



REQUEST FOR QUOTATION (RFQ) NUMBER:	PR10112505 Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	The Road Accident Fund (RAF) wishes to appoint an experienced service provider to conduct 28 Defensive Driver Workshops across all nine provinces for a contracted period up to 12 months or until all trainings are completed, whichever comes first.
RFQ ISSUED DATE	23 October 2025
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	30 October 2025 at 15:00pm
EXPECTED DATE SERVICES IS REQUIRED	Will come into existence from the date of the last signatory
COMPULSORY SITE VISIT	N/A
DELIVERY ADDRESS OF GOODS/SERVICES	National
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.*

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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 an experienced service provider to conduct 28 Defensive Driver Workshops across all nine provinces for a contracted period up to 12 months or until all trainings are completed, whichever comes first.

3. DETAILED SPECIFICATION:

The Road Accident Fund (RAF) wishes to appoint an experienced service provider to conduct 28 Defensive Driver Workshops across all nine provinces for a contracted period up to 12 months or until all trainings are completed, whichever comes first.

No:	Provinces	Number of trainings
1	Gauteng	4
2	KwaZulu Natal	3
3	Limpopo	3
4	Mpumalanga	3
5	Western Cape	3
6	North-West	3
7	Northern Cape	3
8	Free State	3
9	Eastern Cape	3

The purpose of this assignment is to appoint a qualified and accredited service provider to facilitate 28 theoretical driver training workshops across all nine provinces of South Africa. These workshops aim to enhance road safety awareness and theoretical driving knowledge by educating drivers on the eight cardinal pillars of defensive driving with an aim of improving their ability to drive as to avoid crashes.

1. Knowledge of Traffic Rules and Road Signs
2. Good Visual Habits (Proper Observation)
3. Correct Following Distance
4. Speed Management
5. Situational Awareness and Anticipation
6. Risk Perception and Management
7. Vehicle Control and Handling
8. Driver Attitude and Alertness

Minimum Requirements

The prospective service provider must meet the following requirements:

- Be **accredited by TETA (Transport Education Training Authority)**.
- Have a proven track record in facilitating driver education and training.
- Provide **qualified and experienced facilitators** with relevant credentials.
- Have the capacity to deliver training in **multiple provinces** within the specified timeframes for a contracted period up to 12 months or until all trainings are completed, whichever comes first.

Workshop Specifications

Each theoretical driver workshop must adhere to the following:

- **Duration:** Maximum of **3 hours** per session.
- Each workshop covers 100 drivers
- **Training Content:**
 - Basic road rules and traffic signs.
 - Defensive driving principles.
 - Driver responsibilities and ethics.
 - Effects of alcohol, fatigue, and distractions.
 - Understanding of licensing procedures.

Service Provider Responsibilities

The appointed service provider will be expected to:

- Provide **comprehensive training manuals** for all attendees.
- Keep **detailed records** of all workshop attendees, including:
 - Full name
 - ID number
 - Contact details
 - Province and date of training
- Issue a **Certificate of Attendance** to each participant upon completion of the workshop.
- Provide a **consolidated final report** upon completion of all workshops, including:
 - Attendance registers
 - Summary of evaluations
 - Photographic evidence
 - Training feedback and recommendations

Annex D : EVALUATION CRITERIA

The Evaluation Process entails the following phases:

- Phase 1: Mandatory Requirements
- Phase 2: Price and Specific goals

Phase 1: Mandatory Requirements

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

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

Mandatory Requirement	Comply	Not Comply
TETA Accreditation The service provider or an individual employed by the service provider must have relevant training accreditation by Transport Education Training Authority. Any relevant accreditation on the subject matter (defensive driving training or any related) by Transport Education Training Authority will be acceptable. Service Provider or Individual must submit a valid copy of the accreditation certificate at the closing date and time of the RFQ. The RAF reserves the right to validate the accreditation.		
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:

Evaluation criteria					Points
1.	Price				80
2.	Specific Goals				20
	#	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	
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.
4. No price changes will be accepted after the official Award Letter / Purchase Order (PO) is issued.

NB: Full Cost Breakdown must include Training Manuals, Travel Cost and Accommodation (where applicable)

Provinces	Number of trainings	Price per training	Total Price
Gauteng	4		
KwaZulu Natal	3		
Limpopo	3		
Mpumalanga	3		
Western Cape	3		
North-West	3		
Northern Cape	3		
Free State	3		
Eastern Cape	3		
Total (VAT exclusive)			
VAT			
Total (VAT inclusive)			

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](#)