



REQUEST FOR QUOTATION: PROVISION OF COMPOSITING, TYPESETTING AND PRODUCTION OF BILLS & ACTS SERVICES FOR PARLIAMENT OF RSA

Date of Issue: **31 July 2025**

Closing Date: **11 August 2025 at 12h00**

Quotation Reference Number: **RFQ1092/2025**

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	PROVISION OF COMPOSITING, TYPESETTING AND PRODUCTION OF BILLS & ACTS SERVICES FOR PARLIAMENT OF RSA		One year	

Z. MSOLO

.....
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	2		Identity Document/CSD/CK document
People living with Disabilities	2		Medical Certificate/CSD
RDP GOALS			
SMME	4		Annual Turnover Confirmation from Accountant/AFS/ CSD
Work force empowerment	3		Work Place Skills Development Plan
Empowerment of local communities – City of Cape Town Metropolitan Municipality	3		Proof of Address

- ✓ 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.
Work Force Empowerment	Development Plan	Work Place Skills Development Plan
Empowerment of local communities	Proof of Address	City of Cape Town Metropolitan Municipality

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

PROVISION OF COMPOSITING, TYPESETTING AND PRODUCTION OF BILLS & ACTS SERVICES FOR PARLIAMENT OF RSA

1. Background

The Bills Office is primarily tasked with the production (compositing, typesetting, editing, printing, tracking and publication) of:

(a) Official Text (English) Bills and Act Forms; and (b) Official Second language Text Act Forms.

The Bills Office currently utilises the professional production service rendered by an external service provider. The Bills Office interacts with the external service provider several times a day in the process of bringing Bills or Act Forms to print or publication. The text and formats used in drafting of Acts conform to accepted universal standards in respect of legislative language. It is consistent with decades of South African Law. The Bills Office and Committee Section need a service provider who will be required to provide dedicated typesetters and compositors for their work.

The Bills Office plays a critical role in the processing of legislation. They receive legislation from the Executive; Committees; Members of Parliament, prepares it for introduction, shadows Bills through Parliament of the Republic of South Africa (RSA) (hereon in this document referred to as "Parliament"), edits the official second language texts and merges the two languages into an Act form upon passage of the Bill through both Houses. The Act Form is sent to the President for assent, and upon assent is received back and submitted to the Constitutional Court for safekeeping. The Committee Section prepares amended Bills for reporting and adoption by Parliament of the RSA. To do all this, and to prevent undue delays in the legislative process, the offices require a consistent and accurate service that is available at all hours

Parliament is desirous of ultimately migrating all printing to the Documentation Section so that these essential services can be performed in-house. To date the daily printing of the ATC (a function of the Bills' Office) has already been insourced and is done by the the Bills Office, Legal Services Section. In respect of Bills and Acts, the Bills Office met with the Documentation Section on 15 August 2019; 14 October 2020; 4 November 2020 and 16 January 2021. During these meetings the Bills Office was informed that the Documentation Section is currently not able to deliver the required typesetting and compositing service.

2. Objectives

The broad objectives of this RFB include:

- 2.1. To provide prospective service providers with adequate information to understand and respond to Parliament's requirements for compositing, typesetting and production of Bills and Acts services.
- 2.2. To ensure uniformity in the responses received from each prospective service provider.
- 2.3. To provide a structured framework for the evaluation of proposals.

3. Purpose of the Request For Quotation (RFQ)

Parliament seeks to identify and appoint a suitable service provider/s for compositing, typesetting and production of Bills and Acts for the Bills Office and Committee Section for a period of one (1) year, on an as-and-when-required basis. The purpose of this RFB is to contract with a suitably qualified service provider with the requisite capacity to execute this project within the desired quality, scope, timeframe, and cost for Parliament.

4. Scope of the Required Service

4.1. The successful Service Provider shall be expected to provide production services which include the following:

4.1.1. Producing of Bills and Acts.

4.1.1.1. The Bills must be:

- i. Size: A4.
- ii. Minimum of two (2) leaves and a maximum of 350 or as determined by the requirement of the document.
- iii. Folded and trimmed.
- iv. Printed in black and on 80 gm bond paper)
- v. Compositing and typesetting
- vi. Stitched Delivered: to Parliament as advised.

4.1.1.2. The Acts must be:

- i. Minimum of 2 leaves and maximum of 350 or as determined by the requirements of the document.
- ii. Folded and trimmed.
- iii. Printed in black and on A4 80gm paper (3x copies).
- iv. . Printed on Crane Crest paper (3x copies).
- v. composite and typeset.
- vi. Stitched.
- vii. .
- viii. Finished: Drilled two holes on left side, binding method to be determined based on pages.
- ix. Delivered: to Parliament as advised.

4.1.1.3. Composite and typeset Bills and Acts from manuscript to PDF format.

- 4.1.1.4. Submit proofs of Bills and Acts electronically.
- 4.1.1.5. Package and deliver Bills and Acts in hard copy and electronically.
- 4.1.1.6. Collect and deliver Bills and Acts at agreed times.

Bills

- Quantity – advised on the day of publication

Acts

- Quantity – 6

5. Project Deliverables

- 5.1. The service provider must have provided compositing, typesetting and printing of Bills and Acts services when required. The production of Bills and Acts will include the following:
 - 5.1.1. Typesetting.
 - 5.1.2. Compositing
 - 5.1.3. Printing
 - 5.1.4. Folding and trimming.
 - 5.1.5. Stitching.
 - 5.1.6. Finishing and drilling two holes on the left side of Acts and binding them based on the number of pages.
 - 5.1.7. Packaging and delivering Bills and Acts in hard copies and electronic copies.

6. Mandatory Submission Requirements

All Service Providers 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 portfolio of evidence of compositing, typesetting work and bulk printing done for other clients.		
6.2. Service Providers must submit CV of a project leader/manager indicating qualifications and /or experience and a minimum of five (5) years' experience in compositing, typesetting services and bulk printing.		
6.3. Service Providers must submit personnel CVs stating qualifications and/or experience.		
6.4. Service Providers must submit at least three contactable references where similar work was undertaken. Service Providers' references must complete Annexure A.		
6.5. Service Providers must submit proof of ownership or lease (third party agreements) of a vehicle/s to deliver Bills and Acts to Parliament, as and when required, throughout the duration of the contract.		
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 possess a minimum of five (5) years of relevant experience in compositing, typesetting, and production of Bills and Acts.		
7.2. Service Providers must provide a consistent, accurate, and proactive service that is available at all hours.		
7.3. Service Providers must be able to deliver hard copies of Bills and Acts to Parliament when required.		
7.4. Service Providers may be asked to perform a dry run to demonstrate their knowledge of the required services.		
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. The 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) Functionality: 100
- (b) Price: 80
- (c) HDI and RDP goals: 20

8.1.1. **Evaluation Stage One** – Compliance with administrative requirements as stated in the Standard Bidding Documents 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 are expected to obtain a minimum of 70 out of 100 points to proceed to the next stage. Service Providers that fail to score minimum score will not proceed to the next evaluation stage of evaluation stage three.

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

Table 8.1.2 (a) - Functionality evaluation criteria:

FUNCTIONALITY CRITERIA:		
FUNCTIONALITY:	WEIGHT	RATING SCORES
1. Capability:	35	
a) Experience in compositing, typesetting and production of documents more or less similar to Bills and Acts.	20	• 5 = above 12 years • 4 = 11 to 12 years • 3 = 9 to 10 years • 2 = 7 to 8 years • 1 = 5 to 6 years
b) References where similar work has been rendered (based on the average scores derived from Annexure A).	15	• 5 = Average score of 5 • 4 = Average score of 4 • 3 = Average score of 3 • 2 = Average score of 2 • 1 = Average score of 1
2. Capacity:	40	
a) CV of project leader/manager indicating qualifications and/or experience in compositing, typesetting services and bulk printing.	20	• 5 - Excellent = 17 years or above • 4 - Very good = 14 to 16 years • 3 - Good = 11 to 13 years • 2 - Average = 8 to 10 years • 1- Poor = 5 to 7 years
b) Capacity to deliver Bills and Acts to Parliament, as and when required (incl. machinery, equipment, personnel, etc.)	20	• 5 – Excellent • 4 – Very good • 3 – Good • 2 – Average • 1 – Poor
3. Proposal demonstrating understanding of requirements:	20	
a) The methodology and approach to delivering the services. • Compositing of Bills and Acts • Typesetting of Bills and Acts.	20	• 5 = Excellent • 4 = Very Good • 3 = Good • 2 = Average • 1 = Poor

FUNCTIONALITY CRITERIA:		
• Stitching of Bills and Acts. • Packaging of Bills and Acts. • Quality assurance. • 24-hour availability, as-and-when required.		
4. Viability of Service Providers' response:	5	
Financial capacity of the Service Providers. The following financial ratios shall apply and grades as follows (Liquidity, Financial Autonomy, Profitability & Solvency).	5	• 5 = Good • 3 = Acceptable • 0 = Weak
Total:	100	
MINIMUM THRESHOLD	70	
SERVICE PROVIDERS NEED TO REACH A MINIMUM OF 70 POINTS TO QUALIFY TO THE NEXT STAGE OF EVALUATIONS (PRESENTATION)		

9. The Responses

Service Providers' responses must be submitted as outlined in the standard bidding documents.

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's 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. Organisational structure.
- 9.2.3. Commencement date of business.
- 9.2.4. Certificate of Incorporation.
- 9.2.5. Comprehensive audited or independently reviewed financial statements for the last two completed financial years (with comparative figures).
- 9.2.6. Consent letters for personnel to be assigned to the project, who are not employed by the Service Provider.
- 9.2.7. List of machinery, equipment, vehicle/s, and other related tools of trade (owned or leased) used in the normal course and scope of their business during production. Proof of third party agreements must be submitted where machinery, equipment, vehicle/s and/or tools of trade have been leased.

10. Pricing Structure

- 10.1. Price must be quoted in South African currency and must be inclusive of Value Added Tax (VAT) and delivery costs.
- 10.2. Potential service providers are further requested to indicate their price in all elements listed on the pricing schedule.
- 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 schedule below must be completed taking into account inflationary adjustments.
- 10.5. The quantities below are for comparative purposes only. Upon award, the successful Service Provider shall be provided with exact figures.
- 10.6. All costs for disbursements must be incorporated into the price offer.

Pricing schedule:

No:	Description	Unit of Measure	Unit Rate/Cost per Unit	Quantity/ Number of Units	Total cost
1	Compositing and typesetting of Bills per page	Per page		150	
2	Compositing and typesetting of Acts per page	Per page		88	
3	Stitching per Bill	Per copy		44	
4	Stitching per Act	Per copy		88	
5	Packaging	Per bundle		1	

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

11. Other Specific Conditions

- 11.1. The successful Service Provider must have office presence, within 30 days of appointment, that is within a 50 km radius from Parliament. A proof of address must be submitted in a form of municipality water, electricity and rates bill or lease agreements.
- 11.2. The successful Service Provider must ensure that the text and formats used in the compositing and typesetting of Bills and Acts conform to accepted universal standards in respect of legislative language and is also consistent with decades of South African Law.

Annexure A – References' Template similar to the provision of typesetting and production of bills & acts services

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

Service Provider's name:

- Skill level and professionalism of project team members assigned:

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

- Quality of services:

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

- Adherence to timeframes / deadlines:

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

- Additional value adds and supplementary benefits for using the service provider:

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

- Overall satisfaction of the 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:

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