



RFI NUMBER:	RAF/2026/00044
DESCRIPTION:	REQUEST FOR INFORMATION: APPOINTMENT OF A SERVICE PROVIDER FOR AD HOC OFFICE FURNITURE RELOCATION SERVICES FOR A PERIOD OF FIVE (5) YEARS.
PUBLISH DATE:	16 JULY 2026
CLOSING DATE:	22 JULY 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: <i>(To be completed for each joint venture/ consortium member)</i>	
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: <i>(To be completed for each subcontractor)</i>	
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
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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 Road Accident Fund is currently leasing its office furniture and equipment for all its offices nationally.
- 3.2 On Ad Hoc basis, a need arises for the leased furniture and equipment to be relocated for various reasons, some of which are stipulated below:
 - Relocation of office furniture and/or equipment from one RAF office to another.
 - Relocation of office furniture and/or equipment from an RAF office to and from an offsite storage facility.
 - Relocation of office furniture and/or equipment from an RAF office to and from the lessor's facility.

4. SCOPE OF REQUIREMENTS

4.1 The relocation would be as and when required for assembled and unassembled office furniture and / or equipment.

4.2 The bidder is required to provide the rates below:

- 1-ton truck rate per km
- 4-ton truck rate per km
- 8-ton truck rate per km
- Accommodation per person
- Travelling cost per person
- Vehicle transportation (car hire) per day
- Handling fee
- Overtime labour (weekdays)
- Overtime labour (weekends)
- Overtime labour (public holidays)
- Forklift per day

4.3 Bidders are to note the following:

- On rare occasions, the relocation of office furniture and / or equipment will be from one province to another.
- The list of assets and addresses will not be provided at this stage as the requirement is for rates and not total costs.

5. BIDDER'S PRICING

NO	DESCRIPTION	BIDDER'S PROPOSED RATE
1	1-ton truck rate per km	
2	4-ton truck rate per km	
3	8-ton truck rate per km	
4	Accommodation per person	
5	Travelling cost per person	
6	Vehicle transportation (car hire) per day	
7	Handling fee	
8	Overtime labour (weekdays)	
9	Overtime labour (weekends)	
10	Overtime labour (public holidays)	
11	Forklift per day	