



REQUEST FOR QUOTATION (RFQ) NUMBER:	PR10117927 Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	The Road Accident Fund (RAF) wishes to appoint a service provider to provide maintenance and servicing of the air-conditioning units at its Cape Town office on three (3) separate occasions.
RFQ ISSUED DATE	26 August 2026
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	02 September 2026 at 14:00
EXPECTED DATE SERVICES IS REQUIRED	September 2026, December 2026 & March 2027
COMPULSORY SITE VISIT	Not applicable
DELIVERY ADDRESS OF GOODS/SERVICES	1 Thibault Square, Long Street, 5 th Floor, Cape Town
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 Mandatory 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.*

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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 not to 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: _____

Annex B : **GENERAL CONDITIONS OF CONTRACT**

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 service provider to provide maintenance and servicing of the air-conditioning units at its Cape Town office on three (3) separate occasions.

3. DETAILED SPECIFICATION:

Size: 3200 BTU

Type: Twin Cassette units – wall units

Scope of Work

- Remove and clean the air filters.
- Clean the condensate drains.
- Clean the indoor unit heat exchanger coils.
- Check the electrical wiring and connections.
- Check indoor unit fan speeds and for any abnormal vibration.
- Chemically clean the outdoor units heat exchanger.
- Check the outdoor fan in operation.
- Check for any oil and gas leak.
- Check the gas charge and the operating gas pressures and re-gas when necessary.
- Checking the compressor mounting rubbers for wear.
- Check the outdoor units are securely on the mounting brackets.
- Check for any signs of corrosion on the outdoor units.
- Three (3) services during the months of September & December 2026 and March 2027
- Submit a service report on completion.
- Address: 1 Thibault Square, Long Street, 5th floor, Cape Town.



OUTDOOR UNIT: UNIDAD EXTERIOR	CU-S0052HP			CU-S0002HP			CU-S0052XP			CU-S0002XP			
POWER SOURCE ALIMENTACION	V H ₂	220 50	230 50	240 50	220 50	230 50	240 50	380 50	400 50	415 50	380 50	400 50	415 50
	PHASE/FASE	~	~	~	~	~	~	3N~	3N~	3N~	3N~	3N~	3N~
MAXIMUM INPUT CONSUMO MAXIMO	W COOL/REF	3.25 14.3	3.25 14.3	3.25 14.3	3.25 14.3	3.25 14.3	3.25 14.3	3.25 14.3	3.25 14.3	3.25 14.3	3.25 14.3	3.25 14.3	3.25 14.3
MAXIMUM CURRENT AMPERIOS MAXIMO	A COOL/REF	14.3 14.3	14.3 14.3	14.3 14.3	14.3 14.3	14.3 14.3	14.3 14.3	14.3 14.3	14.3 14.3	14.3 14.3	14.3 14.3	14.3 14.3	14.3 14.3
RATED INPUT CONSUMO	W COOL/REF	2.73 2.49	2.73 2.49	2.73 2.49	2.73 2.49	2.73 2.49	2.73 2.49	2.73 2.49	2.73 2.49	2.73 2.49	2.73 2.49	2.73 2.49	2.73 2.49
RATED CURRENT AMPERIOS	A COOL/REF	12.0 12.3	11.8 11.8	11.6 11.7	12.0 12.3	11.8 11.8	11.6 11.7	11.8 12.0	11.6 11.8	11.6 11.8	11.6 11.8	11.6 11.8	11.6 11.8
CAPACITY CAPACIDAD	COOL REFRIG.	7.30 6300	7.30 6300	7.30 6300	7.30 6300	7.30 6300	7.30 6300	7.30 6300	7.30 6300	7.30 6300	7.30 6300	7.30 6300	7.30 6300
	HEAT CALEF.	25200 6700	25200 6700	25200 6700	25200 6700	25200 6700	25200 6700	25200 6700	25200 6700	25200 6700	25200 6700	25200 6700	25200 6700
SOLAR PRESIÓN RELEVADA DE FUNCIONAMIENTO 48 (W/HP)													
Mín. test: Presión mínima de funcionamiento: 1.5 / 2.0 / 2.5 MPa													
Mín. test: Presión mínima de funcionamiento: 1.5 / 2.0 / 2.5 MPa													

Annex D : EVALUATION CRITERIA

The Evaluation Process entails the following phases:

- Phase 1: Mandatory Requirements
- Phase 2: Evaluation for Price and Specific Goals based preference system on the 80/20.

Phase 1: Mandatory Requirements

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

Service Providers must indicate by ticking (✓) correct box indicating that they Comply OR do Not Comply.

Number	Description	Comply	Not Comply
1	The bidder must be an active member of the South African Refrigeration and Air Conditioning Contractors Association (SARACCA) or any of the associated partners: • South African Gas Association (SAGA) • Southern Africa Compressed Gasses Association (SACGA) • Liquefied Petroleum Gas Association of South African (LPG SA) • South African Institute of Refrigeration and Air Conditioning (SAIRAC) • South African Qualification and Certification Committee (SAQCC Gas) The bidder must submit valid proof of active membership / registration by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm the registration.		
Number	Description	Comply	Not Comply
2	The bidder must submit Letter of Good Standing that complies with the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993 (COIDA). The successful bidder will be required to comply with the requirements of Occupational Health and Safety Act, Act 85 of 1993. The Letter of Good standing must comply where the Nature of Business is that for building works & services or electrical services or engineering or manufacturing and maintenance or air conditioning or mechanical engineering or refrigeration or HVAC installation and services or air conditioning maintenance, installation and repair services or climate control system or ventilation system contracting.		

	Note: The COIDA certificate of good standing may not be older than twelve (12) months and can either be from the Department of Labour / RMA / FEM or the industry equivalent thereof. The RAF reserves the right to validate and to confirm the information. The proof must be submitted by the closing date and time of the RFQ.		
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Phase 2: 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 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	UNIT PRICE	TOTAL PRICE
1	Servicing of Aircon Units (September 2026)	2		
2	Servicing of Aircon Units (December 2026)	2		
3	Servicing of Aircon Units (March 2027)	2		
4	Other Costs (if applicable) Specify: _____	1		
GRAND TOTAL				
VAT (IF VAT REGISTERED)				
GRAND TOTAL (VAT INCLUSIVE - IF VAT REGISTERED)				

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: _____.

[SBD 4 Bidders Disclosure](#)

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

[Annexure A: Security Measures](#)