RFI NUMBER:	**RAF/2026/00078**
DESCRIPTION:	**REQUEST FOR INFORMATION: THE ROAD ACCIDENT FUND (RAF) SEEKS TO APPOINT A SERVICE PROVIDER FOR THE LEASING OF OFFICE SPACE FOR JOHANNESBURG REGIONAL OFFICE SPACE.**
PUBLISH DATE:	**09 NOVEMBER 2026**
CLOSING DATE:	**12 NOVEMBER 2026**
CLOSING TIME:	**11:00 A.M.**
COMPULSORY BRIEFING SESSION	**N/A**
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 (property agent etc)	

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:

Bid enquiries:

Ayanda Danca	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 when the proposals are submitted.

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.

3. BACKGROUND OF THE BID

The Road Accident Fund (RAF) requires leasing of office space for the Johannesburg Office. The requirements are for a minimum of Grade B office accommodation of a minimum of 11 000m² (gross lettable area), 2 000m² of which must be on the ground floor to accommodate the Customer Experience Centre and Central Archiving Facilities (CAFS) with approximately 70 000 active files. The office space must be in Parktown, Rosebank, or Marshalltown for a period of twelve (12) months with a minimum of five hundred and twenty (520) undercover parking spaces, twenty (20) of which must be on site to cater for people with disabilities.

4. REQUIREMENTS

The requirements are listed below:

4.1. The lease agreement

4.1.1. The lease will be for a 12 twelve-month period.
4.1.2. A detailed cost per item (schedule) must be provided (Cost for rental space, Operational Cost, Parking, Storage, etc.)
4.1.3. Special conditions will be defined.
4.1.4. The rental rate must be in line with current SAPOA rates for the area.

4.2. The requirements for site accessibility include:

4.2.1. Space recommended to be located in Parktown, Rosebank or Marshalltown.
4.2.2. Within 1km radius of public transport routes.
4.2.3. Easily and safely accessible by both staff and public.

4.3. The requirements for the building include:

4.3.1. The space on offer must be an existing building (completely built structure).
4.3.2. Minimum of Grade B (as defined by SAPOA).
4.3.3. Minimum of 11 000m² office space (gross lettable area), 2 000m² of which must be on the ground floor to accommodate the Customer Experience Centre and Central Archiving Facilities (CAFS).
4.3.4. Additionally, storage space of 1 000m² is required, ideally in the basement.
4.3.5. Canteen facility or space suitable to establish such.
4.3.6. Preferably a single tenant building. The RAF should ideally be the only tenant in the building.

4.3.7. If the rentable area cannot be catered for in a single building but spillover into more than one building, the spillover must be at least on the same campus as the main building or within walking distance (maximum of 350m).

4.3.8. Energy efficient building will be preferred.

4.3.9. The building must have access for people living with special needs/disability (e.g. handrails and wheelchair ramps, ablutions, lifts) at the time of occupation – all for the Landlord's cost.

4.3.10. Office space to be on consecutive floors preferably from the ground floor up.

4.3.11. Entrance and exit to the office space must make provision for access control and be suitable for staff, clients and service providers, preferably separate entrance for Customer Experience Centre.

4.3.12. Buildings with fewer support columns in the usable space will be preferred.

4.3.13. Buildings with good natural light versus artificial light ratio.

4.3.14. Load bearing capacity of floor plates suitable for filing systems / archive filing of 300kg/ m² around columns.

4.3.15. The building must be free of defects or issues e.g., water leaks, pest infestations, cracks, damp, etc.

4.3.16. The building must be ready for inspection.

4.3.17. Legible to scale floor plans must be submitted.

4.3.18. The Certificate of Occupancy and all Certificates of Compliance must be available at the time of occupation.

4.4. The requirements for building systems/services include:

4.4.1. The office accommodation must be air-conditioned and ventilated as per Grade B buildings. HVAC system in place must be maintained, and record of servicing must be provided on request at the time of occupation.

4.4.2. Extraction facilities to be functional in all ablutions and enclosed areas, inclusive of basement parking and storerooms at the time of occupation.

4.4.3. Back up water supply in case of municipal water disruption sufficient for 24-hour supply functional at the time of occupation. (At least 50 000 litre capacity) with refill Accessibility: The system must feature a standardised inlet connection designed specifically for bulk water tanker trucks to pump directly into the tanks.

4.4.4. Geyser 300L providing hot water to ablutions and kitchen/pause areas.

4.4.5. Back-up power must be provided in case of load shedding or power outages. Noise level when generator is running must be considered in placement. Generator should have 40% spare capacity.

4.4.6. Uninterrupted Power Supplies (UPS) with spare capacity must be installed to prevent damage to IT and electrical equipment in the event of power failure or interruption in the supply of electricity.

4.4.7. The space(s) on offer must have its own dedicated electric distribution board(s) and an up-to-date existing Electrical Certificate of Compliance (COC) must be available at inspection (should the building be selected).

4.4.8. Double tier/compartment power skirtings to interior perimeter and internal brick/concrete walls.

4.4.9. The space occupied by the RAF must be fitted with a dedicated electricity supply meter. This will ensure that consumption is monitored, and readings can be compared to the monthly accounts for electricity.

4.4.10. The accommodation must have existing fire detection and prevention services and make provision for these in compliance with Part T of SANS 10400.

4.4.11. Ventilated ablution facilities for males and females, inclusive of facilities for the disabled in accordance with SANS 10400 Parts P and S, must be available and in good working condition.

4.4.12. All ablution facilities to comply with applicable legislation both in size and quantity and be located on all floors.

4.4.13. In multi-story buildings lifts and escalators must be maintained and service records must be provided upon request.

4.5. The requirements for health and safety include:

4.5.1. All safety equipment must be serviced and up to date (e.g., firefighting equipment, First Aid box) as per legislative requirements.

4.5.2. All requirements in terms of the OHS Act must be complied with.

4.5.3. All building systems must have been serviced as per the original equipment manufacturer (OEM) requirements in line with relevant legislation (electrical, HVAC, Fire, etc.)

4.6. The requirements for security:

4.6.1. Power in ceiling spaces for future camera installations

4.6.2. Power points in reception for vertical and baggage scanners in reception area.

4.6.3. Buildings should allow for more than one entrance / exit by staff, clients and service providers.

4.6.4. The building / campus must provide adequate security measures (alarm, guarding, electric fences, biometrics, etc).

4.6.5. Flood lights must illuminate the area around the building at night.

4.6.6. If in a campus, the campus will be well lit during the night.

4.6.7. Area to be fully perimeter enclosed (including ceiling voids), secure, lockable with a single point of entry/exit except for the mandatory emergency exits.

4.6.8. If the area is bound by any façade/building perimeter walls with openings, all openings must be secured with burglar bars, irrespective of height above ground level.

4.7. ICT Requirements:

4.7.1. Provision for routing of data cables, etc. to be made in the ceiling voids, double tier cable trays, ducts and walls.

4.7.2. A centrally located enclosed and lockable rooms to be utilized as an ICT server and hub rooms with ample artificial light and mechanical cooling and ventilation – no windows/perimeter openings permissible.

4.7.3. Provide dedicated power and surge arrestors, normal plugs 4x4 and Uninterrupted Power Supply (UPS) to hub/server room(s).

4.8. Requirements for Marketing purposes:

4.8.1. The landlord must be willing allow the following:

- Building wraps
- Television advert shoots
- Bathroom posters, digital mirror screens, wall mounted digital screens/monitors in reception and pause areas and branding in lifts.
- Information kiosk in the reception area

4.9. Landlord must provide:

4.9.1. The lessor must draft the office lay-out submission drawings and submit to the City Council for approval and for a Certificate of Occupancy and provide RAF with same in digital format.

4.9.2. The lease will provide for a Service Level Agreement (SLA) between the lessee and lessor, with specific timelines for all calls related to the obligations by the lessor.

4.9.3. The lease offered must provide for air-conditioning and maintenance thereof as part of the lease.

4.9.4. If the building is fitted with lifts and escalators the landlord must maintain the lifts and escalators.

4.9.5. All exterior windows and glazed doors must be washed bi-annually.

4.9.6. Ensure maintenance of the building at all times in line with the SLA.

4.9.7. Maintain all garden areas and keep the campus clean of debris.

4.9.8. The expectancy is that the let area will remain at a minimum Grade B level for the duration of the lease.

The space must include as a minimum the following:

- 1200mm x 600mm suspended ceiling grid/hangers and Ts throughout.
- Plastered ceilings must contain an access panel.
- double tier cable trays in the ceiling void(s)
- drop-in energy efficient light fittings (350 lux) to match suspended ceiling grid module in compliance with Part O of SANS 10400 with switches and motion detectors in convenient locations.
- double tier power skirting to all perimeter walls and brick or concrete interior walls
- made good and primed columns, perimeter and permanent walls, ready to receive final finish i.e., paint and wallpaper.
- air conditioning/HVAC in compliance with Part V of SANS 10400
- existing fire detection and prevention measures in compliance with Parts T and W of SANS 10400, i.e., fire hose reels, fire extinguishers in key positions, etc.
- Clean and sound screed ready to receive new floor finishes i.e., loose lay carpet tiles, vinyl flooring, full bodied porcelain tiles.

4.9.9. Keep all sewerage pipes, balcony drains, water traps and wastewater drain, as applicable, on the Premises, free from obstruction and blockage and shall remove, at his/her/its cost any blockage or obstruction therein.

4.9.10. Keep the electrical, water and air conditioning installations in good working order and condition, fair wear and tear excepted and shall not make any additions or alterations to these installations without warning and approval.

4.9.11. Premises must be fumigated before occupation and once every quarter thereafter.

4.9.12. Adequately maintain and where necessary repair and/or replace at his/her/its cost, glazing, windows, burglar alarms, automated gates/garage doors and sprinkler systems, painting outside of building, roof leaks, fixtures damaged by roof leaks, burst pipes and aircons as detailed in the SLA other than where any damage is caused by the deliberate and/or negligent actions or omissions of the RAF or his/her/its invitees, in which event it shall be the RAF's responsibility.

4.9.13. The Landlord shall be responsible for any maintenance, repairs or replacement, as necessary, because of fair wear and tear in respect of any of the aforementioned items.

4.10. Special Permissions

4.10.1. Approval for exterior and shop fronts signage and branding must be granted.

4.10.2. Approval to allow vending machines on site.

4.10.3. The lease offered must provide the RAF with right of first refusal of additional space/lease renewal.

4.11. The requirements for parking include:

4.11.1. Parking bays: minimum of five hundred and twenty **(520)** parking bays.
Covered parking bays: minimum of five hundred and twenty **(520)** bays on site. Alternately a minimum of two hundred and seventy-five **(275)** covered and secure on-site and two hundred and forty-five **(245)** covered and secure parking bays within a 500 m walking distance from the space on offer.

4.11.2. Twenty **(20)** of the onsite bays should cater for people living with disabilities must be in accordance with municipal by-laws and applicable legislation/standards as contained in Part S of SANS 10400.

4.11.3. Thirty **(30)** onsite bays should cater for visitors.

4.11.4. Loading zones: At the front and rear entrance / exit of the building with ramps to the doorway.

4.11.5. RAF should be given right of first refusal to any additional parking that becomes available to the landlord during the lease period.

4.11.6. Parking requirements will be assessed annually and amended in accordance with RAF demand.

4.12. Tenant Installation

4.12.1. The lease offered must indicate the tenant installation allowance.

4.12.2. The landlord will be afforded the first right of refusal to carry out the tenant installation.

4.12.3. The landlord must consent to the RAF layout plans, as per the supporting Certificates of Compliance (CoCs) for plumbing, gas, and electricity.

4.12.4. Landlord Approval**:** All custom fitouts, such as partitioning, flooring, and HVAC modifications, require prior written approval from the landlord's facilities team before work begins.

4.12.5. Any alterations must comply with municipal bylaws and the National Building Regulations and Building Standards Act, ensuring proper fire egress and ventilation.

5. PRICING SCHEDULE FOR JOHANNESBURG REGIONAL OFFICE:

RAF Requirements

5.1 Name of Building: _____

5.2 Address of Building: _____

_____

5.3 Contact Person for Property: _____

5.4 Who is letting the Property (Agent/Owner): _____

5.5 Did you attach the plans/drawings: _____

LINE-ITEM DESCRIPTION	BIDDERS RATES	GUIDE
Lease Period	12 Months	12 Months
Annual Escalation %	_____%	Indicate percentage per annum
Estimated Monthly Utilities	R_____	Per month
Office rental rate	R _____per sqm x _____sqm = R _____	Monthly cost
Parking rental rate	R _____per bay x _____number of bays = R_____	Monthly cost
Operational Cost	R _____per sqm x _____sqm = R _____	If applicable

Tenant Installation allowance	R_____	Allowance from the landlord considering the 12-month lease term.
Beneficial occupation	_____months	allowance considering the tenant installation (IT, connectivity etc.)
Tenant installation	(YES/NO) _____	Is the bidder willing to carry out the TI on behalf of RAF according to RAF requirements.
Rental Deposit	R_____	Indicate rental deposit if required
Any other cost/s		The bidder to include any other cost/s that the tenant will be liable for

a. You may submit the rates on your company letterhead or a separate attachment.
b. NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
c. This RFI is not a solicitation and there are no commitments with respect to future purchases or contracts.
d. Bidders must provide a breakdown of cost of the required information where applicable.