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| **REQUEST FOR QUOTATION (RFQ) NUMBER:** | **PR10111228 (Please use this number as reference when sending quotations and supporting documentation)** |
| **DESCRIPTION**  | The Road Accident Fund (RAF) wishes to appoint a suitably service provider to source suitably qualified speaker for the RAF Women’s Day events in RAF Cape Town. |
| **RFQ ISSUED DATE** | **14 August 2025** |
| **RFQ VALIDITY PERIOD** | 30 days from the closing date. |
| **CLOSING DATE AND TIME** | **20 August 2025 at 11:00am** |
| **EXPECTED DATE SERVICES IS REQUIRED** | **29 August 2025** |
| **COMPULSORY BRIEFING SESSION/****SITE VISIT/SITE INSPECTION**  | **N/A** |
| **DELIVERY ADDRESS OF GOODS/SERVICES** | **Protea Hotel Fire And Ice Cape Town** |
| **RFQ RESPONSES MUST BE EMAILED TO:** | **Cape Town 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** | **Attention: Harold Nicholson****Email 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 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 suitably service provider to source suitably qualified speaker for the RAF Women’s Day events in RAF Cape Town.

1. **DETAILED SPECIFICATIO****N**

#### Details of the event

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Region** | **Event Venue** | **Date** | **Estimated number of attendees** | **Number of Speaker** |
| Cape Town | Protea Hotel Fire & Ice | 29 August 2025 | 190 | 1 |

#### Speaker(@11:30 for 45 minutes)

* Source one (1) guest speaker in any of the following fields of expertise:
* Female Clinical or
* Counselling Psychologist or
* Gynaecologist or
* a Sexologist
* Clinical or Counselling Psychologist topic for discussion:
* Discuss Mental Health & Emotional Wellness for Women in the Workplace: Managing stress, burnout, and the emotional load carried by women juggling multiple roles.
* Gynaecologist or sexologist topic for discussion:
* Common women’s health issues – breast cancer, reproductive health, hormonal wellness.
* She must be a reputable speaker with public speaking experience, with regular speaking opportunities.
1. EVALUATION CRITERIA
* Phase 1: Mandatory Requirements.
* Phase 2: 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

**Mandatory Requirements**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Description** | **Comply** | **Not comply** |
| 1 | **Experience for a** **Speaker**The service provider must submit a portfolio of evidence that the Clinical or Counselling Psychologist or gynaecologist or the sexologist has experience in rendering relevant talks as per the above specifications. A **minimum** of 3 speaking events/platforms must be indicated **on the table below or submitted as an Annexure**, the following must be indicated:

|  |  |
| --- | --- |
| Name and Surname of Expert |  |
| HPCSA Registration number |  |
| Company/Organization 1 |
| Name of Company |  |
| Type of Event/Speaking platform |  |
| Topics of presentation |  |
| Contactable company/organization’s reference details |  |
| Company/Organization 2 |
| Name of Company |  |
| Type of Event/Speaking platform |  |
| Topics of presentation |  |
| Contactable company/organization’s reference details  |  |
| Company/Organization 3 |
| Name of Company |  |
| Type of Event/Speaking platform |  |
| Topic of presentation |  |
| Contactable company/organization’s reference details |  |

**Please note: The RAF reserves the right to validate and confirm the company’s details submitted.**  |  |  |
| **Substantiate/Comments**  |

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:

|  |  |
| --- | --- |
| **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.

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| --- | --- | --- | --- | --- |
| **NO.** | **ITEM DESCRIPTION** | **QUANTITIES** | **UNIT PRICE** | **TOTAL PRICE** |
| **1.** | **Speaker** (as per above specifications) | 1 |  |  |
| **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

Annexure A: Security Measures