

|  |  |
| --- | --- |
| **REQUEST FOR QUOTATION (RFQ) NUMBER:** | **PR 10112120 (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 provide Logistics Management Training for (13) RAF employees |
| **RFQ ISSUED DATE** | **8 October 2025** |
| **RFQ VALIDITY PERIOD** | 30 days from the closing date. |
| **CLOSING DATE AND TIME** | **14 October 2025** |
| **EXPECTED DATE SERVICES IS REQUIRED** | **Once a Purchase Order is issued** |
| **COMPULSORY BRIEFING SESSION/**  **SITE VISIT/SITE INSPECTION** | **N/A** |
| **DELIVERY ADDRESS OF GOODS/SERVICES** | RAF Head Office  420 Witch Hazel Avenue  Eco-Glades 2  Centurion, 0046 |
| **RFQ RESPONSES MUST BE EMAILED TO:** | **For Head office all quotations should be emailed to** [**rfq.procurement@raf.co.za**](mailto:rfq.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** | Enquires can be directed at this e-mail address [duduetsang@raf.co.za](mailto:duduetsang@raf.co.za). For further enquiries, you may contact Duduetsang Sonoon 012 429 5605 |

**Important Notes to this RFQ:**

* **Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address;**

(rfq.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);**
* **Historically Disadvantaged Individuals (HDI)\* claimed points for Race and Gender 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 will conduct business ONLY with CSD Registered suppliers;**
* **Should you not be contacted within 14 working days, 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 is required to report the matter to our toll free fraud line at 0800 005919.”

*\*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 f 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) 4](#_Toc2171286)

[Annex B : GENERAL CONDITIONS OF CONTRACT 5](#_Toc2171287)

[Annex C : RFQ SPECIFICATION 6](#_Toc2171288)

[Annex D : EVALUATION CRITERIA 10](#_Toc2171289)

[Annex E : COST BREAK DOWN 10](#_Toc2171290)

[Annex F : STANDARD BIDDING DOCUMENTS 13](#_Toc2171291)

1. 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. GENERAL CONDITIONS OF CONTRACT

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

1. RFQ SPECIFICATION

#### 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 RAF has its headquarters in Centurion - Pretoria and other offices country wide.

#### BACKGROUND OF THE PROJECT

The Road Accident Fund (RAF) wishes to appoint a suitable service provider to provide Logistics Management Training for thirteen (13) RAF employees.

**DETAILED SPECIFICATIO****N**

Number of delegates: 13

Training to be conducted in 2 groups

**Training Breakdown:**

* Training to be provided by the Service Provider.
* The delegates should attend based on the availability of the facilitator (successful service provider to provide proposed training dates after the award).
* All delegates will attend for two (2) days.
* The delegates will be split into two (2) groups, and each group will attend the training for two (2) days.
* Total service period: four (4) days (two (2) days for Group A and two (2) days for Group B)
* The training should be between 08:00 to 16:00 daily.
* Course fees must be inclusive of all related expenses.

**Course Specification:**

**Module 1.**

**Setting logistics strategy**

* Reorienting channels of distribution.
* Setting customer service levels.
* Choosing logistics technology.
* Performance measurement.
* Inventory policy issues.
* Transportation cost opportunities.
* Managing the distribution centre.
* Planning and control systems.
* Implementing logistics strategy.

**Module 2.**

**Logistics issues and priorities**

* Total logistics costs.
* Logistics activities.
* Logistics as a strategic weapon.

**Module 3.**

**Forecasting sales or usage**

* The keys to effective forecasting.
* How to measure forecast accuracy.
* How to improve forecast accuracy.

**Module 4.**

**Inventory management**

* The secrets of superior inventory performance.
* Costs and how to manage them – inventory carrying costs.
* The pros and cons of Vendor Managed Inventory (VMI).
* Optimal inventory decision making: Introducing DRP, ABC, JIT.
* Inventory and least-cost logistics.

**Module 5.**

**Transportation strategy**

* Transportation trends for the 21st Century.
* Buying transportation services.
* Private fleet, common carrier or contractor.
* Auditing and monitoring carriers.
* Where to find transportation savings.
* Understanding the regulatory framework.

**Module 6.**

**Outsourcing: Third- and fourth-party logistics provider**

* Understanding when to outsource.
* Dealing with the risks.
* Tactics for successful outsourcing.
* Choosing well.
* Managing the relationship.
* The winning formula.

**Module 7.**

**Trends in logistics technology**

* The core logistics applications
* Integrating order processing and Logistics Management
* New opportunities of mobile computing
* Data warehousing implications
* Supply chain collaboration
* Integrating technology in the supply chain
* Supply Chain Event Management
* Using logistics IT systems to support time-based competition

**Module 8**.

**Distribution centre management**

* Fulfilling the promise to customers.
* Creating the ‘perfect order’.
* Increasing revenue, reducing expenses, delivering the best ROI.
* Making the right design and operating choices.
* Designing operational flexibility.
* Examples of distribution logistics in action.
* Planning for improvement.

**Module 9.**

**Designing the best distribution network**

* Integrating with customers.
* Overcoming obstacles to change.
* Integrated relationship problem-solving.
* Getting stakeholders on your side.
* Devising a winning implementation plan.

**Module 10.**

**Organizing for effective logistics**

* Importance of effective logistics organisation.
* Logistics organisational structures.
* Decision-making strategies.
* Components of an optimal logistics organisation.
* Approach to develop an optimal logistics organisation.

**Important Notes:**

* The service provider must have accreditation with SETA and/or SAQA
* The training must be on Logistics Management.
* The training provider to provide Certificate of attendance for each successful candidate upon course completion.

1. EVALUATION CRITERIA

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

**Mandatory Requirements**

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

|  |  |  |  |
| --- | --- | --- | --- |
| MANDATORY REQUIREMENTS | | | |
| **CONTENT** | | **Compulsory** | |
| **Comply** | **Do Not Comply** |
| **1** | **Accreditation**  The service provider must be accredited with **SETA and/or SAQA.**  The service provider must submit valid proof of the letter of accreditation or accreditation certificate by the closing date and time of the RFQ.  The RAF reserves the right to validate and confirm validity. |  |  |

1. **Price and Specific Goals Evaluations**

The evaluation for Price and Specific Goals based preference system shall be based on the 80/20 and the points for evaluation criteria are as follows:

|  |  |  |
| --- | --- | --- |
| **Evaluation criteria** | | **Points** |
| **1.** | **Price** | **80** |
| **2.** | **Specific Goals**   |  |  |  |  | | --- | --- | --- | --- | | # | Specific Goal | Proof | Points Allocation | | 1 | South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 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 | | **20** |
| **Total** | | **100** |

1. COST BREAK DOWN
2. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead.
3. In cases where a service provider submits two (2) different offers, the price stated on the RFQ document will be accepted for the basis of the evaluation purposes.
4. The service provider/supplier is required to list all additional costs associated with the services listed above, with the conditions of when such costs will apply.
5. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR).
6. No price changes will be accepted after official Purchase Order (PO) is issued.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **ITEM DESCRIPTION** | **QUANTITIES** | **UNIT PRICE** | **TOTAL PRICE** |
| **1.** | Logistics Management Training for two (2) days per group (2 groups) as per the specification on Annexure C | 13 |  |  |
| **2** | Attendance certificates | 13 |  |  |
| **TOTAL** | | | |  |
| **VAT (IF VAT REGISTERED)** | | | |  |
| **GRAND TOTAL (VAT INCLUSIVE - IF VAT REGISTERED)** | | | |  |

1. STANDARD BIDDING DOCUMENTS

SBD 4 Bidders Disclosure

SBD 6.1 in Terms of PPR 2022