contains fluoride” affixed in close proximity to the name of the water or in a prominent place on the label. If it contains more 2 mg/l fluoride, the expression “this product is not suitable for infants and children under the age of seven years” shall be affixed in close proximity to the name of the water or in prominent place on the label.	
Lead	0,01	0,01 – 0,05
Manganese	0,05	0,05 – 0,1
Mercury	0,001	0,001 – 0,002
Nickel	0,02	0,02 – 0,15
Nitrate	50 (calculated as nitrate)	-
Organophosphate pesticides	Below limit of quantification	-
Organophosphate pesticides and polychlorinated biphenyls	Below limit of quantification	-
Selenium	0,01	0,01 – 0,02
Surface active agents	Below limit of quantification	-

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

The following constituents and characteristics should be declared in mg/l in the order as below:

Description of requirement: Typical Nutritional Information	Indicate YES/NO	Comment or reference to proposal
Calcium as Ca		
Magnesium as Mg		
Sodium as Na		

Potassium as K		
Chloride as Cl		
Sulphate as SO ₄		
Alkalinity as CaCO ₃		
Nitrate as N		
Fluoride as F		
Iron as Fe		
Aluminium as Al		
pH Balance		

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

8. Evaluation Criteria

8.1. 80/20 Preference points system shall be applicable to this request, and all bid offers received shall be evaluated based on the following criteria:

Preference points for this bid shall be awarded for:

- | | |
|---------------------------|----|
| (a) Price: | 80 |
| (b) HDI and/or RDP goals: | 20 |

8.1.1. Evaluation Stage One – Compliance with administrative requirements as stated in the RFQ document and the mandatory requirements as listed on section 6 and 7. In this evaluation stage, all Service Providers that fail to provide the required information and documentation will be disqualified from further evaluation.

8.1.2. Evaluation Stage Two – In this evaluation stage Service Providers who have met the requirements set out the above evaluation stage shall be required to submit one (1) sample of the finished product of Parliament branded 330ml prepared sparkling and Parliament branded 330ml & 18.9 litre prepared still water bottles (Complete bottle of prepared water with label). Service Providers will be given a forty-eight (48) hour notice to submit their samples.

8.1.3. Evaluation stage Three – In this evaluation stage, 80 points are allocated for the cheapest price and 20 points for the specific HDI and/or RDP goals as identified in paragraph 8.6 of the Preferential Policy of Parliament as listed on page 1 above.

9. The Responses

Service Providers' responses must be laid out in the format described in this section. Sections must be clearly labelled as follows:

9.1. Service Provider's contact details:

- 9.1.1. Specify name, position, address and other contact details (e-mail, telephone, and fax) of the person within the service provider organisation responsible for leading the bid process and to whom all correspondence should be directed.
- 9.1.2. Who, within the Service Provider's organisation, will be authorised to conduct the contract negotiations and sign the eventual contract?

9.2. Service Provider's profile:

- 9.2.1. Service Provider's name and address.
- 9.2.2. Organisation structure.
- 9.2.3. Commencement date of business.

10. Pricing structure

- 10.1. All pricing must be quoted in South African Rands and must be inclusive of Value Added Tax (VAT), printing of labels (plus initial printing block) and delivery costs.
- 10.2. Service Providers are further requested to indicate their price in all elements listed on the pricing schedules.
- 10.3. Price will be evaluated based on 80 points and applicable formula of calculating points scored by each Service Provider.
- 10.4. Prices must remain fixed for the duration of the contract. The pricing schedules below must be completed.
- 10.5. Service Providers must note that the quantities provided are for evaluation purposes only. These figures will be used to provide a comparison of the costs.
- 10.6. Service Providers must quote for all listed items in the pricing schedules below.

Pricing schedule for 18 months

QTY	Description	Unit cost	Total
100, 000	Prepared Still bottled water (330ml)		
20,000	Prepared Sparkling bottled water (330ml)		
5,000	Prepared Still bottled water (18.9Lt)		

11. OTHER SPECIFIC CONDITIONS

- 11.1 Parliament reserves the right to invite shortlisted Service Providers to make presentations to its evaluation team.
- 11.2 The award of the contract will be subject to the successful conclusion of a Service Level Agreement.
- 11.3 The successful Service Provider/s must enter into a formal Service Level Agreement (SLA) with Parliament upon appointment and must go through a security clearance screening process.
- 11.4 The successful Service Provider/s, its employees and its sub-contractors must comply with Parliament's security clearance.
- 11.5 The successful Service Provider/s must be willing to sign confidentiality or non-disclosure agreement.
- 11.6 The successful Service Provider/s must submit a Health & Safety File to Parliament for scrutiny to ensure compliance in terms of the Occupational Health & Safety Act (Act 85 Of 1993). Refer to paragraph 7.12 in
- 11.7 All relevant clearances, third-party agreements and/or memberships must be submitted to Parliament upon the renewal throughout the duration of the contract.
- 11.8 All products will only be accepted if they meet the required criteria as indicated in Section 4.
- 11.9 If any deviation is found in the quality of any product as agreed upon according to the offer provided, the service provider will replace such a product free of charge.
- 11.10 The vehicle, in which goods are transported, must be clean; sanitized and must not be used for any other purpose. Service Providers must ensure that no other goods will be transported along others that may contaminate the products.
- 11.11 Parliament reserves the right to conduct inspection of the premises of the supplier without prior notification at any working time during the contract period or prior to entering into a contract. In the event of a deviation being observed, the whole consignment may be rejected.
- 11.12 Dispatching:
The method of transporting the products at the time of dispatch should be such that the product is not exposed to direct sunlight. Product should be transported in a closed body delivery vehicle.
- 11.13 Packaging:
- 11.14 Products must be packed in boxes/packs of 24 x 330ml plastic bottle (100% recyclable), as specified in section 4.1
- 11.15 In 18.9Ltr plastic bottle (100% recyclable), as specified in section 4.2
- 11.16 The packaging must be free from any leakage/spillage.

ANNEXURE A – REFERENCES' TEMPLATE SIMILAR TO THE SUPPLY AND DELIVERY OF BRANDED PREPARED STILL AND SPARKLING WATER

(TO BE COMPLETED BY SERVICE PROVIDER'S REFERENCE WITH THEIR LETTERHEAD AND/OR STAMP)

Service Provider's name: Date of contract:

.....

- Professionalism and conduct of delivery team members assigned:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Quality of goods supplied:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Punctuality of deliveries:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Compliance with applicable legislation/regulations:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- How likely will you contract the company in future should you require similar services:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

- Overall satisfaction with service and deliverables received:

Very Good	Good	Average	Below Average	Poor
5	4	3	2	1

STAMP BY SERVICE
PROVIDER'S REFERENCE

.....
NAME AND POSITION OF AUTHORISED SIGNATORY

SIGNATURE:

COMPANY:

DATE:

ANNEXURE B – LABEL SAMPLE

Label sample:



Logo sample:



330ml water bottle sample:



18.9 litre water bottle sample:



NB: Water dispensers are not required.

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

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) 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