RFI NUMBER:	**RAF/2026/00080**
DESCRIPTION:	**REQUEST FOR INFORMATION: DISPOSAL OF USED OFFICE FURNITURE FOR THE ROAD ACCIDENT FUND DURBAN REGIONAL OFFICE.**
PUBLISH DATE:	**18 NOVEMBER 2026**
CLOSING DATE:	**02 DECEMBER 2026**
CLOSING TIME:	**11:00 AM**
RESPONSES MUST BE EMAILED TO:	**BACsecretariat@raf.co.za**
ATTENTION:	**SCM – 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 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:	
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:

SCM – Demand Management	**BACsecretariat@raf.co.za**

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

3.1 The RAF has recently replaced the office furniture at the Durban Regional Office and are looking to dispose of the old furniture. Interest parties are requested to make a written financial offer for the items on offer.
3.2 The items are offered a lot and no individual items, or any other arrangement will be accepted.
3.3 Bidders will be allowed to view the office furniture on offer and are required to contact Thokozani Mhlongo on thokozanim@raf.co.za / 082 211 2077 to make the necessary viewing arrangements during regular office hours.
3.4 The bidder must ensure that all costs involved in dismantling, loading and transporting the used furniture from the RAF Offices is for the bidder's account and is taken into consideration when submitting an offer.

3.5 The winning bidder will be required to remove all the office furniture from the RAF Offices within 14 days after the offer is accepted by the RAF and payment is made and reflecting in the RAF Bank Account, this is subject to a schedule being agreed with the RAF Facility Manager so as to minimise the disruptions to Business operations.

4. SCOPE OF REQUIREMENTS

4.1 The Successful bidders will be responsible for the below-mentioned scope of works but not limited to:

4.1.1. Provide collection and transportation service of the furniture to be disposed.

4.1.2. The service provider is required to make a financial offer on the assets.

4.1.3. The appointed service provider will work with RAF staff to compile a register of assets removed for RAF to remove the assets from the asset register.

4.1.4. The transaction should be at no cost to RAF.

4.1.5. Preference will be given to the service provider that will make the most competitive financial offer

4.1.6. The list of the used furniture to be disposed is included on annexure A.

5. ANNXURES

5.1. Annexure A – List of Furniture to be Disposed

5.2. Annexure B – SBD 4

6. FINANCIAL OFFER

6.1 The bidder is required to provide an unconditional financial offer for the used furniture on offer in line with the requirements stipulated above:

All Inclusive Financial Offer in Rand value (ZAR): _____

6.2 The offer is valid for 90 Days

6.3 On acceptance of the financial offer by the RAF, the bidder will be required to make payment and collect all items within 14 days.