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| **REQUEST FOR QUOTATION (RFQ) NUMBER:** | **PR10112269 (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 assess an RAF Claimant. |
| **RFQ ISSUED DATE** | **14 October 2025** |
| **RFQ VALIDITY PERIOD** | 30 days from the closing date. |
| **CLOSING DATE AND TIME** | **20 October 2025 @ 11:00** |
| **EXPECTED DATE SERVICES IS REQUIRED** | **Once the Award Letter has been issued** |
| **COMPULSORY BRIEFING SESSION/**  **SITE VISIT/SITE INSPECTION** | N/A |
| **DELIVERY ADDRESS OF GOODS/SERVICES** | Road Accident Fund  1040 Burnett Street  Hatfield  Pretoria  0028 |
| **RFQ RESPONSES MUST BE EMAILED TO:** | **All quotations should be emailed to**  [**Rfq-Menlyn.procurement@raf.co.za**](mailto:Rfq-Menlyn.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[**thendoma2@raf.co.za**](mailto:thendoma2@raf.co.za) |

**Important Notes to this RFQ:**

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

**(**[**Rfq-Menlyn.procurement@raf.co.za**](mailto:Rfq-Menlyn.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).**
* **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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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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 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.

#### BACKGROUND OF THE PROJECT

The Road Accident Fund (RAF) wishes to appoint an Educational Psychologist to assess an RAF Claimant.

1. **DETAILED SPECIFICATION**

**The required expert should:**

* Assess the claimant.
* Compile a medico legal report to assist with estimating past and future value of loss of earnings.
* Attend to joint minutes together with the Plaintiff’s attorneys educational Psychologist.
* Testify in court.
* The Educational Psychologist must be registered with the Health Professions Council of South Africa (HPCSA) as a mandatory requirement.

**Background Information**

* Review of medical, school, and developmental history.
* Obtaining collateral information and relevant documents from parents/guardians, teachers, and available school reports, both pre- and post-accident.
* Pre- and post-accident academic performance comparison.

**Clinical Interview**

* With the claimant and parents/guardians.
* Exploring developmental milestones, family circumstances, personality, and behaviour before and after the accident.

**Cognitive / Intellectual Assessment**

* Standardised psychometric tests (e.g., IQ tests, memory, attention, processing speed).
* Establishing whether cognitive abilities have been affected by the accident.
* Identifying strengths and weaknesses relevant to learning and future studies.

**Educational / Scholastic Assessment**

* Testing in areas such as reading, writing, spelling, mathematics, and comprehension.
* Determining current grade or age level versus expected grade or age level.
* Identifying any learning delays or barriers.

**Neuropsychological Screening**

* Assessment of concentration, executive functioning, and problem-solving.
* Useful if there was a head injury or suspected neurological involvement.

**Emotional and Behavioural Assessment**

* Questionnaires, projective media and/or interviews to assess self-esteem, mood, anxiety, motivation.
* Evaluating whether psychological/emotional difficulties impact learning and functioning.
* Considering the possible impact of treatment.

**Opinion on Likely Educational Attainment and Support Required**

* Considering likely pre-accident academic trajectory.
* Comparing current functioning and limitations with likely pre-accident outcomes.
* Formulating realistic educational pathways.
* Recommending suitable accommodations or support (e.g., remedial assistance, special concessions).
* Commenting on whether the Injured’s school performance and progression were negatively affected post-accident.
* Projecting likely educational attainment with and without the accident.

**Report Writing**

* Comprehensive medico-legal report summarising findings.
* Clear conclusions about how the injuries affect education based on factual, evidence-driven information about the claimant and the wider educational context in South Africa.
* Recommendations regarding education that assist the court/RAF in quantifying loss of earnings and future employability.

**The type of information the Educational Psychologist would likely testify about:**

**Qualifications and Role**

* Their professional background, qualifications, and experience.
* The purpose of their assessment: to evaluate the educational likelihoods of the claimant and how the accident affected.

**Background of the Claimant**

* Age of claimant at the time of the accident and now.
* Pre-accident developmental, medical, educational, and family history.
* School reports or teacher comments showing pre-accident academic progress.
* Any socio-economic factors relevant to schooling trajectory.

**Nature of the Injuries**

* Injuries sustained in the accident (especially head injuries, orthopedic injuries, or psychological trauma).
* How those injuries are typically expected to impact learning and development.
* Referral to medical records or other experts (e.g., Neurosurgeon, Occupational Therapist, Clinical Psychologist).

**Assessment Conducted**

* Tests administered (e.g., IQ test, scholastic achievement test, attention/concentration measures) with a clear indication to the choice of assessment battery and norms used.
* Observations during the assessment (motivation, behaviour, cooperation, fatigue).
* Reliability and validity of results.

**Findings**

* Cognitive functioning (intelligence, memory, processing speed, concentration).
* Academic performance (reading, writing, maths, comprehension compared to peers).
* Emotional/psychological functioning (anxiety, depression, low confidence, behavioural difficulties).
* Any regression or delay compared to expected developmental milestones.

**Impact of Accident**

* Pre- vs. post-accident comparison of educational functioning.
* Whether the claimant is likely to have required remedial classes, repetition of grades, or dropped out earlier than expected.
* Whether the accident limited access to higher education or training opportunities.

**Projected Educational and Career Pathways**

* What the claimant would likely have achieved without the accident (e.g., Matric + tertiary qualification with clear, evidence-driven reasoning behind the opinion
* What the claimant is now realistically capable of achieving with the accident (e.g., limited to basic schooling, restricted career choices, lower-skilled employment).
* Whether or not the accident resulted in a delay in completing their education.

**Recommendations**

* Educational support required (remedial classes, special concessions).
* Referral to other experts (industrial psychologist, occupational therapist, neurologist) for final quantification of loss of earnings.

**Conclusion**

* Clear, impartial, evidence-driven summary of how the accident compromised educational attainment (if at all).
* Comparison of likely pre- and post-accident educational attainment.

1. EVALUATION CRITERIA
2. 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.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Description** | **Comply** | **Not Comply** |
| **1** | **Registration**  The Educational Psychologist must be registered with the **Health Professions Council of South Africa (HPCSA).**  The service provider must submit a valid copy of registration with Health Professions Council of South Africa (HPCSA) for the Educational Psychologist.  The service provider must provide valid proof of registration by the closing date and time of the RFQ.  The RAF reserves the right to validate and confirm the registration. |  |  |
| **Substantiate / Comment** | | | |

1. **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, 2000, shall be based on the 80/20 principle as follows:

|  |  |  |
| --- | --- | --- |
| **Evaluation criteria** | | **Points** |
| **1.** | **Price** | **80** |
| **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 N0. 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 | | **20** |
| **Total** | | **100** |

1. COST BREAK DOWN
2. 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.
3. Should the service provider who is not VAT-registered charge VAT, the service provider will be automatically disqualified.
4. Only prices completed in the table below will be accepted for evaluation purposes.
5. No price changes will be accepted after the official Award Letter / Purchase Order (PO) is issued.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **NO.** | **ITEM DESCRIPTION** | **QUANTITIES** | **RATE PER HOUR** | **TOTAL PRICE** |
| **1** | Assess the claimant (As per specification | 1 |  |  |
| **2** | Testify in court (As per specification) | **1** |  |  |
| **3** | Joint Minutes | **1** |  |  |
| **4** | Report | **1** |  |  |
| **5** | 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. STANDARD BIDDING DOCUMENTS

SBD 4 Bidders Disclosure

SBD 6.1 in Terms of PPR 2022

Annexure A: Security Measures