



REQUEST FOR QUOTATION (RFQ) NUMBER:	PR10113148 (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 Security Guarding Services for RAF Beaufort West on a month to month basis for a period not exceeding twelve (12) months starting from 02 January 2026.
RFQ ISSUED DATE	01 December 2025
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	08 December 2025 at 14:00pm
EXPECTED DATE SERVICES IS REQUIRED	02 January 2026
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	N/A
DELIVERY ADDRESS OF GOODS/SERVICES	C/O New and Voortrekker Street, Beaufort West.
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 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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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 Security Guarding Services for RAF Beaufort West on a month to month basis for a period not exceeding twelve (12) months starting from 02 January 2026.

3. DETAILED SPECIFICATION**Important Information**

- Guarding / Guard
- The Security Officer must be PSIRA registered when appointed with no criminal record
- Guard must self post to office address
- Service provider must provide a guard for a 12 hour day shift only.
- Appointed service provider must perform supervisory site visits at least once per week
- The vehicle specification for Close Protection Services will be provided as and when required on a separate quotation

1. SCOPE OF SERVICE

Province	Office	Services Required
Western Cape	Beaufort West CSC	Guarding, Alarm and Armed response

2. NUMBER OF SECURITY PERSONNEL PER SITE.

Site	Address	Quantity		Grade	Days
		Day	Night		
Beaufort West CSC	C/O New and Voortrekker Street, Beaufort West.	1		C	Monday to Friday from 06:00 – 18:00

3. ADDITIONAL SECURITY EQUIPMENT & CONDITIONS

	Handheld two-way radio	1
	Handheld metal detector	1
	Alarm system and 24/7-armed response including maintenance of alarm	1

	Identity book/ Driver's license scanner	1
	Pocketbook and Pen	1
	Batton stick	1
	Whistle	1
	Raincoat	1
	Pepper spray	1
	Hand cuff and key	1
	Uniform with insignia as prescribed in the PSIRA Act, Act 56 of 2001	1
	PPE as may be required at a specific site based on the outcomes of the risk assessment of such site	1

4. ADDITIONAL SECURITY EQUIPMENT & CONDITIONS

- The service providers must have the capacity to provide ad-hoc security services at RAF events as and when required by the RAF.
- The service provider must provide personal protection services as and when required by the RAF.
- The service provider must render armed response services.
- The service provider must use handheld scanners for access control.
- The service provider must provide standard security aids like handcuffs, batons, registers, and whistle.
- The service provider will be required to provide armed response.
- The service provider must have an office within 50 km radius of the RAF offices.

Act as authorized officers in terms of the Control of Access to Public Premises and Vehicles Act 53 of 1985 as amended, which entail requesting a person who require entry into the premises to:

- Furnish his/her name, address and any relevant information required by the authorized officer.
- Produce proof of his/her identity to the satisfaction of the authorized officer.
- Declare whether he/she has any dangerous object in his/her possession or custody or under his/her control.
- Declare what the contents of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he/she has in his/her possession or custody or under his/her control.
- Subject him/herself and anything which he/she has in his/her possession or custody or under his/her control to an examination by electronic or other apparatus in order to determine the presence of any dangerous object.
- Hand to an authorized officer anything which he/she has in his/her possession or custody or under his/her control for examination or custody until he/she leaves the premises.

4.1 PERFORM ACCESS CONTROL DUTIES

- Recording visitors' particulars in a Visitors Register and booking them out on departure. This should include the driver and all passengers in a vehicle, and pedestrians.
- Recording details of all RAF staff members visiting the premises after normal working hours in an After-hours register.
- Recording all events/ incidents in the prescribed Occurrence Book

- Advising the RAF security personnel of all access control implications, deficiencies, or imminent or perceived security crime risks occurring at the entrance gate or its vicinity.
- Ensuring that traffic congestion do not occur at the entrance gate during peak hours, by directing incoming visitors' vehicles into the first parking bays where access control can be completed, while making way for RAF staff members.
- Perform other access control duties as may be instructed from time to time.

4.2 PATROL DUTIES

- Patrol duties shall entail patrolling the RAF premises regularly day and night.
- The service provider shall provide a patrol monitoring equipment (Guard track) which shall be used as a patrol tool for the security officer's after-hours.
- Protect the RAF staff members against injuries, death or any other offence including Schedule 1 offence of the Criminal Procedure Act 51 of 1977, as amended.
- Protect the property of RAF at the site against theft, vandalism or any other criminal activity.
- Ensure that all strategic installations, vulnerable points or key areas are frequently checked to maintain their safety and security against intrusion for any unauthorized purpose.
- Check for intruders, identify strangers and ascertain their right to be present in that particular area or building.
- Check the perimeter fences and security lighting to ensure that both are fully operational.
- Check and report on physical problems along perimeter fence such as long grass, trees overgrowing or overhanging on the fence, obstruction of illumination, materials stacked against or in the vicinity of the fence etc.
- Check that all outer doors, windows and gates are secure each time the patrol passes. A physical examination of each point is required.
- Check for actual or potential fire hazards and risks.
- Check for potential safety hazards and report them.

4.3 EVENTS SECURITY

- Assist RAF to coordinate and render event security as may be required from time to time.
- The bidder should be able to provide VIP protection on a pay as you go basis.

4.4 ON-SITE SUPERVISION AND REPORTING PROTOCOL

The security officers provided and placed on site by the Service Provider shall be subject to day-to-day supervision by the RAF Security Services personnel. Such supervision shall include, but is not limited to:

- Giving instructions and orders
- Redeploying the security officers within the premises as may be necessary.
- Perusing security registers and any other relevant material used by the security officers.

4.5. SECURITY OPERATIONS PROCEDURES

In addition to these specifications, the security officers provided and placed on site shall be required to discharge their duties and responsibilities in accordance with the Security Operations Procedures compiled and produced by the client.

5. DELIVERABLES

An effective and efficient provision of 24 hour/7 days a week security services to the RAF premises in order to protect the Fund's employees, information and other physical assets. Credentials of personnel to be posted at the RAF Offices will be verified prior to commencement of the contract.

6. SECURITY OFFICERS (EDUCATIONAL LEVEL AND EXPERIENCE)

- The security officers must be registered in terms of the Private Security Industry Regulation Act 56 of 2001 and accredited by the Security Industry Regulatory Authority
- The security officers must have a minimum of Grade 12 (Matric).
- Security officers must be able to read and write in English and one other official language.
- Security Shift leaders must have a minimum of three years (3) security services experience of which one (1) year must have at least be at the same position.
- Security officers must have a minimum of two years (2) security services experience.
- The bidder can further propose/or enhance in terms of the education and level of experience.

7. SECURITY UNIFORM AND IDENTIFICATION

- The security officers will at all times while on duty be dressed in a neat, clean and clearly identifiable corporate (not combat) uniform, which will include raincoats/ jackets to suit weather conditions.
- A clear identification card of the service provider or issued by PSIRA with the member's photo shall be always worn conspicuously on his outer garment.
- The bidder can further propose/or enhance in the proposal in terms of the uniform and identification.

8. GENERAL REQUIREMENTS FOR SECURITY PERSONNEL

- Security officers must always present an acceptable image and appearance which implies *inter alia* that they may not smoke, eat, drink or be under the influence of drugs, substances or alcohol while attending to clients.
- They must at all-time present a professional and dedicated attitude/ approach, which shall imply, inter alia that there shall be no unnecessary argument with visitors/ staff or discourteous behaviour towards them.
- They must be physically fit and mentally capable to execute their security duties.
- Security officers must not be younger than 18 years of age.
- The service provider or its security officers will under no circumstance divulge, furnish or disclose any sensitive information concerning the RAF or any other stakeholders' activities to the public or news media.
- The security officers will be properly trained to use equipment identified in the bid, including any replacements.

9. INSPECTION BY SUPERVISORS/ MANAGEMENT STAFF

- Supervisory/managerial staff of the service provider must inspect the security officers at least once a day i.e., Inspection during day and night shifts.
- The RAF Security Service / Service Provider is not limited to the above, please propose an inspection schedule.

10. SECURITY EQUIPMENT, AIDS AND FACILITIES

- Occurrence books.
- Pocketbooks (notebooks) and pens.
- Security registers and visitor's identification stickers.
- Have a fully equipped 24/7 security control room for constant communication with security officers on site, i.e., reporting on duty, hourly/ two-hourly security status report, emergency situations, etc.
- The service provider is not limited to the above; please propose more aids and facilities if any.

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.

MANDATORY REQUIREMENTS			
CONTENT		Compulsory	
		Comply	Do Not Comply
1	The service provider must submit a valid copy of a letter of good standing from the Compensation Commissioner or authorized entity under section 30 (1) of the Compensation for Occupational Injuries and Disease Act, 1993 as amended (COIDA), to comply with the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993 (COIDA). The service provider must submit a valid copy of the letter of good standing for Security Guards and/or Private Security, Property Security, Security Guarding, Security Services. The proof must be submitted by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm validity.		
2	The service provider must submit a valid copy of Private Security Industry Regulatory Authority (PSIRA) letter of good standing for the company and directors. The proof must be submitted by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm validity.		
3	The service provider must submit a valid copy of Private Security Industry Regulatory Authority (PSIRA) Certificate for their registered company. The proof must be submitted by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm validity.		
4	The service provider must have an office within 50km radius of the RAF Beaufort West Office. The Service Provider must furnish proof on the name of the Service Provider or name of the Owner or Director of the company indicating physical address such as:		

• Proof of Ownership or Tittle Deed OR • Valid Lease Agreement OR • Municipality Statement (Utility Bill) – Not older than three (3) months The proof must be submitted by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm validity.		
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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 PER MONTH	TOTAL PRICE FOR 12 MONTHS
1	Grade C Security Guard working Day shift Monday to Friday (06:00 – 18:00)	1		
2	Alarm system and 24/7 Armed response including the maintenance of alarm	1		
GRAND TOTAL				
VAT (IF VAT REGISTERED)				
GRAND TOTAL (VAT INCLUSIVE - IF VAT REGISTERED)				

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

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: _____.

Section B: Ad-hoc Services

Ad hoc services: These services will **not** form part of the contract value but will be available on request by the RAF at the specified rates in the table below.

	Provision of Security Guards Services on an Ad Hoc basis as and when required (provided against a separate PO)					
Item No.	Ad Hoc Services	Grade	Unit of Measurements	Rate per hour (VAT Excluded) If not VAT Registered	Rate per hour (VAT Included) If VAT Registered	Frequency
1	<u>ARMED OFFICERS</u> Security Officer Armed (Monday - Sunday: 06:00 - 18:00) - <i>inclusive of public holidays</i>	Grade B	Rate per hour.			As and when required
2	<u>UNARMED OFFICERS</u> Security Officer Unarmed (Monday - Sunday: 06:00 - 18:00) - <i>inclusive of public holidays</i>	Grade B	Rate per hour			As and when required
3	<u>ARMED CLOSE PROTECTION OFFICER</u> Close Protection Officer Armed (Monday - Sunday: 06:00 - 18:00) - <i>inclusive of public holidays</i>	Grade C	Rate per hour			As and when required
4	<u>ARMED OFFICERS</u> Security Officer Armed (Monday - Sunday: 06:00 - 18:00) - <i>inclusive of public holidays</i>	Grade C	Rate per hour			As and when required
5	<u>UNARMED OFFICERS</u> Security Officer Unarmed (Monday - Sunday: 06:00 - 18:00) - <i>inclusive of public holidays</i>	Grade C	Rate per hour			As and when required
6	The service provider must have capacity to provide RAF employees with mobile personal panic buttons as and when required by the RAF within radius of RAF offices.	N/A	Price per panic button			As and when required
7	Tactical Response Unit (Monday - Sunday: 06:00 - 18:00) - <i>inclusive of public holidays</i>	Includes Vehicle & 2 Officers Armed	Rate per day			As and when required
8	Close Protection Service (Monday - Sunday: 06:00 - 18:00) - <i>inclusive of public holidays</i>	2 CPO'S armed	Rate per day			As and when required

Annex F : **STANDARD BIDDING DOCUMENTS**

[SBD 4 Bidders Disclosure](#)

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

[Annexure A: Security Measures](#)