



REQUEST FOR QUOTATION (RFQ) NUMBER:	PR10117700 (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 Legal Liability and OHS Compliance training.
RFQ ISSUED DATE	17 August 2026
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	21 August 2026 at 10:00
EXPECTED DATE SERVICES IS REQUIRED	Will be arranged with the preferred bidder
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	Not applicable
DELIVERY ADDRESS OF GOODS/SERVICES	Service provider to source external venue within the Centurion area
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.
- Collusive behaviour by the bidder will result in disqualification. A bidder is not permitted to submit more than one proposals from more than one registered company with a common director / shareholder/s. This is deemed eroding the ethos of competition as prescribed. In addition, bidders may not respond to one invitation with more than one entity, if they do both/all companies will be disqualified.
- 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.*

CONTENTS

Annex A :	TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ).....	3
Annex B :	GENERAL CONDITIONS OF CONTRACT	4
Annex C :	RFQ SPECIFICATION	5
Annex D :	EVALUATION CRITERIA	7
Annex E :	COST BREAK DOWN	10
Annex F :	STANDARD BIDDING DOCUMENTS.....	11

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 Legal Liability and OHS Compliance training.

3. DETAILED SPECIFICATION

3.1 The appointed service provider shall provide accredited **Occupational Health and Safety compliance training** for ten (10) SHE Committee Members.

Course(s)	Pax	Duration	Description
First Aid (Level 1 or Equivalent)	10	1 day	Basic emergency first aid response and treatment of workplace injuries
Fire Fighting	10	1 day	Fire prevention, use of fire extinguishers and emergency response
Emergency Evacuation Procedures	10	1 day	Emergency preparedness, evacuation planning and practical evacuation procedures
Incident Investigation	10	1 day	Incident reporting, investigation techniques, root cause analysis and corrective actions
SHE Representative Training	10	1 day	Roles, responsibilities, legal duties and workplace inspections in terms of the OHS Act
Hazard Identification & Risk Assessment	10	1 day	Identify hazards and do risk assessment

DELIVERABLES

The successful service provider shall provide:

- Accredited facilitator
- Training manuals and learner guides.
- Training venue (if applicable).
- Practical demonstrations where required.
- Attendance registers.
- Assessments and moderation (where applicable).
- Certificates of Competency and/or Attendance.
- Training report upon completion.

MINIMUM REQUIREMENTS

The service provider must:

- Be accredited with the relevant Quality Council or SETA where applicable.
- Demonstrate experience in delivering Occupational Health and Safety compliance training.
- Provide qualified facilitators with relevant OHS experience.
- Provide proof of accreditation and facilitator qualifications.
- Issue recognised certificates upon successful completion.

3.2 The appointed service provider shall facilitate **Occupational Health and Safety Legal Liability Training** for eleven (11) RAF Managers.

Course	Pax	Duration	Description
Occupational Health and Safety Legal Liability Training	11	1 day	Cover legal duties, compliance, risk management, and workplace safety responsibilities.

DELIVERABLES

The service provider must provide:

- Accredited facilitator
- Training material
- Learner manuals
- Attendance registers
- Practical case studies
- Assessments (where applicable)
- Certificates of attendance or competence
- Training report upon completion

MINIMUM REQUIREMENTS

The service provider must:

- Have demonstrated experience in Occupational Health and Safety Legal Liability training.
- Use facilitators who are competent and experienced in occupational health and safety legislation.
- Provide evidence of previous similar training conducted.
- Provide facilitator qualifications and relevant professional registrations.
- Deliver training in accordance with applicable South African legislation.

3.3 EXTERNAL VENUE

- Offsite/external training - external venue to be sourced by service provider
- Training venue to be within 30km radius of Eco Glades Office Park, 420 Witch-Hazel Avenue, Centurion
- Accommodate the required number of attendees
- Be equipped with necessary training facilities (tables, chairs, projector/screen, flipcharts and sound where applicable)
- Days of training: 1 day per course (total 7 days)
- Lunch to be provided daily, inclusive of refreshments like tea and coffee for each of the 7 courses
 - Lunch Menu should include two (2) meats (chicken & beef), 2 starches, 1 vegetable and 1 salad
 - Included should be one (1) 500ml bottled still water and one (1) 330ml soft drink or fruit juice (variety) per person

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	The bidder must be accredited and active with one of the following: Quality Council for Trades and Occupations (QCTO) <i>Or</i> Assessment Quality Partner (AQP) <i>Or</i> Any one of the Sector Education and Training Authorities (SETA) The bidder must submit valid proof of accreditation by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm the information.		

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/complete the address detail above by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm the information.		

No	Description	Comply	Not comply
3	The bidder must be approved by the Department of Employment and Labour to present First Aid training in accordance with the General Safety Regulations. The bidder must submit valid proof of registration by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm the information.		

No	Description	Comply	Not comply
4	Experience of the Company The bidder must submit a minimum of three (3) Reference Letters confirming company experience in providing OHS related training with the following details: • Reference letter must be provided on company letterhead from the client at which the OHS training was rendered; • Contact Person; • Contact Numbers or Email Address; • The reference letter should indicate that the service provider rendered OHS related training; • The reference letter must include a signature and electronic signatures are permitted NB: If the reference letters submitted do not include the information on the bullet points above will not be considered. The bidder must also complete the company experience requested on the Annexure attached hetero, marked as Annexure B. The bidder must submit reference letter(s) and the completed Annexure B by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm the information.		

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 (Level 1 or Equivalent)	10		
2	Fire Fighting	10		
3	Emergency Evacuation Procedures	10		
4	Incident Investigation	10		
5	SHE Representative Training	10		
6	Hazard Identification & Risk Assessment	10		
7	Occupational Health and Safety Legal Liability Training	11		
8	External venue, inclusive of catering requirements (as per specifications)	7 days		
9	Any Other Costs (if applicable) Specify.....	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](#)

[Annexure B: Bidder Client List](#)