



<b>RFI NUMBER:</b>	RAF/2026/00012
<b>DESCRIPTION:</b>	REQUEST FOR INFORMATION: APPOINTMENT OF A SERVICE PROVIDER TO CARRY OUT PHASE TWO OF THE TENANT INSTALLATION FOR THE HATFIELD OFFICE – PRASA HOUSE.
<b>PUBLISH DATE:</b>	02 APRIL 2026
<b>COMPULSORY SITE INSPECTION:</b>	DATE: 09 APRIL 2026 TIME: 11:00AM VENUE: 1040 BURNETT STREET, HATFIELD, PRETORIA.
<b>CLOSING DATE:</b>	16 APRIL 2026
<b>CLOSING TIME:</b>	11:00 AM
<b>RESPONSES MUST BE EMAILED TO:</b>	<a href="mailto:BACsecretariat@raf.co.za">BACsecretariat@raf.co.za</a>
<b>ATTENTION:</b>	SCM – DEMAND MANAGEMENT

<b>BIDDER NAME:</b>
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## BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If joint venture or consortium, indicate the following: <i>(To be completed for each joint venture/ consortium member)</i>	
Name of joint venture/consortium members	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following:	

<b>If using subcontractors, indicate the following:</b>	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	
<b>If joint venture or consortium, indicate the following:</b>	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

<b>If using subcontractors, indicate the following:</b> <i>(To be completed for each subcontractor)</i>	
Name of subcontractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

## ENQUIRIES

Enquiries regarding this Request for Information should be submitted via e-mail to:

Supply Chain Management	<a href="mailto:BACsecretariat@raf.co.za">BACsecretariat@raf.co.za</a>
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Enquiries should reference specific paragraph numbers, where appropriate.

All questions/ enquiries must be forwarded in writing prior to the submission date.

## **SCOPE OF WORK:**

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### **1. BACKGROUND OF THE RAF**

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 within the borders of the country. The RAF head office is in Centurion and RAF intends to establish Customer Experience Centres (CEC) in each province in the country.

### **2. SPECIAL INSTRUCTION TO BIDDERS**

- 2.1 The service provider must be an eligible, registered Service Provider in terms of the applicable laws of the Country and included in the National Treasury Central Supplier Database.
- 2.2 It is expected of bidders to have their Tax matters in order, prior to an award being made.
- 2.3 Companies or Director that are included on the National Treasury register for Restricted Suppliers and/ or Tender Defaulters will be automatically disqualified from the process.
- 2.4 The RAF reserves the right to appoint more than one bidder

### **3. BACKGROUND OF THE BID**

The Road Accident Fund has relocated the Pretoria regional office from Menlo Park to PRASA House. As part of the relocation project, the tenant installation is required to ensure that the building is set up to meet business and operational requirements of the regional office. The first phase of the Tenant Installation has been completed. The Road Accident Fund (RAF) seeks to appoint a service provider to carry out the second phase of the Tenant Installation on the new regional office in Hatfield, PRASA House.

### **4. SCOPE OF WORK**

- 4.1 See Annexure A – Bill of Quantities.

**5. EVALUATION CRITERIA AND METHODOLOGY**

The Evaluation Process shall be conducted under the following phases:

**Phase 1: Initial Screening Process** - At this phase Bidders responses are reviewed to check if Bidders have responded according to RAF RFI document. **NB: Compulsory Site Inspection.**

**Note:** Bidders who do not attend the Compulsory Site Inspection will be disqualified during the Initial Screening Process and will not be evaluated further on the Mandatory Requirements.

**Phase 2: Mandatory Evaluation Process** - At this phase Bid Responses are evaluated as per the evaluation criteria specified in the Request for Information (RFI) document for compliance to Mandatory Requirements.

**6.1 MANDATORY REQUIREMENT (PHASE 2)**

All Bidders who do not meet Mandatory Requirements will be disqualified and will not be considered for further evaluation on the functional requirements.

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

5.1.1 Mandatory	Comply	Not Comply
<p>The bidder must be registered for Construction Industry Development Board (CIDB) <b>minimum of 5GB.</b></p> <p>The Bidder must submit valid (not expired or restricted) proof of CIDB registration.</p> <p>Note: The RAF reserves the right to verify / validate the proof submitted with CIDB.</p>		

**6. BIDDER'S PRICING**

This annexure should be completed and signed by the Bidder's authorized personnel as indicated below:

Please indicate your total bid price here ..... (Compulsory)

Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.

No.	Description	Grand Total (Incl. VAT)
1	See Annexure A – Bill of Quantities	

## **7. ANNEXURES**

Annexure A – Bill of Quantities

Annexure B – Floor Drawings

Annexure C – Alteration Finishes Specification

Annexure D – Standard Bidding Document (SBD) 4