



## REQUEST FOR QUOTATION

Service Requested: Luxury Bus Rental Services -WC

Date of Issue: 03 May 2024

Closing Date and Time: 08 May 2024 @ 12h00

Quotation Reference Number: RFQ 645/2024

Item Number	Quotation Description	Quantity Required	Delivery Period	Price in South African Currency (inclusive of VAT)
	<b>PLEASE SEE PRODUCT OR SERVICE DESCRIPTION</b>			

*alternant*  
**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
<b>HDI'S</b>			
Black	6		Identity Document/ CSD/CK document
Women	4		Identity Document/CSD/CK document
People living with Disabilities	3		Medical Certificate/CSD
<b>RDP GOALS</b>			
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 [soliphant@parliament.gov.za](mailto:soliphant@parliament.gov.za)
- ✓ Further information regarding this quote may be obtained from to [soliphant@parliament.gov.za](mailto:soliphant@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.
- ✓ 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.

## 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	Agess between 18 – 35

**SUPPLIER INFORMATION FORM**

<b>REGISTERED NAME</b>		
<b>TRADING NAME (IF APPLICABLE)</b>		
<b>COMPANY REGISTRATION NUMBER (or ID)</b>		
<b>VAT REGISTRATION NUMBER</b>		
<b>CENTRAL SUPPLIER DATABASE NUMBER</b>		
<b>TAX COMPLIANCE STATUS PIN</b>		
<b>TAX COMPLIANCE STATUS PIN EXPIRY DATE</b>		
<b>INCOME TAX NUMBER</b>		
<b>PHYSICAL ADDRESS</b>	<b>ADDRESS</b>	
	<b>CITY/TOWN</b>	
	<b>POSTAL CODE</b>	
<b>POSTAL ADDRESS</b>	<b>ADDRESS</b>	
	<b>CITY/TOWN</b>	
	<b>POSTAL CODE</b>	
<b>CONTACT DETAILS</b>	<b>OFFICE</b>	
	<b>CELLPHONE</b>	
	<b>FAX</b>	
	<b>EMAIL</b>	
<b>CONTACT PERSON</b>		
<b>BANK DETAILS</b>	<b>BANK NAME</b>	
	<b>BRANCH CODE</b>	
	<b>ACCOUNT NUMBER</b>	
	<b>ACCOUNT NAME</b>	

- ✓ I .....hereby certify that the above information is correct and that I and other members, directors, managers, or shareholders with a controlling or other substantial interest of the entity, are not Members of Parliament or Cabinet, Members of a Provincial Legislature or a Provincial Executive Council, Municipal Councillors, persons employed by the State as their participation in Parliament’s procurement process may result in a conflict of interest.
- ✓ I am also declaring that none of the entities in the company who is a director or has a controlling or substantial interest fall under the category of the person mentioned above. (Additional details to be provided should this declaration not be correct)
- ✓ I also agree that, in the event of false, incorrect, or misleading information being provided in this declaration, the Secretary to Parliament of the Republic of South Africa shall have the right to recover any losses or damages sustained by Parliament under such agreement and/or restrict the supplier from further business depending on the materiality of the misrepresentation and the degree of prejudice.

\_\_\_\_\_  
**Signature**  
 (Attach a bank confirmation letter or cancelled cheque to confirm bank account number)

\_\_\_\_\_  
**Date**

**PRODUCT OR SERVICE DESCRIPTION**

- Parliament seeks to identify and appoint suitable luxury bus rental company to provide all luxury bus rental services required at specified times for the duration of the program for the Members of Parliament.
- In this regard, Parliament requires 12 X 50 -60 - Seater Luxury Buses for 2 days.
- Suppliers will be required to provide luxury bus rental service for the event according to the Programme and as per the directive from Parliament of the Republic of South Africa.

Buses will be required to transport Members of Parliament and/or guests as follows:

- From the Southern Sun, (1 Lower Buitengracht, Cape Town City Centre, Cape Town, 800) to the Cape Town International Convention Centre (Convention Square, Lower Long St, Cape Town City Centre, Cape Town, 8000) and back.
- From the Southern Sun, (23 Strand St, Cape Town City Centre, Cape Town, 8000) to the Cape Town International Convention Centre (Convention Square, Lower Long St, Cape Town City Centre, Cape Town, 8000) and back.
- From the following parliamentary villages: Pelican Park, Laboria Park and Acacia Park to the Cape Town International Convention Centre (Convention Square, Lower Long St, Cape Town City Centre, Cape Town, 8000) and back.

<b>Date</b>	<b>Morning Pick-Up</b>	<b>Afternoon Pick-Up</b>
12 <sup>th</sup> June 2024	07h30	TBC
13 <sup>th</sup> June 2024	07h30	TBC

## ADDITIONAL INFORMATION

- Travel dates are subject to change however written notice will be issued to suppliers.
- Parliament reserves the right to vary traveling points. Quotes to indicate rate per day.
- Allocation of the number of buses at each pick point will be determined by operational requirements of parliament.
- Buses to remain at drop-off points for emergency evacuation purposes.
- Suppliers must be flexible to accommodate any potential adjustments.
- A site inspection may be conducted at Parliament's discretion. Parliament may visit the preferred suppliers' premises for due diligence purposes.

### All suppliers must comply with the following requirements.

Description of requirement	Indicate Yes/No	Comment
<ul style="list-style-type: none"> <li>- All vehicles must be sufficiently equipped with fuel and all required parts &amp; accessories to complete each journey.</li> </ul>		
<ul style="list-style-type: none"> <li>- All vehicles must comply with safety standards required for its use.</li> </ul>		
<ul style="list-style-type: none"> <li>- Suppliers must provide a back-up vehicle/s in case of breakdown, accidents, etc. of their assigned vehicles.</li> </ul>		
<ul style="list-style-type: none"> <li>- All vehicles must be insured by the supplier at own expense against risk. The supplier must indemnify the Secretary to Parliament against any claim, loss or damage that may results from the driving of the vehicles in terms of the contract, or from any cause whatsoever relative to it.</li> </ul>		
<ul style="list-style-type: none"> <li>- Suppliers must provide valid operating permit or operator card as issued by the regulatory authority.</li> </ul>		
<ul style="list-style-type: none"> <li>- All vehicles must be clean, roadworthy, and licensed.</li> </ul>		

**Mandatory Submission Requirements**

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

Description of requirement	Indicate YES/NO	Comment or reference to proposal.
<ul style="list-style-type: none"> <li>- Suppliers must provide list of a minimum of 13 drivers to assigned on request, for the purposes of vetting and accreditation.</li> </ul>		

**BACKGROUND AND EXPERIENCE IN THE INDUSTRY**

LIST THE TWO LARGEST CONTRACTS / ASSIGNMENTS BY YOUR FIRM IN THE LAST TWO YEARS IF ANY OR LIST CONTRACTS WHICH YOUR ORGANISATION IS CURRENTLY ENGAGED IN IF ANY

WORK DESCRIPTION	YOUR CLIENT	CONTACT PERSON	CONTACT NUMBER	CONTRACT VALUE

**PROPOSED PRICING SCHEDULE**

DESCRIPTION	QUANTITY	TOTAL

**DECLARATION OF INTEREST**

1. No contracts to provide goods or services to Parliament may be provided to the following categories of entities: - Member of Parliament, Member of the Cabinet, Member of a Provincial Legislature, Member of a Provincial Executive Council, a Municipal Councilor or a person in the employ of the State whose participation in tendering for the contract may result in a conflict of interest; or any entity in which a person mentioned above is a director or has a controlling or other substantial interest.

2. The tenderer is therefore requested to complete Sections a – d of the declaration below in substantiation.

(a) Are you or any person connected with the tenderer, a Member of Parliament, or a Cabinet Member?

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

.....

.....

(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)

Y	N
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with a person employed by Parliament and who may be involved with the evaluation and or adjudication of this tender?

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