REQUEST FOR QUOTATION (RFQ) NUMBER:	**PR10119631 (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 supply office cleaning and pest control services in Beaufort West for a period of 36 months.
RFQ ISSUED DATE	**23 November 2026**
RFQ VALIDITY PERIOD	60 days from the closing date.
CLOSING DATE AND TIME	**30 November 2026 at 11:00**
EXPECTED DATE SERVICES IS REQUIRED	**01 January 2027 – 31 December 2029**
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	**n/a**
DELIVERY ADDRESS OF GOODS/SERVICES	**Beaufort West, Western Cape – the exact office address will be confirmed before award**
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.*

CONTENTS

Annex A : TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ) 3
Annex B : GENERAL CONDITIONS OF CONTRACT 4
Annex C : RFQ SPECIFICATION 5
Annex D : EVALUATION CRITERIA 7
Annex E : COST BREAK DOWN 9
Annex F : STANDARD BIDDING DOCUMENTS 10

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 supply office cleaning and pest control services in Beaufort West for a period of 36 months.

3. DETAILED SPECIFICATION

3.1 SCOPE OF WORK – OFFICE CLEANING

Herewith the specification for the cleaning services, equipment and consumables requirements:

Staff requirement:

- 1 cleaner twice a week (week days only)
- Office space: 90 square meters of tiled flooring
- For a duration of 36 months with an option to cancel with a one (1) month notice.

Cleaning specifications:

Office Areas/Light Duty

Wipe desks and office furniture with damp cloth	Bi weekly
Dust all surfaces	Bi weekly
Empty and clean waste receptacles	Bi weekly
Clean telephones	Bi weekly
Spot clean all low surfaces and doors	Bi weekly
Dust all vertical blinds	Monthly
Clean metal fittings and handrails	Weekly
Spot cleaning of glass doors	Bi weekly

Kitchens

Sweep floors all uncarpeted areas	Bi weekly
Damp mop	Bi weekly
Empty and clean bins, pick up litter	Twice a week
Remove waste to disposal area	Bi weekly
Remove marks from walls	Weekly

General Services:

Clean interior windows	Monthly
Glass partitions	Monthly
Glass doors	Bi weekly

The preferred bidder will be required to supply and delivery the following:

Cleaning equipment:

Industrial Vacuum cleaner low noise
Mops Colour coded
Feather duster Long and short
Gear Press and mop bucket
Mops heads and sticks
Scrapers for bubble gum
Squeezer for window cleaning
Scoops and Brushes
Colour coded micro fibre cloths
Hard and soft broom
Electrical extension
Wet floor signs
Spray bottles
Toilet Brushes
Dust Pan

Consumable material:

General purpose cleaner
Toilet scrubber
Grease buster
Hand soap clear gel
Sanitizing liquid for toilets
Deep cleaning liquid
Polymer polish
Bleach
Black Bags

3.2 SCOPE OF WORK – PEST CONTROL

- Over the 36 month period
- Service will be performed quarterly, a total of four (4) services for the year
- Treatment for fleas, dust mites and cockroaches
- 90 square meters of floor space to be treated
- Service will be done during a week day on a Friday at 15:00 or as per our requirements
- Certificate to be provided upon completion of each pest control exercise performed

Annex D : EVALUATION CRITERIA

1. The evaluation criteria will be based on the following requirements:
   Phase 1: Mandatory Requirements
   Phase 2: Evaluation for Price and Specific Goals based preference system on the 80/20.

Phase 1: Mandatory Requirements

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

Service Providers must indicate by ticking (√) correct box indicating that they Comply OR do Not Comply.

No	Description	Comply	Not comply
1	The bidder must submit **Letter of Good Standing that complies with the Compensation for Occupational Injuries and Disease Act, Act 130 of 1993 (COIDA).** The successful bidder will be required to comply with the requirements of Occupational Health and Safety Act, Act 85 of 1993. The Letter of Good standing must comply where the Nature of Business / Commodity is that for Office Cleaning Services or Domestic/Commercial Cleaning or Industrial Cleaning or Building Cleaning Services or Workplace/Facility cleaning or Commercial and property maintenance. **Note:** The COIDA certificate of good standing may not be older than twelve (12) months and can either be from the Department of Labour / RMA / FEM or the industry equivalent thereof. The proof must be submitted by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm validity.		
Substantiate/Comments			
No	**Description**	**Comply**	**Not comply**
2	The service provider (Company Director/Operator/Contractor/Employee) must be registered with the **Department of Agriculture as a Pest Control Operator**. Service Provider must submit **valid** Pest Control Certificate (Company Director/Operator/Contractor/Employee) as proof. The proof must be submitted by the closing date and time of the RFQ. The RAF reserves the right to validate and confirm validity.		
Substantiate/Comments			

Phase 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><td colspan="3">Evaluation criteria</td><td>Points</td></tr>
<tr><td>1.</td><td colspan="2">Price</td><td>80</td></tr>
<tr><td>2.</td><td colspan="2">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="3">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
	Year 1: 2027			
1	Cleaning services	**12 months**		
	Cleaning Consumables which include all the Cleaning Equipment and Cleaning Chemicals	**12 months**		
	Pest Control services	**4 services**		
	Year 2: 2028			
2.	Cleaning services	**12 months**		
	Cleaning Consumables which include all the Cleaning Equipment and Cleaning Chemicals	**12 months**		
	Pest Control services	**4 services**		
	Year 3: 2029			
3.	Cleaning services	**12 months**		
	Cleaning Consumables which include all the Cleaning Equipment and Cleaning Chemicals	**12 months**		
	Pest Control services	**4 services**		
			TOTAL	
			VAT (IF VAT REGISTERED)	
GRAND TOTAL OVER A THREE (3) YEAR PERIOD (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

- Standard Bidding Document 4
- Standard Bidding Document 6.1
- Annexure A: Security Measures