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| **REQUEST FOR QUOTATION (RFQ) NUMBER:** | **PR10111288** **(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 for servicing of Fire Suppression System once off. |
| **RFQ ISSUED DATE** | **10 September 2025** |
| **RFQ VALIDITY PERIOD** | 30 days from the closing date. |
| **CLOSING DATE AND TIME** | **19 September 2025 @11h00 am.** |
| **EXPECTED DATE SERVICES IS REQUIRED** | **1 week after receipt of purchase order or award letter** |
| **COMPULSORY BRIEFING SESSION/**  **SITE VISIT/SITE INSPECTION** | **16 September 2025 @11h00 am.**  **RAF, 12TH Floor Embassy Building 199 Anton Lembede Street Durban 4000** |
| **DELIVERY ADDRESS OF GOODS/SERVICES** | RAF, 12TH Floor Embassy Building 199 Anton Lembede Street Durban 4000 |
| **RFQ RESPONSES MUST BE EMAILED TO:** | **For Durban all quotations should be emailed to** [rfq-durban.procurement@raf.co.za](mailto:rfq-durban.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 [Phakamaniz@raf.co.za](mailto:Phakamaniz@raf.co.za). For further enquiries, you may contact Phakamanion 031 365 2979. |

**Important Notes to this RFQ:**

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

**(**[rfq-durban.procurement@raf.co.za](mailto:rfq-durban.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.*

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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 reputable Service Provider to provide a once off service of Fire Suppression Equipment.

#### DETAILED SPECIFICATION

* The complete integrity testing of Servicing of 1x control panel, 2x smoke detectors and sensors and stand by power duration.
* The service provider will be required to service 4x 102.2 kg cylinders.
* Servicing of all nozzles below the false floor and ceiling.
* One Pilot cylinder (140 bar) need to be upgraded or replaced with the modern version
* Servicing of fire extinguishers X 15
* Servicing and refilling of Aspiration Oxygen cylinder (4.6 Kg) X 1
* Servicing of Pilot cylinder (140 bar) X 1
* The complete testing of server room is well ventilated for airflow with unosbtruted airflow

Servicing certificate is required after completion.

**NB: THE SERVICE PROVIDER SHOULD PROVIDE A DETAILED ITEMISED QUOTATION PER SERVICE REQUESTED ON THEIR COMPANY LETTERHEAD**

1. EVALUATION CRITERIA

1. The evaluation criteria will be based on the following requirements:
2. Mandatory Requirements.
3. Evaluation for Price and Specific Goals based preference system on the 80/20.
4. The supplier must adhere to all mandatory requirements in order for the quote to be accepted for evaluation.
5. If the supplier failed to adhere with any mandatory requirements or if RAF is unable to verify whether the mandatory requirements are met, the RAF reserves the right to:
   1. Reject the quote and not evaluate

**Mandatory Requirements**

Bidders must indicate by **ticking (√)** the correct box indicating that they “Comply” OR “Not Comply”.

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| **Number** | **Description** | **Comply** | **Not Comply** |
| **1** | 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 Goodstanding must comply where the Nature of Business is that for electrician / electrical contractors / building works & services / engineering / manufacturing and installation / mechanical engineering / Fire Equipment / Install and Serv Fire extinguishers / Fire & Security / Security Equipment  **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 service provider must provide **valid** proof by the closing date and time of the RFQ. |  |  |
| **Substantiate / Comment** | | | |

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:

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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% owvership or more) | ID copy / CSD report | 8 | | 3 | Persons with disabilities  (minimum 51% owvership 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. 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;
4. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
5. No price changes will be accepted after official Purchase Order (PO) is issued.

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| **NO.** | **ITEM DESCRIPTION** | **QUANTITIES** | **UNIT PRICE** | **TOTAL PRICE** |
| 1. | **Integrity testing of Servicing of 1x control panel, 2x smoke detectors and sensors and stand by power duration.**  as per the specification on Annexure C. | sum |  |  |
| 2. | **Servicing Aspiration Oxygen cylinder (4.6 Kg)**  as per the specification on Annexure C. | 1 |  |  |
| 3.. | Servicing of all nozzles below the false floor and ceiling  As per the specification on Annexure C. | sum |  |  |
| 4. | **Servicing 4x RAF cylinders**  As per the specification on Annexure C. | 4 |  |  |
| 5. | **Servicing of 1x Pilot cylinder**  as per the specification on Annexure C. | 1 |  |  |
| 6. | **Servicing of fire extinguishers**  as per the specification on Annexure C. | 15 |  |  |
| 7. | **The complete testing of server room is well ventilated for airflow with unosbtruted airflow**  as per the specification on Annexure C. | 1 |  |  |
| **GRAND 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