



REQUEST FOR QUOTATION (RFQ) NUMBER:	PR10114350 (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 first aid training at an external venue for the Cape Town offices
RFQ ISSUED DATE	10 February 2026
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	16 February 2026 at 11:00
EXPECTED DATE SERVICES IS REQUIRED	Will be arranged with the preferred bidder for February / March 2026
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	Not applicable
DELIVERY ADDRESS OF GOODS/SERVICES	Service provider to source external venue
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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Annex A : **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 to not 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: _____

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 a suitable service provider to provide first aid training at an external venue for the Cape Town offices.

3. DETAILED SPECIFICATION

- 15 Members to be trained
- Offsite/external training - external venue to be sourced by service provider
- Training to be within 5km radius of 1 Thibault Square, Long Street, Cape Town.
- Training: split into 2 groups
- Days of training: 2 days per group (total 4 days)
- Lunch to be provided
- 2yrs certification required. Upon completion of training, certificates are to be provided
- Upon completion of the course, the learner needs to have an understanding of how to perform basic life support and first aid procedures
- SAQA (South Africa Qualifications Authority aligned course)
SAQA Unit Standard: 119567
- Provide all study material/manual/ workbook and portfolio aligned workbook for assessment (PoE)
- Training to be outside the office, service provider to source external venue inclusive of all expenses including refreshments (coffee, tea, biscuits) and the following catering to be included on the quotation:
 - ¼ Grilled chicken with single side of chips and a buttered roll
 - (variety of flavors – lemon & herb, mozambican paprika, or mild peri peri)
 - 300ml Soft drink
 - 500ml Still water (must be provided at the start of training)
 - Dietary: All Halaal meals

First Aid Training Requirements

- Basic principles of assessing an emergency situation and contacting the emergency services quickly
- Understand the laws of first aid, including the principles of emergency care
- Demonstrate the understanding of emergency scene management
- Treat wounds and arrest bleeding
- Know the first aid required for different injuries
- Utilize the correct equipment and safety precautions when administering first aid
- Understanding potential hazards in the work environment
- Performing cardio-pulmonary resuscitation (CPR)

Annex D : EVALUATION CRITERIA

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

- ❖ Mandatory Requirements.
- ❖ Evaluation for Price and Specific Goals based preference system on the 80/20.

All Bidders who do not meet Mandatory Requirements will be disqualified and will not be considered for further evaluation on Price and Specific Goals based preference system on the 80/20

Phase 1. Mandatory Requirements

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

No	Description	Comply	Not comply
1	Accreditation The service provider must be accredited with Sector Education and Training Authorities (SETA) or/and Quality Council for Trades and Occupations (QCTO) . The service provider must submit valid proof of the letter of accreditation or accreditation certificate by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm validity.		
Substantiate/Comments			

No	Description	Comply	Not comply
2	The Bidder must provide the address of the proposed venue that will be used for the training requirements. This information will be subject to a verification process to ensure the requirement as set out under Annexure C has been met. Address and name of proposed venue: _____ _____ The bidder must submit the address detail by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm the information.		
Substantiate/Comments			

No	Description	Comply	Not comply
3	<p>The service provider must provide a minimum of one (1) Reference Letter from previous companies / clients for whom they have provided First Aid Training services in the last seven (7) years, letters signed before 01 February 2019 will not be accepted. The reference letter must contain the following details:</p> <ul style="list-style-type: none"> • The name of the company at which the training was rendered • Contact person • Contact numbers or email address • The reference letter should indicate that the service provider rendered First Aid Training • The reference letter must include a signature or/and electronic signatures are permitted <p>Please note: The RAF will not accept a list of reference letters presented in a table, they must be provided on company letterhead from the client.</p> <p>The RAF reserves the right to validate all reference letters submitted. The reference letters must be in the form of individual letter(s) from the respective clients.</p> <p>NB: If the reference letters submitted do not include the information on the bullet points above then it will not be considered.</p> <p>The bidder must submit the address detail by the closing date and time of the RFQ.</p> <p>The RAF reserves the right to validate and confirm the information.</p>		
Substantiate/Comments			

2. Price and Specific Goals Evaluations

The evaluation for Price and points claimed for Preferential Procurement Specific Goals, in terms of Preferential Procurement Policy Framework Act, 2022, shall be based on the 80/20 principle as follows:

Evaluation criteria					Points
1.	Price				80
2.	Specific Goals				20
	#	Specific Goal	Proof	Points Allocation	
	1	An HDI refers to a South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, (Act NO. 8 of 1996) or the Constitution of the Republic of South Africa, Act NO.5 of 2005. (Includes a minimum of 51% ownership or more)	CSD Report	10	
	2	Women (minimum 51% ownership or more)	ID copy / CSD report	8	
	3	(Persons living 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, failure to provide price on the below table will lead to disqualification.**
4. No price changes will be accepted after the official Award Letter / Purchase Order (PO) is issued.

NO.	ITEM DESCRIPTION	QUANTITIES	UNIT PRICE	TOTAL PRICE
1	First Aid Training (as per specifications)	15		
2	External venue (as per specifications)	4 days		
3	Catering requirements (as per specifications 2 days per group - inclusive of water and soft drinks)	30		
4	Other Costs (if applicable)	1		
GRAND TOTAL				
VAT (IF VAT REGISTERED)				
GRAND TOTAL (VAT INCLUSIVE - IF VAT REGISTERED)				

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: _____.

Annex F : **STANDARD BIDDING DOCUMENTS**

[SBD 4 Bidders Disclosure](#)

[SBD 6.1 in Terms of PPR 2022](#)

[Annexure A: Security Measures](#)