

NAMC RFQ1675: PROCUREMENT FOR APPOINTMENT OF AN EXTERNAL FACILITATOR: CHANGE MANAGEMENT INTERVENTION – AGRICULTURAL REGULATORY MEASURES DIVISION (ARMD)

BID NUMBER: NAMC RFQ1675
CLOSING DATE: 20 MARCH 2026 @ 11H00
VALIDITY PERIOD: 90 DAYS

QUOTATIONS WILL ONLY BE ACCEPTED VIA EMAIL: Rfq@namc.co.za

1. INTRODUCTION

The National Agricultural Marketing Council (NAMC) is a statutory body established in terms of the Marketing of Agricultural Products Act, 1996. The main function of the council is to advise the Minister of Agriculture on issues relating to the marketing of agricultural products.

2. SPECIFICATION

2.1 BACKGROUND

The National Agricultural Marketing Council (NAMC) hereby invites suitably qualified and experienced service provider to provide facilitation of a structured Change Management Intervention for the Agricultural Regulatory Measures Division (ARMD).

This intervention follows the retirement of a Senior Manager, Statutory Measures, and the consolidation of two (2) operational teams into a single integrated division. The purpose of the session is to strengthen team alignment, clarify roles and

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workstreams, enhance operational efficiencies, and support a smooth organisational transition.

The ARMD Division is undergoing a structural realignment which includes:

- Integration of two (2) teams into a unified structure
- Reallocation and clarification of roles and responsibilities
- Process optimisation within Statutory Measures administration
- Strengthening collaboration and accountability
- Reinforcing governance and service delivery standards

NAMC seeks an experienced facilitator to design and deliver a focused, practical, and outcomes-based intervention to support this transition

2.2 SCOPE

The appointed service provider will be required to:

2.2.1 Pre-Session Preparation

- **Conduct a short diagnostic engagement with divisional leadership**
- **Develop a tailored facilitation framework**
- **Align session objectives to NAMC's strategic and governance context**

2.2.2 Facilitation of Change Management Workshop

Proposed Date: 29 April 2026

Time: 09h00 – 17h00

Venue: External venue (to be arranged by service provider and included in quotation)

Catering: Mid-morning tea/coffee and lunch to be included

The workshop must address:

- **Managing transition and change post-leadership retirement**
- **Consolidation of teams into one cohesive unit**
- **Clarification of roles and accountability**
- **Workstream alignment and process efficiency**
- **Communication protocols and collaboration**
- **Building psychological safety and trust**
- **Practical action planning**

2.2.3 Deliverables

The service provider must deliver:

- **Workshop facilitation (full-day, 8 hours)**
- **Facilitation materials and tools**
- **Attendance register**
- **Post-session summary report (within 7 working days) including:**
 - **Key discussion themes**
 - **Identified risks**
 - **Agreed actions**
 - **Recommended follow-up interventions**

2.3 ADMINISTRATIVE REQUIREMENTS

Pre-Qualification Requirements	Check list √Tick each box
SBD 4: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Terms of Reference document: Completed, attached and signed	
General Conditions of Contract: Initialled and attached	
Proof of registration on Central Supplier Database (managed by National Treasury) a report not older than a month of the date of submission must be submitted	
<p>MANDATORY</p> <p>*Training venue must be located in Gauteng province</p> <p>*Company profile (indicating number of years experience in the organisational development and change management).</p> <p>ATTACH:</p> <p>* Name of the facilitator:</p> <p>* CV of facilitator and qualification</p> <p>ATTACH:</p> <p>*Detailed proposal outlining methodology</p>	

MANDATORY QUESTIONS	ANSWER
<ul style="list-style-type: none"> Minimum 5–8 years' experience in organisational development and change management 	<p>HOW MANY YEARS EXPERIENCE</p> <p>.....YEARS</p>
<ul style="list-style-type: none"> Proven experience in public sector, agricultural advisory, or regulatory environments (advantageous) At least two (2) contactable references <p>Attach reference letter supporting that.</p>	<p>List the public sectors:</p> <p>1.....</p> <p>contactable references:</p> <p>Name:</p> <p>Tel:</p> <p>Email:</p> <p>2.....</p> <p>contactable references:</p> <p>Name:</p> <p>Tel:</p> <p>Email:</p>
<ul style="list-style-type: none"> Strong facilitation credentials Relevant qualifications in Industrial Psychology, Organisational Development, HR, Leadership, or related field 	<p>List qualifications:</p> <p>1.....</p> <p>2.....</p> <p>3.....</p>

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	4.....	

2.4 Pricing schedule:

SERVICE	AMOUNT
<ul style="list-style-type: none"> Professional facilitation fees (Including facilitator's logistics) 	R
<ul style="list-style-type: none"> Preparation and reporting costs 	R
<ul style="list-style-type: none"> Venue hire (external venue suitable for 10 participants) Venue must be in Gauteng province 	R
<ul style="list-style-type: none"> Catering for 10 employees <ul style="list-style-type: none"> -Tea/coffee (time: 10:00) -Lunch (13H00) -Water 500ml x 20 -Juice 500ml x 10 	R
TOTAL (EXCL VAT)	R
TOTAL (INCL VAT)	R

3. TIMEFRAME

THE CLOSING DATE FOR QUOTE SUBMISSION IS ON 20 MARCH 2026 AT 11H00

PLEASE NOTE:

- a. Do not render any service without an official purchase order from the NAMC. The NAMC will not be held accountable for any liability or financial losses should there be Failure to adhere to this instruction.

4. REQUIREMENTS IN TERMS OF THE QUOTATION PROPOSAL:

- a. The quotation should be directed at the National Agricultural Marketing Council (NAMC)
- b. The quotation must be valid for 90 days
- c. The quotation must be signed by a supplier, on the company official letterhead.
- d. The quotation should be inclusive of logistics costs and VAT (If the supplier is VAT registered)

PLEASE NOTE:

- e. If the price quotation doesn't demonstrate the above attributes, the quotation might be disqualified.
- f. Where the recommended bidder is non-tax compliant, the bidder will be notified in writing and a period of 7 working days will be granted to a supplier to resolve their tax obligations with SARS. (However, this principle may be compromised depending on the nature of the services requested).
- g. The supplier is required to complete and submit SBD 4 (Bidder's Disclosure)
- h. The quotations between R 2 000.00 to R 1 000 000.00 including all applicable taxes will be evaluated on the 80/20 preference points scoring system. The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:
- i. N:B - Bidders are required to submit original and valid B-BBEE Status Level Verification Certificates or certified copies thereof together with their bids to substantiate their specific goal as stated below. However, Bidders who do not submit B-BBEE Status Level Verification Certificates do not qualify for

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specific goals points but they will not be disqualified from the bidding process.

SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Black Ownership	Points (10)
91-100	10
81-90	9
71-80	8
61-70	7
51-60	6
41-50	5
31-40	4
21-30	3
11-20	2
1-10	1

SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Ownership By Women	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1

Percentage (%) Ownership By Youth	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By People With Disability	Points (2)
51-100	2
1-50	1
0	0

5. NAMC ADDRESS

- NAMC, Hillcrest Office Park, 177 Dyer Road, Barbet place, Ground floor, Hillcrest, Pretoria, 0083

6. ENQUIRIES AND SUBMISSION OF QUOTATIONS

For more information relating to Supply Chain Management and submission of quotations:

Rfq@namc.co.za or 012 341 1115

7. EVALUATION CRITERIA AND COMPLIANCE VERIFICATIONS

- a. Tax compliance status verification through the Central Supplier Database (CSD) or SARS website using Tax Pin prior to the awarding of price quotation will be conducted.

8. MEDIUM OF COMMUNICATION

All documentation submitted in response to this RFQ must be in English.

9. COST OF PROPOSAL

Tenderers are expected to fully acquaint themselves with the conditions, requirements, and specifications of this RFQ before submitting proposals. Each bidder assumes all risks for resource commitment and direct or indirect expenses of proposal preparation and participation throughout the RFQ process. NAMC is not directly or indirectly responsible for any costs incurred by tenderers.

10. CORRECTNESS OF RESPONSES

10.1 The bidder must confirm satisfaction regarding the correctness and validity of their proposal and that all prices and rates quoted cover all the work/items specified in the RFQ. The prices and rates quoted must cover all obligations under any resulting contract.

10.2 The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

11. VERIFICATION OF DOCUMENTS

11.1 Bidders should check the page numbers to ensure that none are missing or duplicated. NAMC will accept no liability for anything arising from missing or duplicated pages.

11.2 Only one electronic copy of the proposal must be submitted via email to RFQ@namc.co.za. If the bidder sends more than one proposal, the first submission shall take precedence should it have yet to be recalled/withdrawn in writing by the bidder.

12. ADDITIONAL TERMS AND CONDITIONS

12.1 A tenderer shall not assume that information and/or documents supplied to NAMC, at any time before this request, are still available to NAMC, and shall consequently not make any reference to such information document in its response to this request.

12.2 Copies of any affiliations, memberships, and/or accreditations that support your submission must be included in the tender.

12.3 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a tender or cancellation of any subsequent contract. 12.4 Please comply with all the terms and conditions in this document to ensure the proposal is valid.

13. NAMC RESERVES THE RIGHT TO:

13.1 Extend the closing date.

13.2 Verify any information contained in a proposal.

13.3 Request documentary proof regarding any tendering issue.

13.4 Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).

13.5 Award this RFQ as a whole or in part.

13.6 Cancel or withdraw this RFQ as a whole or in part

14. POPIA Protection of Personal Information

All bidders agree that personal information of persons related to or linked with bidders or respondents to this request for proposals may be required to fulfil the requirements for submitting a bid. All bidders agree that the NAMC may collect, keep and process such information provided that the aforesaid uses shall be for purposes of evaluating the bid submitted. Where the information is sought to be used for other purposes, further and specific consent shall be obtained.