



RFI NUMBER:	RAF/2025/00002
DESCRIPTION:	REQUEST FOR INFORMATION: APPOINTMENT OF A SERVICE PROVIDER FOR THE LEASING OF PARKING SPACE IN THE HATFIELD AREA FOR A PERIOD OF FIVE (05) YEARS.
PUBLISH DATE:	28 JANUARY 2025
CLOSING DATE:	06 FEBRUARY 2025
CLOSING TIME:	11:00 AM
RESPONSES MUST BE EMAILED TO:	BACsecretariat@raf.co.za
ATTENTION:	SUPPLY CHAIN 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 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: (To be completed for each joint venture/ consortium member)	
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:	

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: <i>(To be completed for each subcontractor)</i>	
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:

Supply Chain Management	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.

SCOPE OF WORK:

1. BACKGROUND OF THE RAF

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 within the borders of the country. The RAF head office is in Centurion and RAF intends to establish Customer Experience Centres (CEC) in each province in the country.

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 It is expected of bidders to have their Tax matters in order, prior to an award being made.
- 2.3 Companies or Director that are included on the National Treasury register for Restricted Suppliers and/ or Tender Defaulters will be automatically disqualified from the process.
- 2.4 The RAF reserves the right to appoint more than one bidder

3. BACKGROUND OF THE BID

The Menlyn office currently holds a parking contract with Menlyn Mall, accommodating approximately 365 employees. With imminent relocation of RAF's Menlyn office to Prasa House in Hatfield, new logistical challenges around parking have arisen. Prasa House only provides 483 parking bays under its lease agreement, which is insufficient for the current and projected needs of RAF's staff and fleet.

4. SCOPE OF REQUIREMENTS

4.1 The RAF currently requires 544 parking bays to accommodate staff and fleet vehicles, with the flexibility to increase this capacity in the future if necessary. The parking space must be within 1000 meters from the RAF office in PRASA House (1040 Burnett Street, Hatfield).

4.2 The breakdown of the parking requirements includes:

4.2.1 Newly appointed staff – 255

4.2.2 Staff to be hired – 125

4.2.3 Fleet vehicles – 30

4.2.4 Staff parking shortfall – 125

4.2.5 Disability parking – 3

4.2.6 Reserved CEO parking – 6

5. DURATION OF CONTRACT

The contract will be for a period of five (05) years.

6. EVALUATION CRITERIA AND METHODOLOGY

The Evaluation Process shall be conducted under the following phases:

Phase 1: Initial Screening Process - At this phase Bidders responses are reviewed to check if Bidders have responded according to RAF RFI document.

Phase 2: Mandatory Evaluation Process - At this phase Bid Responses are evaluated as per the evaluation criteria specified in the Request for Information (RFI) document for compliance to Mandatory Requirements.

6.1 MANDATORY REQUIREMENT (PHASE 2)

All Bidders who do not meet Mandatory Requirements will be disqualified and will not be considered for further evaluation on the functional requirements.

Bidder must indicate by ticking (✓) correct box indicating that they Comply OR do Not Comply.

5.1.1 Mandatory	Comply	Not Comply
The proposed parking space must be within a 1000-meter radius from the Prasa House Building (1040 Burnett Street, Hatfield). Note: The bidder must provide valid proof of address (e.g. Lease agreement, Utilities Bill, etc). The RAF reserves the rights to verify/seek clarity on the proof of address provided by the bidder.		

7. BIDDER'S PRICING

This annexure should be completed and signed by the Bidder's authorized personnel as indicated below:

Please indicate your total bid price here (Compulsory)

Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule. Should the total bid prices differ, the one indicated above shall be considered the correct price.

No.	Description	Quantity	Unit Price	Total
1	Parking Bays	544		
2	Access Cards	544		
3	Total Inclusive of VAT			