

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE EXECUTIVE COACHING SERVICES TO THE CHIEF EXECUTIVE OFFICER (CEO) FOR THE 2026/2027 FINANCIAL YEAR FOR THE NATIONAL AGRICULTURAL MARKETING COUNCIL (NAMC)

RFQ NUMBER: NAMC RFQ1746

CLOSING DATE: 29 MAY 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) hereby invites suitably qualified and experienced service providers to submit quotations for the provision of professional Executive Coaching Services to the Chief Executive Officer (CEO) for the 2026/2027 financial year.

The coaching intervention is intended to support executive leadership effectiveness, strategic decision-making, governance leadership, stakeholder management, personal leadership growth, organisational sustainability, and overall executive performance

2. SPECIFICATION

The purpose of this RFQ is to appoint an independent and suitably qualified Executive Coach to provide structured and confidential coaching services to the CEO of NAMC over the 2026/2027 financial year.

The coaching programme is intended to:

- Enhance executive leadership capability;
- Strengthen strategic and governance leadership;
- Support organisational transformation and change management;
- Improve stakeholder and executive management effectiveness;
- Enhance resilience, emotional intelligence, and leadership sustainability;
- Support personal and professional development aligned with organisational goals.

3. SCOPE OF WORK

The appointed service provider will be expected to provide, but not limited to, the following services:

3.1 Coaching Programme Design

The service provider shall:

- Conduct an initial diagnostic or needs assessment session;
- Develop a tailored executive coaching programme and implementation plan;
- Align the coaching intervention with leadership development objectives and organisational priorities.

3.2 Executive Coaching Sessions

The service provider shall provide structured coaching sessions focusing on areas including:

- Strategic leadership and executive effectiveness;
- Governance and ethical leadership;
- Stakeholder engagement and influence;

- Organisational culture and people leadership;
- Change management and organisational sustainability;
- Executive decision-making;
- Communication and leadership presence;
- Emotional intelligence and resilience;
- Leadership adaptability and innovation;
- Performance optimisation and succession sustainability.

3.3 Coaching Methodology

The coaching intervention may include:

- One-on-one coaching sessions;
- Leadership assessments and reflection tools;
- Action planning and development tracking;
- Feedback and reflective engagement;
- Practical leadership interventions and developmental exercises.

3.4 Reporting and Feedback

The service provider shall:

- Provide high-level progress updates to the designated NAMC representative, while maintaining confidentiality;
- Submit attendance confirmation and coaching milestones achieved;
- Provide a close-out summary report upon completion of the coaching programme.

3.5 EXPECTED DELIVERABLES

The successful bidder shall provide the following deliverables:

Deliverable	Timeline
Inception Meeting and Coaching Plan	Within 5 working days of appointment
Initial Assessment/Diagnostic Session	Within 10 working days
Executive Coaching Sessions	As per agreed schedule
Progress Feedback Reports	Quarterly or as agreed
Final Coaching Close-out Report	At completion of programme

3.6 DURATION OF THE CONTRACT

The coaching programme will be implemented during the 2026/2027 financial year for a period of twelve (12) months, commencing upon appointment.

4. EVALUATION PROCESS

NAMC will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). Three (3) phase evaluation criteria will be considered in evaluating the bid as follows:

Phase 1: Administration check

This stage checks and validates the bidder's compliance with legal requirements to conduct business with the government of South Africa.

All proposals duly lodged will be examined to determine compliance with bidding requirements and conditions.

Pre-Qualification Requirements	Check list √Tick box each
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	
General conditions of contract: Attached and initial	
Company profile with detailed proposal and methodology and Coaching framework & approach;	
Proof of coaching professional accreditation;	

Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.

MANDATORY

Mandatory Requirements	Check list √Tick box
<p>Service providers should provide reference letters from different clients (previous/current existing clients) demonstrate the following:</p> <ul style="list-style-type: none"> • Proven experience in Executive (senior executives, CEOs, Boards, Executives) Coaching and Leadership Development; IN PUBLIC SECTOR LEADERS <p>References (Must be on the company letter head of the company that received the service. The letter must include Contact details where similar services were done. IN PUBLIC SECTOR LEADERS</p> <p>Minimum of 3 reference letters are required</p>	<p>How many reference letters attached:</p> <p>.....</p>

Mandatory Requirements	Check list √ Tick box
<ul style="list-style-type: none"> Human Resources, Bidders to attach CV and Qualifications in Coaching, Leadership Development, Psychology, Organisational Development, Human Capital Management, or related fields. 	<p>Name of qualification attached:</p> <p>.....</p> <p>.....</p> <p>Name of the personnel on selected CV and qualification:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

Bidders must also supply the following documents (where applicable).

Other Requirements	Check list √ Tick each box
Valid B-BBEE Certificate or attached (certified copy) or Sworn Affidavit	
Company Registration documents	

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

Council Members: Prof. A. Jooste (Chairperson), Dr. S.T. Xaba (Vice-Chairperson), Dr. K.M. Hurly, Dr. B.S. Jack-Pama, Dr. M. Kadwa, Ms. H.J. Mahlangu, Ms. R.J. Maisela, Mr. H.T. Mohane, Prof. K. Nephawe and Ms. U. Speirs.

4.1 PRICING SCHEDULE:

The NAMC has developed the pricing schedule as a baseline to assist in the evaluation of bids. Each bidder is required to complete and submit the Pricing Table. Pricing must include all the logistics.

SERVICE	AMOUNT
Quarter 1 coaching session and Reporting and Feedback as per specification	R
Quarter 2 coaching session and Reporting and Feedback as per specification	R
Quarter 3 coaching session and Reporting and Feedback as per specification	R
Quarter 4 coaching session and Reporting and Feedback as per specification	R
TOTAL (EXCL VAT)	R
TOTAL (INCL VAT)	R

5. TIMEFRAME

THE CLOSING DATE FOR QUOTE SUBMISSION IS ON FRIDAY THE 29 MAY 2026 AT 11H00

PLEASE NOTE:

Council Members: Prof. A. Jooste (Chairperson), Dr. S.T. Xaba (Vice-Chairperson), Dr. K.M. Hurly, Dr. B.S. Jack-Pama, Dr. M. Kadwa, Ms. H.J. Mahlangu, Ms. R.J. Maisela, Mr. H.T. Mohane, Prof. K. Nephawe and Ms. U. Speirs.

- 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.

6. 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.

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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

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

7. DELIVERY ADDRESS FOR THE SERVICE

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

8. 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

Quotes will only be accepted via emails
ONLY: Rfq@namc.co.za

9. EVALUATION CRITERIA AND COMPLIANCE VERIFICATIONS

Council Members: Prof. A. Jooste (Chairperson), Dr. S.T. Xaba (Vice-Chairperson), Dr. K.M. Hurly, Dr. B.S. Jack-Pama, Dr. M. Kadwa, Ms. H.J. Mahlangu, Ms. R.J. Maisela, Mr. H.T. Mohane, Prof. K. Nephawe and Ms. U. Speirs.

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- 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.

10. MEDIUM OF COMMUNICATION

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

11. 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.

12. CORRECTNESS OF RESPONSES

- 12.1 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.

13. VERIFICATION OF DOCUMENTS

13.1 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.

13.2 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.

14. ADDITIONAL TERMS AND CONDITIONS

14.1 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.

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

14.3 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.

15. NAMC RESERVES THE RIGHT TO:

- Extend the closing date.
- Verify any information contained in a proposal.
- Request documentary proof regarding any tendering issue.
- Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).
- Award this RFQ as a whole or in part.
- Cancel or withdraw this RFQ as a whole or in part

16. 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.