



REQUEST FOR QUOTATION (RFQ) NUMBER:	PR10114771 (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 Healthy Lifestyle services for RAF Durban Office.
RFQ ISSUED DATE	12 March 2026
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	18 March 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	12 th Floor Embassy Building, 199 Anton Lembede Street, Durban
RFQ RESPONSES MUST BE EMAILED TO:	All quotations should be emailed to Rfq-durban.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 nwabisan@raf.co.za

Important Notes to this RFQ:

- **Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address; (Rfq-durban.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)..... 4
Annex B : GENERAL CONDITIONS OF CONTRACT 5
Annex C : RFQ SPECIFICATION 6
Annex D : EVALUATION CRITERIA 8
Annex E : COST BREAK DOWN 11
Annex F : STANDARD BIDDING DOCUMENTS..... 12

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 healthy lifestyle services for RAF Durban Office.

3. DETAILED SPECIFICATION

Date of Service: 24th, 25th, 26 and 27th of March 2025, 2026 (All services mentioned below are required on all four days)

Time : 09h00 -15h00

Venue: RAF Durban Offices

Expected number of people: 400

SPECIFIC REQUIREMENTS:

Service provider is required to provide the following licensed and registered:

- Chiropractor
- Reflexologist
- Psychologist
- Professional nurses and or other registered allied health professionals for the health, women’s x 2 nurses and men’s stands x 2 nurses
- Health body analysis (Automatic Electric health Machine, report received immediately)
- Podiatrist (Podiatric Evaluation) x 1
- Sexual health
- Lunch Time Health Talk
- Health Eating exhibition stand

Specifications for Health Education Stands and Services:

The Service Provider should have experience with providing health education services at corporate wellness days to large corporates or government departments.

1. Women's Health Stand with 2 x Wellness Advisors

Wellness Advisor: Must be a Nurse

Woman's health stands to cover the key topics and diseases relevant to women of all ages, emphasis on preventative. We provide information and one-on-one education through our registered nurses. We emphasise the importance of preventative health strategies by educating women about the important age-appropriate screening tests that they should know about.

Patient Information

Printed patient information to be provided as A4 Tear-off sheets (at least 100)

- Such information to be full colour with high quality anatomical illustrations to enable attendees to understand the topics for which education is provided.

Patient Information to be provided on the following topics:

- Contraception
- Osteoporosis
- Menopause- Physical, mental and emotional symptoms and management
- Cervical Cancer
- Breast Cancer
- Gynaecological Disorders



2. Men's Health Stand with 2 nurses

Men's health stand to cover some of the diseases and conditions that have the greatest impact on quality of life for men.

Patient information

- Printed patient information to be provided as A4 Tear-off sheets (at least 100)
- information to be full colour with high quality anatomical illustrations to enable attendees to understand the topics for which education is provided.

Patient information to be provided on the following topics:

- Erectile Dysfunction (ED)
- Testosterone Deficiency Syndrome (TDS Prostate and Testicular Cancer)
- Circumcision
- Cardiometabolic disease and sexual function



3. Provide a Smoothie Bar -3 people to mend bar .

Serve approximately 100 pax per day

Specifics requirements:

- Table should include an appropriate wrap identifying that the stand is a smoothie bar
- Smoothie bar to include a bicycle that powers the blender
- Industrial spec blender to be provided to ensure that smoothies are readily available without attendees having to queue.
- Smoothie cup size should be 250ml.
- All foodstuffs that require refrigeration to be stored in a portable fridge

4. Spinal Evaluations done by a Chiropractor – 1 Chiropractor

A registered chiropractor is required to conduct on-site spinal evaluations which should include:

- Inspection of back for common disorders such as scoliosis
- Evaluation of and advice on posture
- Range of motion assessment
- Palpation of the spine
- Related orthopaedic assessment for common disorders of the spine (where deemed necessary)
- Neurological assessment of cervical or lumbar nerve regions (for patients with relevant symptoms)

Advise to be provided on:

- Exercises and stretches to maintain a healthy back
- How to set-up your workstation to help prevent back/neck pain
- A chiropractic bed to conduct examinations
- Exercises and stretches to maintain a healthy back
- The stand is to be shielded by bedside screens
- A life size model of the spine is to be provided to assist with patient discussions

5. Reflexologist: 1 Reflexologist

A registered reflexologist is required for one-on-one sessions with employees.

- One on one sessions
- Private room will be provided

6. Psychological Services : 1 Psychologist

- One on one session
- During Lunch : Stress Management in the workplace
- Emotional Impact in the work place
- Lunch time talks on "stress management" from 12h30 to 13h15 daily over for days.

7. Addictions: Alcohol, Substance, Cigarettes and Gambling: - 1x Therapist to mend stand

The exhibition stand should display a variety of:

- Wellness adviser must be a therapist
- Illegal drugs which are commonly available in South Africa

Topics covered:

- How to identify addictive behaviour
- Addictions to prescription drugs and over-the-counter medications
- Identifying illegal drugs and drug accessories Wellness Advisor:
- Should be trained to give advice to smokers who want to quit.
- Awareness of different forms of gambling
- The Smokerlyzer devices should be available to test smokers for the level of carbon monoxide.
- Maximum 30 devices required.



8. Messages: Four Therapists

Massage Specifications:

- Over the shirt head, neck, and shoulder massage
- Foot massage
- Aromatherapy oils to be used
- Four Therapists

9. Podiatric Evaluation x Podiatrist .

- Podiatric Evaluation

10. Health Stand: (Full body analytical electronic automatic health Machine) - Advisor

Wellness Advisor: Should be trained to provide basic health advice.

- Medical/Clinical Investigation
- Wellness advisor to emphasize the importance of regular screening.

- Such information to be full colour with high quality anatomical illustrations to enable attendees to understand the topics for which education is provided

Topics to be covered:

- BMI
- Hypertension
- Obesity
- Cardiovascular risk factors
- Diabetes
- High cholesterol

11. Health Education Stand

- Sexual Health Issues

Important information

Analytical report with recommendations to be submitted within two weeks (14 days) of service rendering and should be submitted to the Employee Wellness Services department.

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	<p>Registration</p> <p>The personnel (Nurses) provided by the Service Provider must be registered with the South African Nursing Council (SANC).</p> <p>The Service Provider is required to submit valid proof of registration for the four (4) Registered Nurses in a form of SANC e-Register proof or SANC registration certificate by the closing date and time of the RFQ.</p> <p>The RAF reserves the right to validate and confirm the registration.</p>		

Substantiate/Comments

No	Description	Comply	Not comply
2	<p>Registration: Medical Practitioners</p> <ul style="list-style-type: none"> • Chiropractor <p>The medical personnel provided by the Service Provider must be registered with the Health Professions Council of South Africa (HPCSA) or Allied Health Professions Council of South Africa (AHPCSA)</p> <p>The Service Provider is required to submit valid proof of registration from the HPCSA / AHPCSA or provide the HPCSA / AHPCSA number. The status of the nominated practitioners must be of an active, current and valid member.</p> <p>The RAF reserves the right to validate and confirm the registration. Failure to provide requested information by closing date and time of RFQ will lead to disqualification.</p>		

Substantiate/Comments

No	Description	Comply	Not comply
3	<p>Registration: Medical Practitioners</p> <ul style="list-style-type: none"> • Reflexologist <p>The medical personnel provided by the Service Provider must be registered with the Health Professions Council of South Africa (HPCSA) or Allied Health Professions Council of South Africa (AHPCSA)</p>		

	<p>The Service Provider is required to submit valid proof of registration from the HPCSA / AHPCSA or provide the HPCSA / AHPCSA number. The status of the nominated practitioners must be of an active, current and valid member.</p> <p>The RAF reserves the right to validate and confirm the registration. Failure to provide requested information by closing date and time of RFQ will lead to disqualification.</p>		
Substantiate/Comments			

No	Description	Comply	Not comply
4	<p>Registration: Medical Practitioners</p> <ul style="list-style-type: none"> • Podiatrist <p>The medical personnel provided by the Service Provider must be registered with the Health Professions Council of South Africa (HPCSA) or Allied Health Professions Council of South Africa (AHPCSA)</p> <p>The Service Provider is required to submit valid proof of registration from the HPCSA / AHPCSA or provide the HPCSA / AHPCSA number. The status of the nominated practitioners must be of an active, current and valid member.</p> <p>The RAF reserves the right to validate and confirm the registration. Failure to provide requested information by closing date and time of RFQ will lead to disqualification.</p>		
Substantiate/Comments			

No	Description	Comply	Not comply
5	<p>Registration: Medical Practitioners</p> <ul style="list-style-type: none"> • Psychologist <p>The medical personnel provided by the Service Provider must be registered with the Health Professions Council of South Africa (HPCSA) or Allied Health Professions Council of South Africa (AHPCSA)</p> <p>The Service Provider is required to submit valid proof of registration from the HPCSA / AHPCSA or provide the HPCSA / AHPCSA number. The status of the nominated practitioners must be of an active, current and valid member.</p> <p>The RAF reserves the right to validate and confirm the registration. Failure to provide requested information by closing date and time of RFQ will lead to disqualification.</p>		
Substantiate/Comments			

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.	Smoothy Bar as per specification on Annexure C	400		
2.	Psychologist as per specification on Annexure C	1		
3.	Registered Nurses as per specification on Annexure C	4		
4.	Chiropractor as per specification on Annexure C	1		
5.	Reflexologist as per specification on Annexure C	1		
6.	Podiatrist as per specification on Annex C	1		
7.	Massage Therapists (As per specification)	4		
8.	Health Stand: (Electronic Automated Health Machine) as per specification	1		
9.	Addictions: Alcohol, Substance, Cigarettes and Gambling: - 1 Therapist to mend stand as per specification on Annexure C	1		
10.	Health Eating Exhibition stand as per specification on Annexure C	1		
11.	Health Education Stand as per specification in Annexure C	1		

12.	Utilization Report	1		
13.	Any Other Costs (If applicable)	1		
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](#)