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|---|---|
| REQUEST FOR QUOTATION (RFQ) NUMBER: | PR10101653 (Please use this number as reference when sending quotations and supporting documentation) |
| DESCRIPTION | The Road Accident Fund (RAF) wishes to appoint a Commercial Broker for Sourcing of Property Leases. |
| RFQ ISSUED DATE | 18 March 2024 |
| RFQ VALIDITY PERIOD | 30 days from the closing date. |
| CLOSING DATE AND TIME | 03 April 2024 at 11:00am |
| EXPECTED DATE SERVICES IS REQUIRED | As and when required. |
| COMPULSORY BRIEFING SESSION/ SITE VISIT/SITE INSPECTION | Not applicable |
| DELIVERY ADDRESS OF GOODS/SERVICES | 420 Witch-Hazel Avenue, Centurion |
| RFQ RESPONSES MUST BE EMAILED TO: | Head Office quotations should be emailed to rfq.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 | Attention: Ayanda Danca Email address: AyandaD@raf.co.za |

Important Notes to this RFQ:

- **Service providers/suppliers should ensure that RFQ responses are emailed to the correct email address; (rfq.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 Mandatory Evaluation, where applicable);**
- **Historically Disadvantaged Individuals (HDI)* claimed points for Race and Gender 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 will conduct business ONLY with CSD Registered suppliers;**

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 is required to report the matter to our toll free fraud line at 0800 005919.”

**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 not to 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

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 RAF has its headquarters in Centurion - Pretoria and other offices country wide.

2. BACKGROUND OF THE PROJECT

In line with its strategic plan the RAF is required to have office locations throughout the country that are strategically located to provide and facilitate easy access to our key stakeholder which is the South African Public.

The RAF requires the services of a Commercial Broker to assist with the search and identification of the new buildings to lease in pre-determined areas in all provinces. The Commercial Property Broker must be familiar with the prescribed regulations that governs the property leasing space.

The property broker will only be required to source property leases in stances where internal procurement processes have been exhausted. There is no guarantee on the quantum of work but it will be on an 'on demand basis' for a period of one (01) year.

3. DETAILED SPECIFICATION

The Commercial brokers must be well experienced in commercial property leases, the commercial broker must be familiar with the industry standards and comply with all the statutory and other regulations as well as having the capabilities to negotiate lease terms and conditions that are acceptable to the RAF. The Raf will issue detailed requirements in terms of required office spaces on an 'as and when required basis'. The RAF is a national Entity and as a result the commercial broker will be required to work in all provinces.

4. DELIVERIES

- The commercial broker is required to perform all the groundwork in searching and identifying suitable properties that are on the market for leasing.
- The commercial broker will prepare a report for the consideration of RAF on the available properties on the market, where possible there should be more than one option.
- The commercial broker will be responsible to facilitate a site visit of the property by the relevant RAF officials.
- The commercial broker should be available to present the report and/or respond to any queries that may arise from RAF officials or its committees.
- The commercial property broker may be required to participate in lease negotiations.

5. PRICING

- The commercial broker will be compensated by the RAF based on a percentage of the annual lease amount irrespective of the lease period, this will be a once off payment and based on the net lease amount for office space and parking, all other costs will not form part of this calculation. The commercial broker is required to indicate the percentage on the bid price page.
- All travel is required to be approved by the Project Manager, should the commercial broker be required to travel, the following will apply:
 1. Road Travel - The RAF internal rate per KM will apply, the current rate is R4.84 per KM and is periodically reviewed.
 2. Air Travel (Economy) – These costs will be re-imbursed on an actual cost basis and the invoices from the airline will be required as proof.
 3. Accommodation – These costs will be re-imbursed on an actual cost basis and the invoices from the hotel/lodge will be required as proof. RAF internal travel policy will apply to ensure of cost containment.

6. DURATION OF CONTRACT

- The contract will be for a period of 12 months

7. EVALUATION CRITERIA AND METHODOLOGY

The Evaluation Process entails the following phases:

Phase 1: Initial Screening Process: At this phase, bidders' responses are reviewed to check if they have responded according to the RAF RFQ document. (A bidder/bidders who complies/comply with the screening process will be evaluated further on the mandatory requirements).

Phase 2: Mandatory Requirements: Received responses are assessed for full compliance with the submission of the mandatory requirements. This phase includes the vetting of all supporting documents as requested. Only bidders who comply fully with the mandatory requirements will be evaluated further on price and preference.

Phase 3: Price and Specific Goals: The bidder is required to submit the actual percentage of the annual lease amount that they will be charging the RAF, the award will be based on this percentage.

Annex D : EVALUATION CRITERIA

1. Mandatory Requirements (Phase 2)

Bidders must indicate compliance with these requirements by ticking the relevant box indicating if they either "**Comply or Do Not Comply.**"

| 1.1. Mandatory | Comply | Do Not Comply |
|---|---------------|----------------------|
| The bidder is required to submit proof of registration with the Property Practitioners Regulatory Authority (PPRA) | | |
| 1.2. Mandatory | Comply | Do Not Comply |
| The bidder is required to submit a valid Fidelity Fund certificate. | | |
| 1.3. Mandatory | Comply | Do Not Comply |
| The bidder is to provide a minimum of three (03) client reference letters where they have facilitated the leasing of a commercial building/office space. The reference letter must include contact details of the client. | | |
| 1.4. Mandatory | Comply | Do Not Comply |
| The bidder is required to search and identify available properties for lease in all Provinces. Kindly indicate Comply or Do not Comply. | | |

Note: Bidder(s) who do not comply with the mandatory requirements will not be considered for further evaluation.

2. Price and Specific Goals

The evaluation for Price and Specific Goals based preference system shall be based on the 80/20 and the points for evaluation criteria are as follows

- ❖ The evaluation for Price and Specific Goals based preference system shall be based on the 80/20 and the points for evaluation criteria are as follows:

| Evaluation criteria | | | | Points |
|----------------------------|-----------------------|---|--|--------------------------|
| 1. | Price | | | 80 |
| 2. | Specific Goals | | | 20 |
| | # | Specific Goal | Proof | Points Allocation |
| | 1 | South African citizen who had no franchise in national elections prior to the introduction of the Constitution of the Republic of South Africa, 1983 (Act 200 of 1983) or the Constitution of the Republic of South Africa, 1996. (minimum 51% ownership or more) | CSD Report | 10 |
| | 2 | Women (minimum 51% ownership or more) | ID copy / CSD report | 8 |
| | 3 | Persons with disabilities (minimum 51% ownership or more) | Valid medical certificate issued by an accredited medical practitioner | 2 |
| Total | | | | 100 |

Annex E : BIDDER'S RATE (PRICING)

Bidders are required to indicate the percentage that they will charging below:

| Percentage | Description |
|------------|--|
| _____ % | The percentage pertains to the percentage of the annual net lease amount |

The RAF reserves the right to appoint one (01) or more bidders

Annex F : **STANDARD BIDDING DOCUMENTS**

[SBD 4 Bidders Disclosure](#)

[SBD 6.1 in Terms of PPR 2022](#)

[Safety Mandatory Requirements.pdf](#)