

REQUEST FOR QUOTATION (RFQ) NUMBER:	PR10113665 (Please use this number as reference when sending quotations and supporting documentation)
DESCRIPTION	The Road Accident Fund (RAF) wishes to appoint an Educational Psychologist to conduct a detailed clinical examination of a motor vehicle accident claimant.
RFQ ISSUED DATE	19/01/2026
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	26/01/2026 at 13:00
EXPECTED DATE SERVICES IS REQUIRED	Once the Award has been issued
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	N/A
DELIVERY ADDRESS OF GOODS/SERVICES	Road Accident Fund (Cape Town), 1 Thibault Square, Long Street, Cape Town.
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: _____

Annex B :

GENERAL CONDITIONS OF CONTRACT

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 an Educational Psychologist to conduct a detailed clinical examination of a motor vehicle accident claimant.

3. DETAILED SPECIFICATION

The appointed Educational Psychologist will be required to:

- Conduct a comprehensive psycho-educational assessment of the claimant, including cognitive, academic, emotional, behavioural, and adaptive-functioning evaluations.
- Review all relevant documentation, including school records, Individual Education Plans (IEPs), psycho-educational reports, academic transcripts, therapeutic or developmental reports, medical records (where relevant), and any previous medico-legal assessments already obtained.
- Assess the claimant's developmental, educational, and psychological history, including pre- and post-incident functioning, learning profile, behavioural presentation, and emotional/mental health factors impacting educational performance.
- Evaluate current cognitive abilities, academic achievement levels, learning needs, and psychological/emotional functioning, using standardised, validated psychometric tools appropriate for the claimant's age and background.
- Identify educational barriers, functional limitations, and learning difficulties, and determine the extent to which these limitations impact academic engagement, learning potential, and long-term educational prospects.
- Provide an opinion on the claimant's future educational trajectory, including the impact of identified limitations on access to the curriculum, progression through the school system, potential need for special education services, accommodations, or interventions.
- Offer a prognosis regarding long-term educational, vocational, and psychosocial outcomes, particularly in relation to the effects of the injury/incident under review.
- This assessment must provide an evidence-based foundation for calculating future academic support needs and potential long-term vocational impact.

Completion of Medico-Legal Requirements (where applicable), including:

- A structured, clearly reasoned opinion on the claimant's educational and psychological functioning.
- Interpretation of all psychometric scores in line with professional standards and normative data. An indication of whether the claimant presents with significant, measurable educational impairment linked to the incident.
- Recommendations for remedial support, therapeutic interventions, accommodations, and long-term educational planning.
- Final signature, certification, and confirmation that the assessment meets professional and medico-legal standards for Educational Psychology.

This request requires the medical expert to be situated and have an office within 50km radius of the RAF office, 1 Thibault Square, Long Street, Cape Town.

An appointment/date for the claimant's examination will be arranged following the appointment of the medical expert.

The RAF will provide the appointed medical expert with the following: (if applicable)

- Full set of medical records
- Accident report, witness statements
- Employment records, payslips, and vocational details for earnings assessment
- Previous expert reports
- Imaging (CT, MRI) and radiology discs
- Claimant's personal documentation

Medical Expert must be registered with the HPCSA.

Report to be completed within one month after receipt of award letter.

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

Number	Description	Comply	Not Comply
1	<p>Registration</p> <p>The Educational Psychologist must be registered with the Health Professions Council of South Africa (HPCSA).</p> <p>The bidder must submit valid and current proof of registration from the Health Professions Council of South Africa (HPCSA) for the Educational Psychologist.</p> <p>The bidder must provide valid proof of registration by the closing date and time of the RFQ.</p> <p>The RAF reserves the right to validate and confirm the registration.</p>		
Substantiate / Comment			
Number	Description	Comply	Not Comply
2	<p>Address</p> <p>The bidder must have an office within 50km radius of the RAF Cape Town Office.</p> <p>The bidder must furnish proof of the name of the bidder or name of the Owner or Director of the company indicating physical address such as:</p> <ul style="list-style-type: none">• Proof of Ownership or Title Deed or• Valid Lease Agreement or• Municipality Statement (Utility Bill) – Not older than three (3) month <p>The proof must be submitted by the closing date and time of the RFQ.</p> <p>The RAF reserves the right to validate and confirm validity.</p>		
Substantiate / Comment			

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			
2.	Specific Goals			
#	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	Clinical Examination & Report (as per above specifications)	1		
2	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: _____.

INFORMATION RE: AD HOC SERVICES REQUIRED

The medical expert must indicate ad hoc services costs by providing the following information: (only applicable should the need arise)

DESCRIPTION	DETAIL
<u>Ad Hoc Services</u>	
Addendum Report	R /report
Joint Minutes	R /report
<u>Court Related Costs</u>	
Trial Preparations	R /hour
Expert Attendance Fee	R /hour
Waiting Time Fees	R /hour
*Travel expenses	R /kilometre
*Accommodation	R /night
*Flights	R /return

- **Excluding the above information will mean that approval for ad hoc services will not be granted.**
- **If there is no charge for any of the items listed above, then kindly confirm and record it as a no charge item on the above schedule.**
- ***Travel expenses should be calculated in accordance with the SARS-prescribed rate per kilometre.**
- ***Accommodation and flight costs will be provided as an estimate, as the final amount will depend on the travel destination/requirements.**

Annex F : STANDARD BIDDING DOCUMENTS

[SBD 4 Bidders Disclosure](#)

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

[Annexure A: Security Measures](#)