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| --- | --- |
| **REQUEST FOR QUOTATION (RFQ) NUMBER:** | **PR10112039 (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 an Office Space for Rental for RAF Gqeberha CSC Office for a period of twelve (12) months starting from 01 November 2025. |
| **RFQ ISSUED DATE** | **02 October 2025** |
| **RFQ VALIDITY PERIOD** | 30 days from the closing date. |
| **CLOSING DATE AND TIME** | **07 October 2025 @ 12:00** |
| **EXPECTED DATE SERVICES IS REQUIRED** | 12 (twelve) months agreement which will come into existence from the date of the last signatory |
| **COMPULSORY BRIEFING SESSION/**  **SITE VISIT/SITE INSPECTION** | **N/A** |
| **DELIVERY ADDRESS OF GOODS/SERVICES** | Gqeberha |
| **RFQ RESPONSES MUST BE EMAILED TO:** | **For East London Office all quotations should be emailed to**  [rfq-eastlondon.procurement@raf.co.za](mailto:rfq-eastlondon.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 [**mihlalim1@raf.co.za**](mailto:mihlalim1@raf.co.za) **or** [**imithat@raf.co.za**](mailto:imithat@raf.co.za)For further enquiries, you may contact Mihlali Mputa: 043 707 4710 |

**Important Notes to this RFQ:**

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

**(**[**Rfq-eastlondon.procurement@raf.co.za**](mailto:Rfq-eastlondon.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 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 000.00.

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 wishes to appoint a suitable service provider to provide an Office Space for Rental for RAF Gqeberha CSC Office for a period of twelve (12) months starting from 01 November 2025.

#### The office will be used as a Client Service Centre (CSC). The high-level requirements are for South African Property Owner Association (SAPOA) or Rode Report for a Grade B Office Space of 330m2 Gross Lettable Area (GLA) for a period of twelve (12) months preferably on the Ground Floor with parking.

#### DETAILED SPECIFICATION

* Complete build structure that can be viewed.
* Grade B building as defined by SAPOA.
* Preferably on the Ground Floor.
* Approximately 330m² of office space.
* Eighteen (18) secure on-site parking of which three (3) are for the physically disabled.
* Office space suitable for open plan and enclosed offices.
* A Reception Area
* Meeting Rooms
* Pause Area
* Kitchen with hot and cold-water supply, wash up facility, equipped to accommodate electrical

appliances (Fridge, microwave oven, kettles and cupboard storage space.

* Ablution facilities per floor if in a multi-storey building.
* Facilities for people with special needs/disabilities.
* Close to Qheberha Central Business District area.
* Public transport routes/nodes
* Easily accessible by both public and staff
* Backup power supply and UPS
* Backup water supply
* Compliant with OHS and National Building Regulations

#### The lease agreement:

* The lease will be for a twelve (12) months, expected to commence in November 2025.
* A detailed cost per item (schedule) must be provided (Rent, Operational Cost, Parking, Storage, Maintenance, etc.).
* Special conditions will be defined. (This will form part of the lease agreement).
* The rental rate must be in line with existing market rates.

**The requirements for the area include:**

* Qgeberha Central Business District area.
* Near public transport routes/nodes.
* Easily accessible by both public and staff.

**The requirements for the building include:**

* The building must be an existing building - complete built structure that can be viewed.
* A Grade B (as defined by SAPOA).
* The total rental area excluding parking must be 330m2
* Eighteen (18) secured parking bays of which three (3) should be people with disabilities.
* Preferably the space must be at street level
* The complete rentable area must be in the same building.
* The building must have access for people living with special needs/disability (e.g. handrails and wheelchair ramps, ablutions).
* The building must be free of defects or issues e.g. Water Leaks, Pest Infestations, etc.

Grade B buildings as defined by SAPOA

* Are generally older buildings built 10 to 30 years ago, but accommodation and finishes are close to modern standards because of refurbishments and renovation from time to time.
* May have undergone partial refurbishments to remain functional and competitive.
* Still offer reasonable quality office space, but lack the modern features, finishes, and prime locations of Grade A or P-grade buildings
* Air conditioning and on-site parking or bays dedicated to the building is essential.
* Minimum ceiling height, less flexible floorplates. Modest landscaping with minimal exterior space.

**The requirements for building systems/services include:**

* The building must make provision for a lift(s) if space spans over more than one floor.
* Consecutive floors if space spans over more than one floor.
* The Office Space must be fully air-conditioned and ventilated as per SAPOA minimum of Grade B buildings.
* Back up water supply in case of municipal water disruption would be preferred.
* Full back-up power with (Generator and UPS) should be provided in case of power outages or indicate whether space will be provided for RAF to install a backup generator.
* The space(s) on offer must have its own Electric Distribution Board(s) and an up-to-date Electrical Certificate of Compliance (COC) must be available on request.
* Building to provide lighting in accordance with SANS 10400.
* The Office Space must have existing Fire Detection and prevention services or make provision for these in compliance with Part T of SANS 10400.
* Ablution facilities for male and females, inclusive of facilities for the disabled in accordance with SANS 10400, must be available and in good working condition.
* All ablution facilities must follow applicable legislation both in size and quantity in accordance with SANS 10400, must be available for inspection and in good working condition.
* The floor(s) assigned to the RAF in the building (space) must have at least one (1) existing toilet for people living with disabilities on each floor.
* The Office Space must have Double Tier Cable Trays in ceiling voids or make allowance for these.
* The Office Space should be suitable to accommodate the following but not limited to:
* Office space suitable for open plan and enclosed offices
* A Reception Area
* Meeting Rooms
* Storeroom
* Ablution facilities per floor if in a multi-storey building
* Facilities for persons with disabilities
* Pause Area
* Kitchen area with hot and cold-water supply, wash up facility, equipped to accommodate electrical appliances (full height Fridge, Microwave Oven, Kettle(s), etc.) as well as Cupboard Storage Space.

**The requirements for safety and security include:**

* All safety equipment must be serviced and up to date (e.g. Firefighting Equipment) as per legislative requirements.
* The building should preferably allow for more than one entrance/exit by staff, clients and service providers/goods i.e. receiving goods should not interfere with service delivery to clients.
* The building must be safe and secure, make provision for controlled access for staff and visitors and provide adequate security measures (burglar proofing (windows and doors), Alarm, Guarding, Electric Fences, Biometrics, etc.)
* The building must provide adequate emergency evacuation measures according to SANS 10400.

**Landlord must provide:**

* The lessor must draft the office lay-out submission drawings (if alterations are required), submit to the City Council for approval and for a Certificate of Occupancy and provide RAF with same in digital format.
* The lease offered must provide for air-conditioning and maintenance thereof as part of the lease.
* If the building is fitted with a lift the landlord must maintain the lift.
* Back up water supply in case of municipal water disruption would be preferred.
* Full back-up power with (generator and UPS) should be provided in case of power outages or indicate whether space will be provided for RAF to install a backup generator.
* All exterior windows and glazed doors must be washed bi-annually.
* Maintain all garden areas at an acceptable level and keep the campus clean of debris, if applicable.
* The expectancy is that the let area will remain at Grade B level for the duration of the lease.

**Excluded from Rental/Operational Cost:**

* The lessor must be willing to undertake the tenant installation, in line with the RAF space standards and corporate identity, in preparation of occupation as negotiated and at the cost of the RAF.
* The lessor must be willing to provide a tenant installation allowance.
* The lessor must be willing to provide a period of beneficial occupation.
* The lease offered should provide an option for building maintenance by the lessor/landlord as part of the lease e.g. replacement of globes in double volume areas.
* In both single or multitenant RAF will not pay for levies and taxes and rates it is for account of landlord.
* Diesel Generator twelve (12) months maintenance (If provided by the Landlord)
* Maintenance of Aircons
* Service of Fire Hose Reels, Extinguisers and Fire Detective Systems
* Maintenance of backup water system
* General plumbing and carpenrty maintenance
* Wash of exterior windows

**Special Permissions:**

* Approval for exterior and shop front signage and branding must be granted.
* The lease offered must provide the RAF with right of first refusal of additional space/lease renewal.
* Should the property owners be represented by an agent, mandates must be presented.

**The requirements for parking include the following:** **(confirmation of such is to be detailed in the proposal)**

* A minimum of eightteen (18) secure on-site parking bays of which three (3) for the physically disabled.
* RAF should be given right of first refusal to any additional parking that becomes available to the landlord during the lease period.

1. EVALUATION CRITERIA
2. The evaluation criteria will be based on the following requirements:

* Phase 1: Mandatory Requirements
* Phase 2: Site Inspection
* Phase 3: Price and Specific Goals based preference system on the 80/20.

All service providers who do not meet Mandatory Requirements will be disqualified and will not be considered for further evaluation for Site Inspection.

**Phase 1: Mandatory Requirements**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory** | | **Comply** | **Not Comply** |
| 1.1 | The service provider must submit:   * A proposed Lease Agreement for twelve (12) months * Full set of clear black and white Floor Plan at a readable scale must be submitted with the bid   The proof must be submitted by the closing date and time of the RFQ. |  |  |
|  | **Substantiate / Comments** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory** | | **Comply** | **Not Comply** |
| 1.2 | The service provider must confirm that the building will be available from 01 November 2025  The service provider must tick **comply or not comply.**  Failure to not tick **comply or not comply** will result to disqualification |  |  |
|  | **Substantiate / Comments** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory** | | **Comply** | **Do Not**  **Comply** |
| 1.3 | The service provider must confirm that the Office Space on offer is in the Central Business District of Gqeberha  The service provider must tick **comply** or **not comply**.  Failure to not tick **comply** or **not comply** will result to disqualification |  |  |
|  | **Substantiate / Comments** | | |

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| --- | --- | --- | --- |
| **Mandatory** | | **Comply** | **Not Comply** |
| 1.4 | Where the service provider is an **agent or broker**, the service provider must provide proof of **mandate** if acting on behalf of the owner/landlord. The RAF does not pay commission on agent fees.  Where the service provider is the **owner or landlord**, the service provider must provide a title deed or registered bond on the property.  The proof must be submitted by the closing date and time of the RFQ |  |  |
|  | **Substantiate / Comments** | | |

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| --- | --- | --- | --- |
| **Mandatory** | | **Comply** | **Not Comply** |
| 1.5 | The service provider must confirm that exterior and shop fronts signage and branding will be allowed.  The service provider must tick **comply or not comply.**  Failure to not tick **comply or not comply** will result to disqualification. |  |  |
|  | **Substantiate / Comments** | | |

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| --- | --- | --- | --- |
| **Mandatory** | | Comply | Not Comply |
| 1.6 | The service provider must confirm that the building have Ablution Facilities, including at least one facility for the physically disabled on every floor to be leased.  The service provider must tick **comply or not comply.**  Failure to not tick **comply or not comply** will result to disqualification. |  |  |
|  | **Substantiate / Comments** | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Mandatory** | | Comply | Not Comply |
| 1.7 | Service Provider must provide a Membership Certificate from South African Property Associaton (SAPOA).  The proof must be submitted by the closing date and time of the RFQ. |  |  |
|  | **Substantiate / Comments** | | |

| **Phase 2: SITE INSPECTION**  All service providers who met the Mandatory Requirements will be subject to a Site Inspection.  Service Providers must meet all the Site Inspection Requirements in order to be evaluated further for Price and Specific Goals.    **NB: Each building proposed will be evaluated based on the Site Inspetion as per below requirements** | **Comply** | | **Comments** |
| --- | --- | --- | --- |
| **Yes** | **No** |
| **Site Requirements** | | | |
| * Office Space must be on the ground floor preferably. However, any other floor will be accepted provided there are proper lifts to make provision for the people living with disability. |  |  |  |
| * Building suitably located in terms of security, accessibility and in close proximity to public transport. (Central Business District) |  |  |  |
| * Large floor plates (Tiles or Carpets on the floor) |  |  |  |
| * Minimum columns (pillars in the building) to maximize office space usage |  |  |  |
| * The building should allow for comfortable entrance / exit to and from the building by staff, clients and service providers. (Minimum double door entrance) |  |  |  |
| * The building must make provision for access control and allow RAF to implement their own access control as per RAF standards. |  |  |  |
| * Walk-in center disability friendly |  |  |  |
| * The building should have access for people with special needs/ disability (e.g. Wheel Chair Ramp) or make allowance for this |  |  |  |
| * Minimum of Eighteen (18) parking bays of which three (3) for the physically disabled. |  |  |  |
| **Building – General Requirements** | | | |
| * The building must be an existing building (complete built structure) |  |  |  |
| * Grade B Office Space (refer to background) |  |  |  |
| * Iinterior finishes must be in good condition i.e Walls, Plaster and Paint |  |  |  |
| * Ample natural light. The building must have sufficient windows to allow natural light inside the building. |  |  |  |
| * No Visible defects (Applicable to existing buildings). |  |  |  |
| * No Water leaks |  |  |  |
| * No Pest Infestations |  |  |  |
| * Ablution facilities, including facilities for the physically disabled must be available |  |  |  |
| **Building Services** | | | |
| * The Office Space must be fully air-conditioned and ventilated |  |  |  |
| * Air-conditioning in good condition (Applicable to existing buildings and have to be included in the new building structure). |  |  |  |
| * The Office Space(s) on offer must have its own Distribution Board(s) |  |  |  |
| * The Office Space must have existing Fire Detection and prevention services |  |  |  |
| * The Office Space must have Double Tier Cable Trays in ceiling voids or make allowance for these |  |  |  |

**I, the undersigned (Name and Surname of service provider) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ certify that: I have**

**checked all relevant content and agree to render services according to it.**

**Signature of service provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Phase 3: 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**   |  |  |  |  | | --- | --- | --- | --- | | # | 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. The service provider/supplier is required to provide a full cost breakdown for each item required on an official company letterhead;
3. In cases where a service provider submits two (2) different offers, the price stated on the RFQ document will be accepted for the basis of the evaluation purposes.
4. 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;
5. All prices must be VAT inclusive (if VAT registered) and must be quoted in South African Rand (ZAR);
6. No price changes will be accepted after official Purchase Order (PO) is issued.

**PART A**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NO.** | **ITEM DESCRIPTION** | **Square Metre** | **Rate per square metre** | **Price per Month** | **Total price for twelve (12) months** |
| **1** | Rental of Office Space for twelve (12) months as per the 330m² outlined on the specification | 330m² |  |  |  |
| **TOTAL** | | |  |  |  |
| **VAT (IF VAT REGISTERED)** | | |  |  |  |
| **GRAND TOTAL FOR TWELVE (12) MONTHS (VAT INCLUSIVE - IF VAT REGISTERED)** | | |  |  |  |

**PART B**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **ITEM DESCRIPTION** | **Period** | **Price per Month** | **Total price for twelve (12) months** |
| **1** | Parking (As per specification) prices must be inline with market rates | 12 Months |  |  |
| **TOTAL** | | |  |  |
| **VAT (IF VAT REGISTERED)** | | |  |  |
| **GRAND TOTAL FOR TWELVE (12) MONTHS (VAT INCLUSIVE - IF VAT REGISTERED)** | | |  |  |

|  |  |
| --- | --- |
| **TABLE** | **PRICING** |
| Total price for Part A |  |
| Total Price for Part B |  |
| **TOTAL PRICE FOR PART A AND B** |  |

**Variable costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Variable Costs** | | | | |
| Item No. | Description | Unit of measurement | Price Per Month (VAT Excluded) **If not VAT Registered** | Price Per Month (VAT Included) **If VAT Registered** |
| 1 | | Refuse / Sewerage | Monthly cost |  |  |
| 2 | | Water | Monthly cost |  |  |
| 3 | | Electricity | Monthly cost |  |  |

**Ad-hoc service**

|  |  |  |
| --- | --- | --- |
| **Ad-hoc Service** | | |
| **Item No.** | **Description** | **Indicate % mark-up** |
| 1 | Diesel for Generator |  |

1. STANDARD BIDDING DOCUMENTS

SBD 4 Bidders Disclosure

SBD 6.1 in Terms of PPR 2022