
RFQ1418: REQUEST FOR RELOCATION OF OFFICE FURNITURE FOR NAMC

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

The NAMC is seeking to procure the services of a qualified service provider to facilitate the seamless relocation of office furniture from the current office location to the storage premises. The relocation process must ensure minimal disruption to operations and the safe handling of assets.

2. OBJECTIVE

The primary objective of this assignment is to appoint a competent service provider to transport office furniture efficiently and securely, ensuring the integrity of all assets.

3. SCOPE OF WORK

The appointed service provider will be responsible for the following tasks:

- **Conduct a pre-relocation assessment to determine the quantity, type, and handling requirements of office assets.**
- **The assets to be seen during compulsory physical briefing session.**

Briefing address:

National Agricultural Marketing Council

Hillcrest Office Park, 177 Dyer Rd, Hillcrest, Pretoria, 0083

- **Disassemble office furniture where necessary.**
- **Provide packaging materials necessary for the office furniture.**
- **Pack office furniture securely to prevent damage or loss.**
- **Transport all office furniture using suitable vehicles.**
- **Provide adequate insurance of the items being transported**

Council Members: Mr. A. Petersen (Chairperson), Ms. T. Ntshangase (Deputy Chairperson), Prof. A. Jooste, Mr. S.J. Mhlaba, Ms. F. Mkile, Ms. N. Mokose, Ms. S. Naidoo, Mr. G. Schutte, Dr. S.T. Xaba and Mr J.G. Mocke.

- Remove and dispose of any packaging materials responsibly.
- Provide a post-relocation report detailing the completion of the move and any challenges encountered.

4. DELIVERABLES

The successful service provider must deliver the following:

- A comprehensive relocation plan before the commencement of work.
- An inventory list before and after transportation (includes item description and barcode).
- Completion report post-relocation, including any issues and resolutions.
- Transport furniture as follows: +/- 21km

FROM CURRENT OFFICES	TO DESTINATION STORAGE
National Agricultural Marketing Council Hillcrest Office Park, 177 Dyer Rd, Hillcrest, Pretoria, 0083	Agricultural Research Council Irene ARC Irene campus, Old, Olifantsfontein Rd, Irene, 0062

5. QUALIFICATION REQUIREMENTS

The service provider must demonstrate the following: Indicate yes or no

REQUIREMENTS	YES	NO
1. A proposal indicating experience in office relocation services. The service provider must have at least a minimum of three (3) years' experience in office furniture disassembling, assembling and transportation. How many year of experience: year(s), proposal attached.		
2. Compliance with all relevant health and safety regulations. attached.		
3. Provide evidence of insurance to cover damages and losses. attached.		
4. Availability of necessary equipment and skilled personnel to execute the relocation. Attached		
Mandatory document		
5. Provide at least three (3) references of services provided in relation to office furniture disassembling, assembling and transportation. Such references are to be submitted on a company letterhead indicating the type of project(s) and when they were carried out. How many letters attached:.....		

6. DURATION AND TIMELINES

The offices will be relocated during the month of July 2025:

7. COMPULSORY BRIEFING SESSION

BRIEFING ADDRESS
DATE: 02 JULY 2025 @ 11AM
National Agricultural Marketing Council Hillcrest Office Park, 177 Dyer Rd, Hillcrest, Pretoria, 0083

The NAMC will communicate the date of relocation upon appointment of the service provider. The entire relocation process must be SPLIT into 2 phases (to be explained at briefing session). The NAMC expects minimal operational disruption, requiring the service provider to work within a structured timeline.

7. PRICING SCHEDULE

SERVICES	AMOUNT
PHASE 1 OF TRANSPORTATION	R
PHASE 2 OF TRANSPORTATION	R
TOTAL (Phase 1 + 2) all inclusive and all taxes	R

8. TIMELINES

COMPULSORY BRIEFING SESSION DATE:

BRIEFING ADDRESS
DATE: 02 JULY 2025 @ 11AM
National Agricultural Marketing Council Hillcrest Office Park, 177 Dyer Rd, Hillcrest, Pretoria, 0083

CLOSING DATE FOR QUOTE SUBMISSION IS ON THE 04 JULY 2025 AT 11:00

PLEASE NOTE:

- **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.**

9. REQUIREMENTS IN TERMS OF THE QUOTATION PROPOSAL:

- a. Quote should be directed to National Agricultural Marketing Council (NAMC)
- b. Quote must be valid for 30 days**
- c. Quote must be signed by a supplier, on the company official letterhead.
- d. Quote 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.**

10. 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.
- b. 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).
- c. The supplier is required to complete and submit SBD 4 (Bidder's Disclosure))
- d. 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:

- e. 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 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
0	0
Percentage (%) Ownership By Women	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By Youth	Points (4)
81-100	4
51-80	3

31-50	2
1-30	1
0	0
SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Ownership By People With Disability	Points (2)
51-100	2
1-50	1
0	0

11. NAMC ADDRESS

ADDRESS
National Agricultural Marketing Council Hillcrest Office Park, 177 Dyer Rd, Hillcrest, Pretoria, 0083

12. ENQUIRIES AND SUBMISSION OF QUOTATIONS

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

NAMC SCM – rfq@namc.co.za or 012 341 1115

ALL QUOTES SUBMITTED VIA EMAIL ONLY: rfq@namc.co.za

COMPULSORY BRIEFING SESSION:

BRIEFING ADDRESS
DATE: 02 JULY 2025 @ 11AM
National Agricultural Marketing Council Hillcrest Office Park, 177 Dyer Rd, Hillcrest, Pretoria, 0083