REQUEST FOR QUOTATION (RFQ) NUMBER:	**PR10119783 (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 logistical services for Cape Town Summer Sports and Wellness Day.
RFQ ISSUED DATE	**25 November 2026**
RFQ VALIDITY PERIOD	30 days from the closing date.
CLOSING DATE AND TIME	**01 December 2026 at 13:00**
EXPECTED DATE SERVICES IS REQUIRED	**11 December 2026**
COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION	N/A
DELIVERY ADDRESS OF GOODS/SERVICES	**Fairbairn College, 123 Hugo Street, Goodwood**
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 logistical services for Cape Town Summer Sports and Wellness Day.

3. DETAILED SPECIFICATION

Road Accident Fund Sports & Wellness Day

SPECIFICATIONS:

Date:	11 December 2026
Venue:	Fairbairn College, 123 Hugo Street, Goodwood
Times:	07h00 am -16h00pm

LOGISTICS

a. Public Address System (PA) with roving microphone (available for use from 08:00). Coverage radius of 50 metres from the presentation area.

b. DJ for the event, to play music from 08:00 – 15:00. To be briefed as to the acceptable levels of noise level.

c. Erect 2 Bedouin type that includes a backing side / protection (size: 9m x 12m) Must be erected a day before the event.

Engineering certificate must be provided and approved by the local council or City of Cape Town.

d. 15 rectangle tables able to seat at least 10 ppl per table & 150 plastic chairs (delivery a day before the event) Items to be clearly marked for identification purposes. Collection same day 11 December at 15:00.

e. Referees are required to administer sporting codes iro netball (x4), soccer (x6), volley ball (x2), cricket (x2). At the venue from 08:00 until 14:00.

Referees must be versed in standard sporting code rules which will slightly be adapted for the event based on internal rules. Referees must bring their own equipment, like whistles.

f. 2x Pool table hire - Table must be in good working condition, with no tears as the playing surface must be as new. Inclusive of 8 cue's, a full set of balls, triangle and chalk. Included should be a full setup of the table within the allocated space that will be used. Not coin operated. Delivery on the 11th December at 07:30 with collection same day at 15:00.

g. 1x Freestanding Dartboard on Stand Hiring, inclusive of dartboard in cupboard and 4 sets of darts. Delivery on the 11th at 07:30 with collection same day at 15:00.

h. 1x Giant Chess Set Hire - inclusive of 3m x 3m mat with all relevant chess pieces. Delivery on the 11th at 07:30 with collection same day at 15:00.

i. Sports Medals
80x Gold medals
80x Silver medals
Type: Awards
Material : Metal
Size: 40mm
Finish with ribbon (blue or green)



(for illustration purposes only)

Annex D : EVALUATION CRITERIA

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

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	Public Address system (as per above specifications)	1		
2	DJ for Event (as per above specifications)	1		
3	Bedouin Style Tents (as per above specifications)	2		
4	Rectangular Tables (as per above specifications)	15		
5	Chairs (as per above specifications)	150		
6	Referees (as per above specifications)	14		
7	Pool Table Hire (as per above specifications)	2		
8	Dartboard Hire (as per above specifications)	1		
9	Giant Chess Set Hire (as per above specifications)	1		
10	Sports Medals (Gold and Silver) (as per above specifications)	160		
11	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

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