



REQUEST FOR QUOTATION: PROVISION OF UNIFORM DESIGN, DEVELOPMENT, MANUFACTURE, FITMENT, ALTERATION, SUPPLY AND DELIVERY FOR THE PROTECTION SERVICES DIVISION (PSD)

Date of Issue: **06 October 2026**

Virtual Compulsory Briefing Session: **16 October 2026 at 11h00**

Microsoft Teams meeting:

<https://teams.microsoft.com/meet/3998702250359547?p=igXqPFn2kJpQyjpWKA>

Meeting ID: 399 870 225 035 954 7

Passcode: sZ7AC34s

Closing Date: **02 November 2026 at 16h00**

Quotation Reference Number: **RFQ1093/2026**

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

Z. MSOLO

.....
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/CSD
Youth	2		ID Document/CSD
Locally manufactured products	3		Declaration certificate of local content

- ✓ 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 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 service provider 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 of the Republic of South Africa (hereon in this document referred to as "Parliament") reserves the right not to award the contract.
- ✓ Quotes should be on the company letterhead, indicating the VAT registration number.
- ✓ Bidders 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 reserves the right to invite shortlisted bidders to make presentations to its evaluation team.
- ✓ Parliament may request bidders to provide additional pricing information to be utilised for comparative purposes during evaluations.
- ✓ The company, its directorship and personnel assigned will be subject to vetting by Parliament's Protection Services. A register of particulars will be requested of the successful company.
- ✓ Parliament reserves the right, for purposes of promoting the values of competitiveness and fairness, not to award the RFQ/bid to the highest scoring bidder if such a bidder has been awarded a bid by Parliament or has performed services for Parliament, during the last 12 months prior to the closing date of the RFQ/bid.
- ✓ Parliament reserves the right to re-appoint or extend the service of the bidder where there is a natural continuation of assignments.
- ✓ Bidders 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	ID Document/CSD	Ages between 18 - 35
Locally manufactured products	Declaration certificate of local content	Only for goods designated for local content

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

(Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

Date

PRODUCT OR SERVICE DESCRIPTION

PROVISION OF UNIFORM DESIGN, DEVELOPMENT, MANUFACTURE, FITMENT, ALTERATION, SUPPLY AND DELIVERY FOR THE PROTECTION SERVICES DIVISION (PSD)

1. BACKGROUND

Parliament seeks to appoint a suitably qualified and experienced service provider to provide a complete uniform solution for the Protection Services Division (PSD), including uniform design and development, manufacture, fitment, alteration, branding, supply and delivery services.

The objective of the uniform programme is to establish a professional, consistent and fit-for-purpose appearance that reflects the dignity, authority and image of Parliament while ensuring comfort and functionality, suitable for South African weather and operational conditions for Protection Services personnel.

Parliament has developed preliminary uniform concepts which are attached as Annexure A and will serve as the basis for this procurement process.

2. PURPOSE OF THE RFQ

To appoint a suitably qualified service provider with proven experience in uniform design, development, manufacturing, fitment and alteration services to provide Parliament with a complete uniform solution for Protection Services Division personnel.

The successful bidder shall be responsible for the management, coordination and delivery of all services required under this RFQ.

3. SCOPE OF SERVICES

The successful supplier shall provide a complete uniform solution for the Protection Services Division (PSD), including uniform design and development services, samples, fitment and alteration services, manufacture, branding, supply and delivery of uniforms in accordance with Parliament's approved specifications.

3.1 Product Range

The supplier shall provide pricing and samples for the following items:

3.1.1 Formal Uniform Range

Item	Males	Females
Navy-blue Formal Blazer	65	34
Navy-blue Formal Trouser	195	67
Navy-blue Formal Skirt	0	35
White Long and/or Short Sleeve Shirt	260	136
Branded Ties / Scarves	130	68
Belt (Leather)	65	34

Formal Uniform	
Colour	Navy Blue
Jacket	Two-button, tailored navy-blue blazer with Parliament emblem embroidered (Gold) on the left chest. Subtle contrast on the pockets.
Trousers / Skirts	Matching navy-blue tailored formal trousers and/or skirts
Shirt / Blouse	White long-sleeve or Short sleeve formal shirt or blouse with the Parliament emblem embroidered (Colourful) on the chest.
Tie	Navy blue tie with subtle Parliament branding and/or gold accent
Scarves	Navy blue scarves with subtle Parliament branding and/or gold accent
Belt	Black leather belt with a discreet, professional buckle

3.1.2 Operational / Field Uniform Range

Item	Males	Females
Navy-blue Cargo pants	130	68
Navy-blue Shirt	195	102

Operational / Field Uniform	
Colour	Navy blue
Shirt	Navy-blue shirt (Short sleeve only)
Trousers	Navy-blue cargo trousers

3.1.3 Other

Item	Males	Females
Navy-blue Softshell jacket	65	34
Navy-blue (IVEROC) Jacket	65	34
Navy-blue Knitted Cardigan	65	34

Softshell Jacket	
Features and Benefits	Water resistant Windproof Breathable Durable Comfortable fit
Colour	Navy Blue
Fabric	3-layer soft shell
Outer Layer	95% Polyester, 5% Spandex
Membrane	TPU Waterproof & Breathable
Inner Layer	Micro Fleece
Closure	Full Length Reverse Coil Zip
Pockets	2 Side Zipped Pockets (1 Chest Zipped Pocket, 1 Internal Pocket)
Cuffs	Adjustable with Velcro
Hem	Adjustable Drawcord
Fit	Unisex – Regular fit

Rain Jacket (IVEROC)	
Colour	Navy Blue
Material	100% polyester fabric
Outer	Fully padded and quilted design
Inner	Plush fleece lining for extra warmth
Weather resistance	Wind- and water-resistant

Cardigan	
Colour	Navy Blue Knitted
Material	Soft cotton or acrylic yarn construction
Sleeves	Long sleeves
Design	Long sleeve, Button-down and Ribbed trims

Special Note:

Final quantities and garment combinations will be confirmed following approval of designs and completion of fitment sessions. Annexure B has the estimated number of male and female personnel and any contingency requirements.

3.2 Design and Development Services

Parliament has developed preliminary PSD Uniform Concepts attached as Annexure A.

The supplier shall:

- Review and develop the concepts into production-ready designs.
- Provide professional design recommendations.
- Develop technical garment specifications.
- Prepare digital mock-ups and visualisations.
- Recommend suitable fabrics and finishes.
- Recommend branding placement and application methods.
- Propose and illustrate branding applications for all garments, including shirts, blazers, jerseys, jackets, jumpsuits, caps, scarves and other uniform items.
- Prepare final artwork and garment specifications for approval.

Suppliers must submit digital mock-ups illustrating the proposed garments and branding applications.

3.3 Branding Requirements

Uniforms shall incorporate approved Parliament branding.

Branding may include:

- Parliament Logo, seal or emblem.
- Protection Services Division (PSD) Identification.
- Embroidered insignia.
- Approved text identifiers.
- Employee name identification.

Embroidery and/or approved branding applications shall be applied to blazers, jackets, jerseys, jumpsuits, formal shirts, caps and other approved uniform items as determined during the design development phase.

Suppliers must demonstrate branding quality through submitted samples and mock-ups.

Shirt Branding Requirements:

The shirts shall incorporate approved Parliament branding elements as follows:

- The Parliament emblem/logo shall be embroidered on the left chest area.
- The employee nametag shall be on the right chest area.
- The designation "PSD" shall be embroidered beneath or adjacent to the employee name, subject to final approved design.
- The shirt and the shirt placket (button line/button stand) shall incorporate a subtle Parliament-branded design element, subject to Parliament approval.

- The branded design element may consist of a repeating Parliament emblem pattern or other approved Parliament visual device.
- Suppliers shall submit design options and mock-ups illustrating the proposed branding application.

All branding applications must comply with Parliament's Corporate Identity Guidelines and shall be subject to approval prior to production.

The successful bidder shall ensure that all Parliament logos, emblems and identifiers are reproduced accurately, proportionately and in accordance with approved branding specifications.

3.4 Fitment and Alteration Services

Suppliers must provide detailed fitment and alteration methodology.

The methodology shall include:

- On-site fitment sessions at Parliament.
- Individual staff measurements.
- Size verification.
- Alteration services.
- Management of special sizes.
- Replacement procedures for incorrectly fitted garments.
- A fitment and measurement approach that accommodates operational requirements, including shift workers, travelling personnel and staff working across multiple locations.

Suppliers must clearly indicate which alteration services are included in the quoted price.

3.5 Size Range

Suppliers must demonstrate the ability to accommodate:

- Petite Sizes.
- Standard Sizes.
- Tall Sizes.
- Plus Sizes.
- Custom Sizing Requirements.

Final garment quantities per size will be confirmed after fitment sessions.

3.6 Material Quality

Garments must be:

- Durable.
- Comfortable and breathable.
- Suitable for daily operational use.
- Easy to maintain.
- Resistant to fading and shrinkage.
- Suitable for professional corporate and fieldwork environments.

Suppliers must submit fabric specifications and swatches.

3.7 Turnaround Times

Suppliers must clearly indicate:

- Design development lead times.
- Sample production lead times.
- Fitment schedules.
- Manufacturing lead times.
- Delivery timelines.
- Alteration turnaround times.

3.8 Manufacturing, Supply and Delivery

The supplier shall manufacture, brand, package, supply and deliver approved uniforms to Parliament.

The supplier shall be responsible for:

- Procurement of materials.
- Manufacturing of garments.
- Branding and embroidery.
- Quality assurance.
- Packaging and labelling.
- Delivery to Parliament.
- Replacement of defective garments.

4. DELIVERABLES

The supplier shall provide:

- Detailed Pricing Schedule.
- Product Samples.
- Fabric Swatches.
- Digital Mock-Ups.
- Shirt Branding Mock-Ups.
- Branding Application Guide.
- Technical Garment Specifications.
- Company Profile.
- Fitment and Alteration Methodology.
- Production and Delivery Plan.
- Delivery Schedule.
- Final Manufactured Uniforms.

Note:

- **Samples may be returned following evaluation.**
- **The warranty period shall be a minimum of six (6) months from date of delivery.**
- **Defective garments or products shall be repaired or replaced at no additional cost to Parliament.**

ANNEXURE A

PSD Uniform Design Reference Concepts

The attached concepts represent Parliament's preferred visual direction for the Protection Services Division Uniform Programme and are intended as a design guide only.

Suppliers are encouraged to provide recommendations that enhance functionality, comfort, quality and manufacturability while maintaining the overall design intent.

ANNEXURE B

Estimated Quantities

- *Number of male personnel.*
- *Number of female personnel.*
- *Number of supervisors/managers, where applicable.*
- *Quantity contingency allowance for new appointments, replacements and operational requirements.*

ANNEXURE C

Parliament Corporate Identity Guidelines

The successful bidder shall ensure that all Parliament logos, emblems, identifiers and branded design elements are applied in accordance with Parliament's Corporate Identity Guidelines. No branding application may be implemented without Parliament approval.

MANDATORY REQUIREMENTS

FAILURE TO ATTACH ALL REQUIRED DOCUMENTATION UNDER THIS SECTION WILL RESULT IN INSTANT DISQUALIFICATION

Description Of Requirement	Indicate Yes / No	Comment
1. Service providers must submit a minimum of three (3) signed and dated contactable reference letters for separate, successfully completed contracts of a similar nature within the last five (5) years. Similar work must include at least one of the following: design, development, manufacture, branding, fitment, alteration, supply and delivery of uniforms, and with at least one reference demonstrating manufacture and supply of uniform similar to this requirement. Each letter must be issued on the client's official letterhead and state the client's name, contract or project description, services performed, contract period, completion status, and the name, designation, telephone number and/or email address of a contactable client representative. Purchase orders, appointment letters, invoices, completion certificates or lists of contact details submitted without the required reference letters will not on their own satisfy this requirement. Parliament reserves the right to verify all references.		
2. Service providers must submit a company profile demonstrating a minimum of three (3) years' relevant experience in the design, development, manufacture and/or supply and delivery of uniforms. The profile must, at a minimum, include: (a) registered company and trading name, company registration number, physical address and contact details; (b) concise company history; (c) ownership, governance and organisational structure; (d) a description of core service. Generic marketing brochures or profiles that do not clearly address these requirements will be regarded as non-responsive.		

3. Service providers must submit labelled fabric swatches with the bid for all items. Each swatch must identify the garment item, fabric composition, fabric weight or GSM where applicable, colour, finish, care requirements, proposed supplier or mill, and intended use. Swatches must be of sufficient size to permit assessment of colour, texture, weave, stretch, thickness and finish. Submission of catalogues, generic website images, unlabelled materials that do not show the required branding will not satisfy this requirement. Fabric swatches must be delivered to the Protection Service's Office, M23, Parliament for attention of Ms Cathleen Campbell, contact number – 083 406 6157 by the closing date and time.		
4. Service providers must submit labelled digital mock-ups with the bid for all items. Digital mock-ups must clearly show the front and back views of each proposed garment, colour, construction features, pockets, fastenings, trim, and the proposed placement, size and colour treatment of the Parliament emblem, PSD identifier, employee nametag and any shirt-placket branding. Mock-ups must be supplied in a clear, legible electronic format and must be consistent with Annexure A and Parliament's Corporate Identity Guidelines. Submission of catalogues, generic website images, unlabelled materials or mock-ups that do not show the required branding will not satisfy this requirement		
5. Shortlisted service providers must, upon Parliament's written request, submit fully finished and labelled physical uniform samples at their own cost by the specified deadline. Samples must use the proposed fabrics, colours, construction and branding and will be evaluated for quality, fit, durability and compliance. Failure to submit complete and compliant samples on time will render the bid non-responsive.		
6. Service providers must submit a completed and signed detailed pricing schedule showing unit prices and totals for all garments and related services. Pricing must incorporate delivery and all related costs. Prices must be in South African Rand and must show VAT-exclusive, VAT and VAT-inclusive totals, where applicable. All required items and costs must be included, and the pricing schedule must agree with the total bid price.		

PROPOSED PRICING SCHEDULE (VAT INCLUSIVE)

DESCRIPTION	QUANTITY	TOTAL
UNIFORM		

NOTE: SERVICE PROVIDERS ARE REQUIRED TO SUBMIT A SEPARATE DETAILED PRICING FOR ALL ITEMS 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
---	---

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
---	---

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
---	---

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
---	---

If yes, state whether you are a director or have a controlling or other substantial interest in the tendering company.

.....

.....

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