



REQUEST FOR QUOTATION (RFQ) NUMBER:	PR10118357 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	The Road Accident Fund (RAF) wishes to appoint a suitable service provider to source an office space in Beaufort West for a period of 36 months with an option to cancel with a one (1) month notice.
RFQ ISSUED DATE	15 September 2026
RFQ VALIDITY PERIOD	60 days from the closing date.
CLOSING DATE AND TIME	29 September 2026 at 14:00
EXPECTED DATE SERVICES IS REQUIRED	01 January 2027 – 31 December 2029
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	Site inspection / viewing will be confirmed in due course
DELIVERY ADDRESS OF GOODS/SERVICES	Beaufort West, Western Cape
RFQ RESPONSES MUST BE EMAILED TO:	All quotations should be emailed to Rfq-CapeTown.procurement@raf.co.za Failure to follow these instructions will result in your quote not being considered.
ENQUIRIES REGARDING THIS RFQ SHOULD BE SUBMITTED VIA E-MAIL TO	Enquiries can be directed at this e-mail address haroldn@raf.co.za

Important Notes to this RFQ:

- Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address; (Rfq-CapeTown.procurement@raf.co.za)
- If the quotation is late, it shall not be accepted for consideration.
- The RAF reception is generally accessible 8 hours a day (07h45 to 16h00); 5 days a week (Monday to Friday) for delivery of goods.
- All suppliers are required to complete and sign all Annexures to this document (Standard Bidding Documents and documents for submission under Mandatary Evaluation, where applicable).
- Points claimed for Preferential Procurement Specific Goals will be verified through CSD.
- Suppliers who have a disability must provide a valid medical certificate issued by a registered medical practitioner as proof of disability (RAF reserves the right to verify this information).
- RAF will ONLY conduct business with CSD Registered suppliers.
- Collusive behaviour by the bidder will result in disqualification. A bidder is not permitted to submit more than one proposals from more than one registered company with a common director / shareholder/s. This is deemed eroding the ethos of competition as prescribed. In addition, bidders may not respond to one invitation with more than one entity, if they do both/all companies will be disqualified.
- Should you not be contacted within 14 working days of an issued RFQ, consider your proposal/quotation unsuccessful.

Prohibition of Gifts & Hospitality:

"Except for the specific goods or service procured by the Road Accident Fund, service providers/suppliers are required not to offer any gift, hospitality or other benefit to any RAF official. To avoid doubt, branded marketing material is considered to be a gift. Furthermore, should any RAF official request a gift, hospitality or other benefit, the service providers **must** report the matter to our toll-free fraud line **at 0800 005919**." If solicited bribery matters are not reported, service provider will be deemed an accomplice and will be restricted from conducting business with all Organs of State.

**HDI - means a South African Citizen who (a) due to the apartheid policy, had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983(Act No.110 of 1983) or the Interim Constitution of the Republic of South Africa,1993 (Act No.200 of 1993); (b) is a female; or (c) has a disability.*

CONTENTS

Annex A :	TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).....	3
Annex B :	GENERAL CONDITIONS OF CONTRACT	4
Annex C :	RFQ SPECIFICATION	5
Annex D :	EVALUATION CRITERIA	8
Annex E :	COST BREAK DOWN	12
Annex F :	STANDARD BIDDING DOCUMENTS.....	14

Annex A : **TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

SERVICE PROVIDER/SUPPLIER:

REGISTRATION NUMBER:

CSD UNIQUE SUPPLIER REGISTRATION NUMBER:

ADDRESS:

CONTACT PERSON:

TEL:

1. RAF's standard conditions of purchase shall apply.
2. RAF will not conduct business with suppliers whose tax matters are not declared to be in order by SARS.
3. Goods or services shall be delivered and accepted against an official and RAF Award Letter or Purchase Order (PO) signed and duly authorised RAF official.
4. The RAF reserves the right to not make payment or accept the goods or services should the goods or services be delivered to the RAF before the RAF Award Letter or PO is issued. (An official authorised RAF PO should have the Supply Chain Management (SCM): Manager signature or such other official duly authorised in terms of the RAF's Delegations of Authority and Approval Framework), Description of the item, Quantity of items purchased, Date of delivery of the item, Total amount of the items purchased inclusive of where applicable VAT and other applicable taxes.
5. This RFQ will be evaluated based on the 80/20 preference point system applicable to bids with a Rand value equal to, or above R2 000.01 and up to a rand value of R1 000 000.00 (all applicable taxes included). The RAF may elect to apply the 80/20 preference point system to price quotations with a rand value less than R2 000.01.

I, the undersigned (NAME).....certify that:

I have read and understood the conditions of this RFQ.

I have supplied the required information, and the information submitted as part of this RFQ is true and correct.

Signature: _____

Date: _____

Capacity: _____

http://ocpo.treasury.gov.za/Resource_Centre/Legislation/General%20Conditions%20of%20Contract-%20Inclusion%20of%20par%2034%20CIBD.pdf

1. BACKGROUND TO THE ROAD ACCIDENT FUND

The Road Accident Fund (RAF) is a schedule 3A Public Entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads.

The customer base of the RAF comprises not only the South African public, but all foreigners who may have had accidents within the borders of the country. The RAF head office is in Centurion there will be other Customer Experience Centres in each province in the country.

2. BACKGROUND OF THE PROJECT

The Road Accident Fund (RAF) wishes to appoint a suitable service provider to source an office space in Beaufort West for a period of 36 months with an option to cancel with a one (1) month notice.

3. DETAILED SPECIFICATION**SPECIAL INSTRUCTIONS TO BIDDERS**

1. Bidders shall provide full and accurate answers to the mandatory questions posed in this document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.
2. Bidders must substantiate their response to all questions, including full details on how their proposal/solution will address specific functional requirements. All documents as indicated must be supplied as part of the submission.
3. Bidders must be registered on the National Treasury Central Supplier Database (CSD) prior to submitting a bid. Note: Bidders registration on CSD will be verified.
4. Bidders who do not comply with the mandatory requirements will not be considered.
5. The bidder is requested to provide the Certificate of Occupancy and Certificate of Compliance (COC) before occupation.
6. Quoted prices will be benchmarked against the South African Property Market Rates (SAPOA) to determine the reasonableness of quoted rates within the area.

The Road Accident Fund (RAF) requires rental of office space and cleaning service in Beaufort West for a period of 36 months. The high-level requirements are for a Grade A or B (as defined below) office accommodation of not less than 80m² and not be more than 100m² gross lettable area, on the ground floor. The gross lettable area should cover and include the kitchenette, ablution facility, waiting room and the office space.

Grade A:

A grade A office building is the pinnacle quality that can be achieved. This property will be brand new or have undergone a complete redevelopment with a high-specification renovation, it will be well-located with good access and be professionally managed.

Grade B:

Generally older buildings, but accommodation and finishes close to modern standards as a result of refurbishments and renovations from time to time, air-conditioned; on-site parking.

3.1 SCOPE OF WORK – RENTED OFFICE SPACE

The Road Accident Fund requires **rented office space** in Beaufort West. The high-level requirements are for a Grade A or B (as defined above) office space must not less than 80m² and not be more than 100m² gross lettable area, on the ground floor. The gross lettable area should cover and include the kitchenette, ablution facility, waiting room and the office space.

The requirements for site accessibility include:

- On the ground floor
- Close proximity to public transport routes that are within 200m from the main road
- The building should allow for enough space for free movement in and out via the entrance / exit to and from the building by staff, clients and service provider
- The building must allow RAF to implement their own access control as per the RAF standards
- The building should have access for people with special needs / disability (e.g. wheel chair ramp/access), and or willingness to comply with the requirement within agreeable period after award

Building – General Requirements

- The building must be an existing building
- A or B grade office accommodation in accordance to standards of SAPOA (South African Property Owners Association)
- The office space offered must not be less than 80m² and not be more than 100m² gross lettable area, on the ground floor. The gross lettable area should cover and include the kitchenette, ablution facility, waiting room and the office space.
- Exterior and shop fronts signage and branding must be allowable
- Waiting room for +- 10 people
- Office to have burglar bars on all external windows / glass windows fixtures and lockable security gate(s) at all access doors or make allowance for installation before occupation

Parking

- 2 secure on-site parking bays of which 1 will cater for physically disabled people. Alternatively, a minimum of 2 parking bays that is located within a 100 meters radius from the building on offer if not in building premises.
- RAF should be given right of first refusal to any additional parking that becomes available to the landlord in the course of the 36 months.

Building services

- Ablution facilities (minimum of 1 cubicle)
- The accommodation must provide lighting as per building regulation
- The office accommodation must be fully air conditioned and ventilated

- Back up water supply in case of municipal water disruption sufficient for 72 hours supply (At least 50 litre capacity) or make provision prior to occupation
- Kitchen with hot and cold water supply
- The space(s) on offer must have its own electric distribution board(s) which complies with electrical standards or regulations
- The accommodation must have existing fire detection and prevention services or make provision prior to occupation
- The lease offered must be for 36 months
- The lease offered must allow for further extension of the lease if required or/and with a 1-month cancellation clause
- It is the prospective landlord responsibility to ensure that the building is in good working condition for the tenure of the contract. RAF will only be liable for the wear and tear services that resulted from day to day utilization
- The lease offered must provide the RAF with right of first refusal of additional space / lease renewal

Provide physical address of property / office space quoted on: _____

Annex D : EVALUATION CRITERIA

1. The evaluation criteria will be based on the following requirements:

- ❖ Mandatory Requirements.
- ❖ Site Visit
- ❖ Evaluation for Price and Specific Goals based preference system on the 80/20.

All Bidders who do not meet Mandatory Requirements will be disqualified and will not be considered for further evaluation on Site Visit, Price and Specific Goals based preference system on the 80/20

1. MANDATORY REQUIREMENTS

Bidders must indicate compliance with this requirement as follows- By ticking the relevant box "Comply" or "Not comply"

Note: The following specific requirements must be met by the bidders and it will be expected of **bidders to supply proof or confirm their commitment where applicable.**

Mandatory		Comply	Not Comply
1.1	The service provider must submit: • Full set of clear Floor Plan at a readable scale must be submitted with the bid The proof must be submitted by the closing date and time of the RFQ.		
	Substantiate / Comments		

Mandatory		Comply	Not Comply
1.2	The service provider must confirm that the building will be available from 01 January 2027. The service provider must tick comply or not comply. Failure to not tick comply or not comply will result to disqualification.		
	Substantiate / Comments		

Mandatory		Comply	Not Comply
1.3	Where the service provider is an agent or broker, the service provider must provide signed proof of mandate if acting on behalf of the owner/landlord. The RAF does not pay commission on agent fees. Where the service provider is the owner or landlord, the service provider must provide a title deed or registered bond on the property. The proof must be submitted by the closing date and time of the RFQ.		
	Substantiate / Comments		

Mandatory		Comply	Not Comply
1.4	The service provider must confirm that exterior and shop fronts signage and branding will be allowed. The service provider must tick comply or not comply. Failure to not tick comply or not comply will result to disqualification.		
	Substantiate / Comments		

Mandatory		Comply	Not Comply
1.5	The service provider must confirm that the building has Ablution Facilities, including at least one facility for the physically disabled on the ground floor. The service provider must tick comply or not comply. Failure to not tick comply or not comply will result to disqualification.		
	Substantiate / Comments		

2. SITE VISIT ASSESSMENT	Comply		Comments
All service providers who met the Mandatory Requirements will be subject to a Site Visit. Service Providers must meet the Site Visit Requirements to be evaluated further for Price and Specific Goals. In an event that item lines 9, 11 & 12 noted hereunder are not met, then the appointed service provider will be given one (1) month to rectify those requirements not met. NB: Each building proposed will be evaluated based on the Site Visit as per below requirements	Yes	No	
	Site Requirements		
1. Office space on the ground floor	☐	☐	
2. The office space offered must not be less than 80m ² and not be more than 100m ² gross lettable area	☐	☐	
3. Building must be suitably located in terms of safety and security, accessibility and in close proximity to public transport routes within 200m of the main road	☐	☐	
4. The building has ablution facilities	☐	☐	
5. The building should allow for enough space for free movement in and out via the entrance / exit to and from the building by staff, clients and service provider	☐	☐	
6. Kitchen with hot and cold-water supply	☐	☐	
7. Waiting room for +- 10 people	☐	☐	
8. 2 secure on-site parking bays of which 1 will cater for physically disabled people. Alternatively, a minimum of 2 parking bays that is located within a 100 metres radius from the building on offer if not in building premises	☐	☐	
9. Office to have burglar bars on all external windows / glass windows fixtures and lockable security gate(s) at all access doors or make allowance for installation before occupation	☐	☐	
10. The space(s) on offer must have accessible distribution board(s)	☐	☐	
11. The office space must have existing fire detection and prevention services or make provision prior to occupation	☐	☐	
12. The building should have access for people with special needs / disability (e.g. wheel chair ramp) or make allowance for this	☐	☐	

Building – General Requirements			
13. The building must be an existing building	☐	☐	
14. A or B grade office accommodation	☐	☐	
15. Office to be exposed to natural light and ventilation (air-con)	☐	☐	
16. No visible defects	☐	☐	
17. No water leaks	☐	☐	
18. No pest infestations	☐	☐	

3. Price and Specific Goals Evaluations

The evaluation for Price and points claimed for Preferential Procurement Specific Goals, in terms of Preferential Procurement Policy Framework Act, 2022, shall be based on the 80/20 principle as follows:

Evaluation criteria					Points
1.	Price				80
2.	Specific Goals				20
	#	Specific Goal	Proof	Points Allocation	
	1	An HDI refers to a South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, (Act NO. 8 of 1996) or the Constitution of the Republic of South Africa, Act NO.5 of 2005. (Includes a minimum of 51% ownership or more)	CSD Report	10	
	2	Women (minimum 51% ownership or more)	ID copy / CSD report	8	
	3	(Persons living with disabilities (minimum 51% ownership or more)	Valid medical certificate issued by an accredited medical practitioner	2	
Total					100

Annex E :**COST BREAK DOWN**

1. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR). All VAT vendors are required to include VAT on their proposed prices, should they fail to do so the actual quoted price will be deemed an all-inclusive price and will be accepted as such. No VAT amount will be included after the award.
2. Should the service provider who is not VAT-registered charge VAT, the service provider will be automatically disqualified.
3. **Only prices completed in the table below will be accepted for evaluation purposes, failure to provide price on the below table will lead to disqualification.**
4. No price changes will be accepted after the official Award Letter / Purchase Order (PO) is issued.

NO.	ITEM DESCRIPTION	QUANTITIES	PRICE PER MONTH	TOTAL PRICE
	<u>Year 1: 2027</u>			
1.	Rentable Space must not less than 80m ² and not be more than 100m ² gross lettable area	12 months		
	Parking Bays (unless included in rent – please confirm, if yes)	12 months		
	<u>Year 2: 2028</u>			
2.	Rentable Space must not less than 80m ² and not be more than 100m ² gross lettable area	12 months		
	Parking Bays (unless included in rent – please confirm, if yes)	12 months		
	<u>Year 3: 2029</u>			
3.	Rentable Space must not less than 80m ² and not be more than 100m ² gross lettable area	12 months		
	Parking Bays (unless included in rent – please confirm, if yes)	12 months		
TOTAL				
VAT (IF VAT REGISTERED)				
GRAND TOTAL OVER A THREE (3) YEAR PERIOD (VAT INCLUSIVE - IF VAT REGISTERED)				

Variable costs**Variable Costs – Year 1: 2027**

Item No.	Description	Unit of measurement	Price Per Month (VAT Excluded) If not VAT Registered	Price Per Month (VAT Included) If VAT Registered
1	Refuse / Sewerage	Monthly cost		
2	Water	Monthly cost		
3	Electricity	Monthly cost		

Variable Costs – Year 2: 2028

Item No.	Description	Unit of measurement	Price Per Month (VAT Excluded) If not VAT Registered	Price Per Month (VAT Included) If VAT Registered
1	Refuse / Sewerage	Monthly cost		
2	Water	Monthly cost		
3	Electricity	Monthly cost		

Variable Costs – Year 3: 2029

Item No.	Description	Unit of measurement	Price Per Month (VAT Excluded) If not VAT Registered	Price Per Month (VAT Included) If VAT Registered
1	Refuse / Sewerage	Monthly cost		
2	Water	Monthly cost		
3	Electricity	Monthly cost		

I, the undersigned (Name and Surname) _____ certify that

I agree to render the services as per the specification and as per the above cost breakdown.

Signature of service provider: _____.

Annex F : **STANDARD BIDDING DOCUMENTS**

[SBD 4 Bidders Disclosure](#)

[SBD 6.1 in Terms of PPR 2022](#)

[Annexure A: Security Measures](#)