

NAMC RFQ 1504: APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT ACCREDITED OCCUPATIONAL HEALTH AND SAFETY TRAINING TO THE NATIONAL AGRICULTURAL MARKETING COUNCIL (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

1. The training must include the following modules:

- Introduction to the OHS Act
- Roles and Responsibilities of Committee Members
- Hazard Identification and Risk Assessment
- Incident Reporting and Investigation
- Emergency Preparedness and Evacuation
- OHS Legal Framework and Compliance

2. Training Approach and Delivery

- Training must be staggered over a 6-month period.
- Preferably delivered on-site at NAMC offices or nearby venues (for Phases 1 and 2).
- Phase 3 can be conducted online or hybrid.
- Certificates of Competence must be issued upon completion.

3. Deliverables

- Training materials and manuals.
- Attendance registers.
- Evaluation reports and feedback.
- Training certificates.

12 X OHS Committee members

Training Objectives:

- Clear statement of what participants should be able to do/understand by the end

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of the training.

Programme Duration & Schedule

- A day-by-day breakdown (1-2 days) with allocated times for each session or module.

Course Content Outline

- Topics to be covered (aligned to OHS legal requirements, workplace hazards, safe practices, emergency response, etc.).

Training Methodology

- Indicate whether it will be theory-based, practical demonstrations, simulations, case studies, or group activities.

Resources & Materials

- List of learner manuals, presentations, videos, PPE demonstrations, or practical equipment used during training.

Assessment & Evaluation

- How knowledge will be assessed (written test, practical demonstration, group exercise) and criteria for passing.

Certification Details

- Type of certificate awarded, issuing authority, and validity period (if applicable).

Trainer Qualifications

- Names, qualifications, and experience of the facilitators for the specific OHS topics.

Post-Training Support

- Any follow-up support, refresher courses, or helplines offered.

EVALUATION

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Documents 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		
Proof of registration on Central Supplier Database (managed by National Treasury) a report not older than a month at the time of submitting this proposal must be submitted and Tax status must be compliant.		
	ATTACHED: Tick √	
	YES	NO
MANDATORY Accreditation with the Department of Employment and Labour <ul style="list-style-type: none"> Requirement: The service provider must be accredited with the Department of Employment and Labour for the relevant Occupational Health and Safety (OHS) training programmes to be delivered. COIDA: <ul style="list-style-type: none"> COIDA (Compensation for Occupational Injuries and Diseases Act) registration is recommended (especially if the provider has employees and is delivering workplace safety training), as it ensures compliance with work injury compensation obligations. 		
MANDATORY Experienced trainer: CV(s) and profile(s) of the trainer(s).		
MANDATORY		

Training plan as per specification indication all 3 x phases and timelines		
MANDATORY Bidder must have at least 3 reference letters on OHS training. Minimum 3 reference letters. 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:		

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

Pricing schedule:

DESCRIPTION	AMOUNT
PHASE 1	R
PHASE 2	R
PHASE 3	R
OTHER COSTS	R
TOTAL (exclusive Vat)	R
TOTAL (inclusive Vat)	R

3. TIMEFRAME

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THE CLOSING DATE FOR QUOTE SUBMISSION IS ON FRIDAY THE 19 SEPTEMBER 2025 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 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. DELIVERY ADDRESS FOR THE SERVICE

- 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.