



REQUEST FOR QUOTATION (RFQ) NUMBER:	PR10114792 (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 ergonomic risk assessment services for RAF Cape Town Office.
RFQ ISSUED DATE	02 March 2026
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	06 March 2026 at 16:00
EXPECTED DATE SERVICES IS REQUIRED	Will be arranged with the preferred bidder
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	Not applicable
DELIVERY ADDRESS OF GOODS/SERVICES	1 Thibault Square, Long Street, 1 st 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.**
- **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 6
Annex E : COST BREAK DOWN 8
Annex F : STANDARD BIDDING DOCUMENTS..... 9

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 provide ergonomic risk assessment services for RAF Cape Town Office..

3. DETAILED SPECIFICATION

1x Ergonomics baseline assessment

- Conducted in accordance with the requirements of the Ergonomics Regulations
- Full report feedback, determining and identifying ergonomic areas of concern

The Risk Assessment must include the following:

- A complete hazard identification
- The identification of all persons who may be affected by ergonomics risks
- How employees may be affected by the ergonomic risks
- The analysis and evaluation of the ergonomic risks
- The prioritization of Ergonomic Risks
- Identification of the nature of ergonomics training required for employees
- Report to be submitted on findings and recommendations

Where:

- The primary address for work to take place is – 1 Thibault Square, Long Street, Cape Town, 8000
- Multiply floors; 1,2,5,6,7 & 8th floor
- Our office space is approximately 5500 square meters

By who:

- The risk assessment to be completed by a Certified Professional Ergonomist (CPE)
- This means a person who has in respect of work or task to be performed the required knowledge, training and experience in ergonomics and where applicable, qualifications specific to ergonomics provided that they were appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2008 (Act of 67 of 2008)
- The service provider to provide us with a COIDA Certificate

Annex D : EVALUATION CRITERIA

1. The evaluation criteria will be based on the following requirements:
 - ❖ Mandatory Requirements.
 - ❖ 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 Price and Specific Goals based preference system on the 80/20

Phase 1. Mandatory Requirements

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

No	Description	Comply	Not comply
1	<p>The bidder to submit documentation / certificate from Ergonomics Society of South Africa that the company representative performing the assessment is a Certified Professional Ergonomist (CPE). The validity period of the said document should be valid and active.</p> <p>The bidder must provide valid proof by the closing date and time of the RFQ.</p> <p>The RAF reserves the right to validate and confirm the registration.</p>		
Substantiate/Comments			
No	Description	Comply	Not comply
2	<p>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.</p> <p>The service provider must submit a valid copy of the letter of good standing for where the nature of business is either: Ergonomics or Safety Consulting or Occupational hygiene specialist/consultant or Occupational Health Services or Environmental Health & Safety Services or Health & Safety Consulting or Office chairs DLR or Consulting services.</p> <p>Note: The COIDA certificate of good standing may not be older than twelve (12) months.</p> <p>The bidder must provide valid proof by the closing date and time of the RFQ.</p> <p>The RAF reserves the right to validate and confirm the registration.</p>		
Substantiate/Comments			

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 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	UNIT PRICE	TOTAL PRICE
1.	Ergonomics Risk Assessment	1		
2.	Other Costs (If applicable)	1		
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: _____.

Annex F : **STANDARD BIDDING DOCUMENTS**

[SBD 4 Bidders Disclosure](#)

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

[Annexure A: Security Measures](#)