



RFI NUMBER:	RAF/2026/00029
DESCRIPTION:	REQUEST FOR INFORMATION: RENTAL OF OFFICE FURNITURE AND EQUIPMENT (SUPPLY, DELIVERY, INSTALLATION AND MAINTENANCE OF OFFICE FURNITURE) FOR RAF OFFICES IN ALL NINE (9) PROVINCES.
PUBLISH DATE:	22 MAY 2026
CLOSING DATE:	29 MAY 2026
CLOSING TIME:	11:00 AM
RESPONSES MUST BE EMAILED TO:	BACsecretariat@raf.co.za
ATTENTION:	SCM – DEMAND MANAGEMENT

BIDDER NAME:

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:	
Name of prime contractor	
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:	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following: <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:

SCM – Demand Management	BACsecretariat@raf.co.za
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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:

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

- 3.1 The Road Accident Fund invites experienced and suitable service providers to submit a proposal for rental of office furniture (supply, delivery, installation and maintenance) for RAF offices in all nine (9) provinces (Nationally).
- 3.2 The RAF has taken a business decision not to purchase office furniture outright and seeks an appropriate proposal from prospective suppliers (to supply office furniture to the RAF in accordance with the scope of work below) that is feasible, affordable and meets the requirements of the RAF.

4. SCOPE OF REQUIREMENTS

- 4.1 The successful bidder will be required to source or manufacture office furniture and equipment specified in Annexure A for the RAF compliant with the RAF Corporate Identity set out in Annexure B or equivalent to match existing office furniture and corporate colours. Any variation in style, type or colour will be subject to RAF approval.
- 4.2 Office furniture and equipment must provide furniture of a high quality and comply with approved SABS standards for office furniture where applicable.

5. BIDDER'S PRICING

5.1 See Annexure A