

## **RFQ1311: REQUEST FOR QUOTATION FOR THE RECEPTION DESK AND BRANDED CARPETS**

### **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, Land Reform and Rural Development (DALRRD) on issues relating to the marketing of agricultural products.

### **2. SPECIFICATION**

The NAMC is seeking to procure the services of an experienced service provider to fabricate the reception desk and related branding elements as described in the artwork and 2 x branded carpets

### **3. OBJECTIVE**

The primary objective of this assignment is to appoint a competent service provider to fabricate the reception desk and related branding elements as described in the artwork and 2 x branded carpets.

### **4. SCOPE OF WORK**

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

- Fabricate the reception desk and related branding elements as well as 2 x branded carpets as described in the artwork.
- Fit the reception desk and related branding elements as described in the artwork at our office building.

### **5. DELIVERABLES**

The successful service provider must:

- Fabricate the reception desk and related branding elements as well as 2 x branded carpets as described in the artwork.
- Fit the reception desk and related branding elements as described in the artwork at our office building.
- Take their own measurements and do not depend on the estimates in the artwork
- Always consult with the NAMC to discuss the final product before application.
- Advise NAMC on the best approach that can make the process smoother and cost effective.

## 6. QUALIFICATION REQUIREMENTS (MANDATORY REQUIREMENTS)

The service provider must demonstrate the following: Indicate YES or NO

MANDATORY REQUIREMENTS	YES	NO
1. 3 x reference letters in relation to this work from the recent clients (Happy letters)		
2. 2 x photos of similar work performed in the past.		

## 7. DURATION AND TIMELINES

The project must be finalised between the month of March and April 2025:

**Our new office building is located at:**

**Hillcrest Corner, 195 Lunnon Rd, Hillcrest, Pretoria, 0002**

## 8. TIMEFRAME

**CLOSING DATE FOR QUOTE SUBMISSION IS ON THE 19 MARCH 2025 AT 11:00**

**LATE SUBMISSION WILL NOT BE CONSIDERED**

**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:**

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

**PLEASE NOTE:**

- **If the price quotation doesn't demonstrate the above attributes, the quotation might be disqualified.**

**10. EVALUATION CRITERIA AND COMPLIANCE VERIFICATIONS**

- 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.
- 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).
- The supplier is required to complete and submit SBD 4 (Bidder's Disclosure))

- 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:
- 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.

<b>SPECIFIC GOAL</b>	<b>TOTAL POINTS</b>
<b>Percentage (%) Black Ownership</b>	<b>Points (10)</b>
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
<b>Percentage (%) Ownership By Women</b>	<b>Points (4)</b>
81-100	4
51-80	3

31-50	2
1-30	1
0	0
<b>Percentage (%) Ownership By Youth</b>	<b>Points (4)</b>
81-100	4
51-80	3
31-50	2
1-30	1
0	0
<b>SPECIFIC GOAL</b>	<b>TOTAL POINTS</b>
<b>Percentage (%) Ownership By People with Disabilities</b>	<b>Points (2)</b>
51-100	2
1-50	1
0	0

## 11. PHYSICAL ADDRESS

- Block A | 4th floor | Meintjiesplein Building | 536 Francis Baard Street | Arcadia | Pretoria | 0002

## 12. ENQUIRIES AND SUBMISSION OF QUOTATIONS

For more information relating to Supply Chain Management and submission of quotations: **Mapaseka Mphahlele – [mmphahlele@namc.co.za](mailto:mmphahlele@namc.co.za) or 012 341 1115**

