



RFI NUMBER:	RAF/2026/00063
DESCRIPTION:	PROVISION OF IT RESEARCH AND ADVISORY MEMBERSHIP SERVICES TO SUPPORT IT GOVERNANCE, RISK MANAGEMENT, DIGITAL TRANSFORMATION AND STRATEGIC TECHNOLOGY DECISION-MAKING AT THE ROAD ACCIDENT FUND (RAF) FOR A PERIOD OF TWENTY-FOUR (24) MONTHS
PUBLISH DATE:	22/09/2026
CLOSING DATE:	02/10/2026
CLOSING TIME:	11:00 am
COMPULSORY BRIEFING SESSION	Not applicable; interested parties are requested to use the email address below to seek clarification where required
RESPONSES MUST BE EMAILED TO:	BACsecretariat@raf.co.za
ATTENTION:	Demand Management

BIDDER NAME: _____

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using subcontractors	
Other	

If an individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If joint venture or consortium, indicate the following: <i>(To be completed for each joint venture/ consortium member)</i>	
Name of joint venture/consortium members	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following:	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If joint venture or consortium, indicate the following:	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following: (To be completed for each subcontractor)	
Name of subcontractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

ENQUIRIES

Enquiries regarding this Request for Information should be submitted via e-mail to:

Name: Demand Management	Email: BACsecretariat@raf.co.za
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Enquiries should reference specific paragraph numbers, where appropriate.

All questions/ enquiries must be forwarded in writing prior to the submission date.

1. BACKGROUND OF THE RAF

1.1 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.

2. SPECIAL INSTRUCTION TO BIDDERS

- 2.1. The service provider must be an eligible, registered Service Provider in terms of the applicable laws of the Country and included in the National Treasury Central Supplier Database.
- 2.2. Companies or Directors that are included on the National Treasury register for Restricted Suppliers and/ or Tender Defaulters will be automatically disqualified from the process.
- 2.3. The RAF reserves the right to use the bidder's proposal in any other procurement method where required and may result in an award.

3. BACKGROUND

3.1. RAF has identified a need for access to specialised IT research, advisory services, benchmarking, diagnostics, learning resources and implementation guidance to support the execution of the RAF Digital Strategy, improve governance and strengthen the Technology and Digital control environment. The requirement stems from Technology and Digital's need for current, practical and actionable insights to support strategic and operational decision-making in an evolving technology landscape.

4. THE SCOPE OF REQUIREMENTS:

4.1. RAF requires membership-based IT research and advisory services to support governance improvement, risk reduction, technology decision-making and the delivery of key digital transformation initiatives.

4.2. **Business Requirements:**

The membership must cover **six RAF employees** and include the following service areas:

4.2.1. **Unlimited Access to Research Content:** The membership must provide RAF users with unlimited access to current IT research, advisory insights, templates, tools and practical guidance required to support RAF's governance, risk management, digital transformation and technology decision-making needs.

4.2.2. **Guided Implementations:** Structured virtual consulting engagements must be available to assist RAF with executing priority initiatives, including practical guidance, analyst support and project assistance tailored to RAF's requirements.

4.2.3. **Platform access:** Access to a learning platform must be included to enable RAF members to undertake relevant training and development activities that improve IT governance, leadership, technology management and professional capability.

4.2.4. **Diagnostic Programs:** Diagnostic tools and programmes are required to enable RAF to collect stakeholder input, benchmark performance, assess maturity, identify improvement areas and support data-driven decision-making across relevant IT governance and management domains.

4.2.5. **Management and Governance Framework:** The service must include access to management and governance frameworks, methodologies, templates and advisory guidance to support RAF in aligning IT initiatives with recognised good practice, governance requirements and applicable regulatory expectations.

4.2.6. **Key Initiative Plans:** Custom-built initiative plans, roadmaps and requirements-gathering support must be available to assist RAF in planning and executing priority technology and governance initiatives in alignment with organisational objectives.

- 4.2.7. **Rapid Application Selection Framework:** RAF must have access to the Rapid Application Selection Framework, or equivalent application selection guidance, to support efficient and consistent evaluation, selection and prioritisation of suitable technology solutions.
- 4.2.8. **Concierge Services:** Focused concierge advisory engagements must be available to support RAF on specific technology, governance, risk, compliance or digital transformation matters, including practical recommendations and actionable outputs.
- 4.2.9. **4-5 Day Workshop Engagements:** Pre-scoped workshop engagements must be available, where required by RAF, to address complex IT governance, risk, digital transformation or technology management challenges through structured facilitation and practical deliverables.
- 4.2.10. **Terms of Use (Internal Sharing Rights):** The terms of use must allow RAF to share applicable research content, tools, templates and advisory outputs internally within the organisation, subject to the agreed membership conditions, to support knowledge-sharing and broader organisational benefit beyond the named membership users.

5. REQUIRED INFORMATION

The information requested in this section is intended to enable RAF to undertake a structured assessment of available market offerings.

Requirement	Yes/No	In which section is this information detailed in your proposal?
Does the bidder have membership-based IT research and advisory services?		
Unlimited Access to Research Content: The membership must provide RAF users with unlimited access to current IT research, advisory insights, templates, tools and practical guidance required to support RAF's governance, risk management, digital transformation and technology decision-making needs.		
Guided Implementations: Structured virtual consulting engagements must be available to assist RAF with executing priority initiatives, including practical guidance, analyst support and project assistance tailored to RAF's requirements.		
Platform access: Access to a learning platform must be included to enable RAF members to undertake relevant training and development activities that improve IT governance, leadership, technology management and professional capability.		
Diagnostic Programs: Diagnostic tools and programmes are required to enable RAF to collect stakeholder input, benchmark performance, assess maturity, identify improvement areas and support data-driven decision-making across relevant IT governance and management domains.		
Management and Governance Framework: The service must include access to management and governance frameworks, methodologies, templates and advisory guidance to support RAF in aligning IT initiatives with recognised good practice, governance requirements and applicable regulatory expectations.		
Key Initiative Plans: Custom-built initiative plans, roadmaps and requirements-gathering support must be available to assist RAF in planning and executing priority technology and governance initiatives in alignment with organisational objectives.		

5.1. PRICING SCHEDULE

This annexure should be completed and signed by the Bidder's authorised personnel.

NB: PLEASE PROVIDE COST BREAKDOWN FOR EACH DELIVERABLE ON A SEPARATE PAGE WITH NO TERMS AND CONDITIONS.

All prices must be VAT inclusive and must be quoted in South African Rand (ZAR). The pricing will be added to determine the total cost of the services for comparison purposes to award the bid.

Please indicate your total bid price here **(Compulsory)**

No	Description	Price
1	Membership for 6 employees	