



REQUEST FOR QUOTATION

SA RUGBY COIDA CONSULTANTS SERVICE PROVIDER SOLUTION

INTRODUCTION

SA Rugby Union (“SARU”) is the governing body for rugby in South Africa. Its main object is the ‘promotion, development and support of all levels of rugby in the Republic. It is responsible for the administration of the game from the grassroots level to the Springboks and organising both domestic and international rugby events.

Due to the nature of its business, SARU has built a robust safety culture that surpasses the minimum legislative health and safety standards. It ensures that operational excellence is attained while prioritising the well-being of its employees and Players.

BACKGROUND AND PURPOSE

As physical injuries on and off the field can be disruptive to rugby business, SARU requires services of a consultant to administer services for Injuries on Duty (“IOD”), for Players and its employees.

SARU already complies with the Compensation for Occupational Injuries and Diseases Act (“COIDA”), 130 of 1993 and all its associated administrative processes.

Specifications

For this RFQ, SARU requires a consultant who will ensure that:

1. Injury claims are lodged,
2. All medical reimbursement expenses are professionally managed,
3. The monitoring of progress and closure for each case is fast tracked,
4. Reopening and reassessing cases where new medical evidence or deterioration of an injury has emerged is attended to promptly,
5. A pricing schedule with explanatory information about each financial item is provided.

Documents to be Submitted

1. Quotation with fee structure and detailed services offered.
2. Provide tax clearance certificate and BBBEE certificate with no less than level 4 score.
3. Provide at least three references for satisfied clients in the sporting fraternity.

Service Provider requirements

1. Have an extensive knowledge of COIDA and its administrative processes.
2. Have a proven record in managing COIDA claims for athletes.
3. Have qualified and experienced staff to manage IOD cases.
4. Have a secure data management system to track and manage IOD cases.
5. Have proven statistical data on percentages of cases resolved within the stipulated timeframe.



TIMELINE	
BRIEF ISSUED TO POTENTIAL RESPONDEES	28 th May 2025
SUBMISSION DEADLINE	06 th June 2025
DECISION COMMUNICATED TO PROPOSERS	20 th June 2025
CONTRACT COMMENCES	On signing of contract
QUOTE EVALUATION	
<p>SARU will evaluate each quote received on how well it meets or exceeds our brief and requirements. SARU in its sole discretion will determine which quote is best considering the following evaluation factors:</p> <ol style="list-style-type: none">1. The experience and ability of the proposer to provide services to a high standard,2. The completeness and quality of the quote and how well it meets SARU's needs,3. The proposed rates/fees or commercial model proposed,4. The B-BBEE status of the proposer.	
NOTES	
<p>SARU may cancel this brief, or may reject quotes at any time prior to an award, and is not required to furnish a statement of the reasons why a particular quote was not deemed to be the most advantageous.</p>	
COMMUNICATIONS	
<p>It is the interested company's responsibility to inquire about and clarify any requirement of the brief that is not clearly understood. All questions must be in writing and submitted by 16h00 no later than two (2) working days prior to the quotation due date. All inquiries should be submitted by email to procurement@sarugby.co.za.</p>	
FURTHER INFORMATION	
<p>The requirements specified in this brief reflect those presently known. SARU accepts no liability (including in contract, tort, including negligence or otherwise) to anyone in the event of an error in, or alleged misinterpretation of, any statements made, or information provided during the briefing process. SARU reserves the right to vary, in detail, the final requirements. Quotes will be valid for at least three months, and may not be withdrawn or changed without SARU's prior consent in writing. SARU may treat your quote as your best quote without and despite any further enquiry. Quotes are submitted in reliance on the proposer's own knowledge, skill and independent advice and not in reliance on any information provided, or representation made by SARU. No contact is to be made with any of the SARU's management or personnel in connection with this brief without the express authorization. All queries must be made via email unless of an urgent nature in which case they should be telephoned and confirmed via email. SARU reserves the right to distribute any questions with SARU's reply to all proposers without indicating the source of the inquiry, if it deems appropriate. SARU does not guarantee all questions and responses. You must not directly or indirectly provide any form of inducement or reward to any employee of SARU in relation to this process.</p>	
QUOTE PACKAGING AND SUBMISSION	
<p>In order for your quotation to be considered, interested companies must submit a complete response to this brief to procurement@sarugby.co.za</p>	