REQUEST FOR QUOTATION (RFQ) NUMBER:	**PR10119296 (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 and assist with World Aids Day event at the Cape Town offices.
RFQ ISSUED DATE	**02 November 2026**
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	**09 November 2026 at 15:00**
EXPECTED DATE SERVICES IS REQUIRED	01 December 2026 via MS Teams Platform
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	Not applicable
DELIVERY ADDRESS OF GOODS/SERVICES	**1 Thibault Square, Long Street, Cape Town**
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.**
- **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.*

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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

Annex C : RFQ SPECIFICATION

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 and assist with World Aids Day event at the Cape Town offices.

3. DETAILED SPECIFICATION

THEME: HIV Today: What Has Changed?

Each Speaker to speak for 1 hour

Platform (Virtual) – Access to MS Teams will be required

The date of the event to be held on 01/12/2026 from 09:00 - 11:00 for the Speakers and testing and exhibition to run up until 14:00.

- Speaker – Healthcare Professional focusing on the theme, provide a virtual talk. Must be enrolled with HPCSA.
- Speaker – Testimonial a virtual session on leaving positively with HIV. Speaker can be an HIV Activist or someone living with HIV. Must submit a minimum of 1 reference letter.
- HIV testing for CPT RAF employees to be facilitated by 2 Enrolled Nurses x80. Nurses must be enrolled with SANC. Starts at 11:00 – 14:00 and the RAF will provide the relevant space to conduct testing.
- Metal Red Ribbon Brooches X 300 - as a symbol of solidarity to people living with HIV/AIDS

The event will include exhibitions with the aim of disseminating information: (service provider to supply pamphlets and counsellor)

- 300 pamphlets on HIV / AIDS and ARVs Adherence
- To be facilitated by an HIV Counsellor
- From 11:00 – 14:00.

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	**Experience of the HIV Activist or someone living with HIV Speaker** The service provider must submit a **minimum** of one (1) Reference Letter confirming the speaker experience in providing HIV related testimonials with the following details: • Reference letter must be provided on company letterhead from the client at which the testimonial was rendered; • Contact Person; • Contact Numbers or Email Address; • The reference letter should indicate that the service provider rendered HIV related testimonials; • The reference letter must include a signature and electronic signatures are permitted NB: If the reference letters submitted do not include the information on the bullet points above will not be considered. The service provider must **also** complete the speaker experience on the Annexure attached hetero, **marked as Annexure B**. The service provider must submit the completed Annexure B and the corresponding reference letter(s) by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm the information.		

2	**Registration: Healthcare Professional** The healthcare professional provided by the Service Provider must be registered with the **Health Professions Council of South Africa (HPCSA).** The Service Provider is required to submit **valid proof** of registration for the healthcare professional by providing one of the following: • Copy of HPCSA registration document(s); • E registration document as obtained from HPCSA webpage or • The HPCSA registration number of the expert by completing the information below 1._____ The bidder must provide valid proof of registration by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm the registration.		
3	**Registration: Nurse(s)** The personnel (Nurses) provided by the Service Provider must be registered with the **South African Nursing Council (SANC)** with an active and current membership. The Service Provider is required to submit **valid proof** of registration for the **two (2) Registered Nurses** in a form of SANC eRegister document or SANC registration certificate. The bidder must provide valid proof of registration by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm the registration.		

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:

<table>
<tr><th colspan="2">Evaluation criteria</th><th>Points</th></tr>
<tr><td>1.</td><td>Price</td><td>80</td></tr>
<tr><td>2.</td><td>Specific Goals
<table>
<tr><th>#</th><th>Specific Goal</th><th>Proof</th><th>Points Allocation</th></tr>
<tr><td>1</td><td>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 N0. 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)</td><td>CSD Report</td><td>10</td></tr>
<tr><td>2</td><td>Women
(minimum 51% ownership or more)</td><td>ID copy / CSD report</td><td>8</td></tr>
<tr><td>3</td><td>(Persons living with disabilities
(minimum 51% ownership or more)</td><td>Valid medical certificate issued by an accredited medical practitioner</td><td>2</td></tr>
</table></td><td>20</td></tr>
<tr><td colspan="2">Total</td><td>100</td></tr>
</table>

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	Healthcare Professional Speaker	1		
2	HIV Speaker / Activist	1		
3	HIV Testing (inclusive of nurses)	80		
4	Metal Red Ribbon Brooches	300		
5	HIV Pamphlets	300		
6	HIV Counsellor	1		
7	Any Other Costs (if applicable) Specify……	1		
			GRAND 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

Annexure B: Bidder Client List