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| **REQUEST FOR QUOTATION (RFQ) NUMBER:** | **PR10111963 (Please use this number as reference when sending quotations and supporting documentation)** |
| **DESCRIPTION** | The Road Accident Fund (RAF) wishes to appoint a suitable Professional Facilitator for the Board Risk Assessment Workshop. |
| **RFQ ISSUED DATE** | **21 October 2025** |
| **RFQ VALIDITY PERIOD** | 30 days from the closing date. |
| **CLOSING DATE AND TIME** | **27 October 2025 @ 11h00 am** |
| **EXPECTED DATE SERVICES IS REQUIRED** | **30 and 31 October 2025** |
| **COMPULSORY BRIEFING SESSION** | **N/A** |
| **DELIVERY ADDRESS OF GOODS** | Delivery address to be confirmed, around Gauteng |
| **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 [jonathanm@raf.co.za](mailto:jonathanm@raf.co.za) For further enquiries, you may contact Jonathan Matjila on 012 621 1962 |

**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](mailto: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.**
* **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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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 Professional Facilitator for the Board Risk Assessment Workshop envisaged to be held between the period 30 and 31 October 2025.

#### DETAILED SPECIFICATION

In alignment with King IV, ISO 31000, and the PFMA, the RAF conducts an annual review of its Strategic Risk Profile and Risk Appetite Framework to ensure realities.

To enable a structured, objective, and inclusive approach, the ERM Department seeks to appoint a suitably qualified professional facilitator to lead the Board Risk Assessment Workshop for the 2026/27 financial year.

* 1. **Objectives of the Engagement**

**The Facilitators responsibilities will include**

1. Pre-Workshop Activities

* Review the RAF’s strategic objectives , existing risk registers and organisational context
* Design a tailored workshop agenda and facilitation methodology.
* Develop preparatory material and pre-reading packs for Board and EXCO members.

(b) Workshop Facilitation

* Facilitate a Board Risk Assessment Workshop (1 to 2 days) involving the Board, EXCO, and relevant stakeholders.
* Lead discussions to:
  + Identify and validate strategic risks.
  + Assess risks based on likelihood, impact, velocity, and inter-dependencies.
  + Achieve consensus on risk prioritisation.
* Ensure alignment between strategic objectives, risk appetite, and performance indicators.

(d) Post-Workshop Deliverables

* Submit a comprehensive workshop report and strategic risk register, capturing key insights, key risks, root causes and risk mitigations and any other recommendations, and next steps.
  1. **Expected Deliverables**

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| --- | --- | --- |
| Deliverable | Format | Due Date |
| Pre-workshop briefing pack | PDF | 2 weeks before workshop |
| Facilitated workshop sessions | Physical / Virtual | As scheduled (2 days) |
| Workshop report including Draft Strategic Risk Register | Excel PDF / Word | 10 working days post-workshop |

* 1. **Required Qualifications & Experience**

1. **The appointed facilitator must demonstrate:**

* Extensive experience (minimum 10 years) in enterprise risk management, governance, and strategy.
* A proven track record in facilitating board-level strategic risk workshops.
* Expertise in developing risk appetite frameworks and setting qualitative and quantitative statements.
* Sound knowledge of King IV, ISO 31000, and COSO ERM.

1. **Preferred Certifications:**

* Certified Risk Management Professional (CRM Prac / IRMSA) / ISO 31000 Lead Risk Manager / COSO ERM Certification / King IV Governance Specialist.

1. EVALUATION CRITERIA

The evaluation criteria will be based on the following requirements:

**Phase 1: Mandatory Requirements**

**Phase 2: Evaluation for Price and Specific Goals based on preference point system of 80/20.**

**Phase 1: Mandatory Requirements**

All Service Providers who do not meet all Mandatory Requirements will be disqualified and will not be considered for further evaluation on Specific Goals.

Service Providers must indicate by ticking (√) correct box indicating that they Comply or Do not comply.

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| **No** | **Mandatory Requirement** | **Comply** | **Not comply** |
| 1 | **Company Profile**  The service provider must provide a CV with a minimum of 10 years’ experience in facilitating Board or EXCO-level strategic risk assessment workshops.  A minimum of three (3) detailed project summaries where the service provider facilitated Board or EXCO-level strategic risk assessment workshops in the last 10 years. Each project summary must include:   * Client name and sector * Project title and scope of work * Period of engagement (start and end dates) * Key deliverables and outcomes * Contactable client reference   The RAF reserves the right to validate and confirm all engagements submitted. |  |  |
|  | **Substantiate / Comments** | | |

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| **No** | **Mandatory Requirement** | Comply | Not Comply |
| **2** | **Reference Letters**  The service provider must submit a minimum of two (2) reference letter in the client’s letterhead, confirming facilitation of Board-level strategic risk assessment workshops. The letter must contain the following details:   * Contact Person * Contact Numbers or Email Address * The letter must be signed   Please note: The RAF will not accept a list of references and/or references listed on a table other than signed reference letters. The RAF reserves the right to validate all reference letters submitted. |  |  |
|  | **Substantiate / Comments** | | |

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| **No** | **Mandatory Requirement** | Comply | Not Comply |
| **4** | **Certificates of the Facilitator**  The service provider must have a minimum of three (3) of the following certifications:   * NQF Level 8 Qualification, * IRMSA CRM Practitioner Certification/ * ISO 31000 Lead Risk Manager / * COSO ERM / * King IV Governance Specialist / * Other related certifications (Related Qualifications in Business, Governance, and Strategy (Acceptable if supported by relevant experience)Bachelor’s or Postgraduate qualification (BCom, BBusSc, BBA, BTech, Honours, Postgraduate Diploma, or Master’s) in: * Risk Management * Strategic Management * Corporate Governance * Business Administration / Business Leadership * Finance / Auditing * Master of Business Administration (MBA) * Master of Commerce / MPhil in Business Management or Governance * Chartered Accountant (CA(SA)) * Certified Internal Auditor (CIA) or Certified Government Auditing Professional (CGAP) * Certified Compliance Professional (CCP)   Certified copies of the facilitator’s qualifications and certifications must be submitted. Expired or incomplete certificates will not be accepted. |  |  |
|  | **Substantiate / Comments** | | |

**Phase 2: 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:

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| **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. 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.
3. Should the service provider who is not VAT-registered charge VAT, the service provider will be automatically disqualified.
4. Only prices completed in the table below will be accepted for evaluation purposes.
5. No price changes will be accepted after the official Award Letter / Purchase Order (PO) is issued.

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| **Deliverable** | **Quantity** | **Unit price** | **Total** |
| Facilitated workshop sessions | 2 |  |  |
| Workshop report inclusive of the Strategic Risk Register as an outcome of the session | 1 |  |  |
| Other Costs (if applicable) | 1 |  |  |
| **Total (VAT exclusive)** | | |  |
| **VAT (if VAT registered)** | | |  |
| **Grand Total** | | |  |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. STANDARD BIDDING DOCUMENTS

SBD 4 Bidders Disclosure

SBD 6.1 in Terms of PPR 2022

Annexure A: Security Measures