

|  |  |
| --- | --- |
| **REQUEST FOR QUOTATION (RFQ) NUMBER:** | **PR10111297 (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 for Records Disposal as and when required for a period of twelve (12) months. |
| **RFQ ISSUED DATE** | **02 September 2025** |
| **RFQ VALIDITY PERIOD** | 30 days from the closing date. |
| **CLOSING DATE AND TIME** | **08 September 2025 at 14:00** |
| **EXPECTED DATE SERVICES IS REQUIRED** | **N/A** |
| **COMPULSORY BRIEFING SESSION/**  **SITE VISIT/SITE INSPECTION** | **N/A** |
| **DELIVERY ADDRESS OF GOODS/SERVICES** | Head Office - 420 Witch Hazel Avenue, Eco Glades Office Park, Centurion |
| **RFQ RESPONSES MUST BE EMAILED TO:** | **For Head office all quotations should be emailed to** [rfq.procurement@raf.co.za](mailto:rfq.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** | Enquires can be directed at this e-mail address [Ntsakob@raf.co.za](mailto:Ntsakob@raf.co.za)For further enquiries, you may contact Ntsako Baloyi on 012 649 2023 |

**Important Notes to this RFQ:**

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

**(**[rfq.procurement@raf.co.za](mailto:rfq.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 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](#_Toc2171286)

[Annex B : GENERAL CONDITIONS OF CONTRACT 4](#_Toc2171287)

[Annex C : RFQ SPECIFICATION 5](#_Toc2171288)

[Annex D : EVALUATION CRITERIA 6](#_Toc2171289)

[Annex E : COST BREAK DOWN 7](#_Toc2171290)

[Annex F : STANDARD BIDDING DOCUMENTS 8](#_Toc2171291)

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 suitable service provider for Records Disposal as and when required for a period of twelve (12) months.

1. **DETAILED SPECIFICATION**

**The service provider will be required to:**

* Provide records disposal for records which are due for destruction.
* Records Disposal will be for:
* Z20 Standardised File Cover
* Storage Boxes: 450 x 355 x 340mm, 435 x 350 x 260mm, 427 x 330 x 250mm and 320 x 95 x 242mm
* Service provider to have resources to carry out the destruction process at RAF premises.
* Ensure that records are destructed in a way that they cannot be reconstructed.
* Supply Disposal Certificate as proof for all records that have been destroyed.

1. EVALUATION CRITERIA

* **Price and Specific Goals Evaluations**

**1.** 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 the official Purchase Order (PO) is issued.

**IMPORTANT NOTE: THE RECOMMENDED SERVICE PROVIDER WILL BE AWARDED BASED ON THE TOTAL UNIT PRICE (INCLUDING VAT IF APPLICABLE)**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **ITEM DESCRIPTION** | **QUANTITIES** | **UNIT PRICE** |
| **1** | Records Disposal for Z20 Standardised File cover | 1 |  |
| **2** | Records Disposal for Storage Boxes: 450 x 355 x 340mm | 1 |  |
| **3** | Records Disposal for Storage Boxes: 435 x 350 x 260mm | 1 |  |
| **4** | Records Disposal for Storage Boxes: 427 x330 x 250mm | 1 |  |
| **5** | Records Disposal for Storage Boxes: 320 x 95 x 242mm | 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