
NAMC RFQ 1508B: Request for Quotation (RFQ) document for procuring a Corporate Governance, Compliance and Legal Expert for the 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. BACKGROUND

The NAMC invites suitably qualified and experienced service providers to submit quotations for the appointment of a Corporate Governance, Compliance and Legal Expert. The expert will provide support to the Council and its subcommittees over a (6) six-month period (To start as soon as the purchase order is issued). The expert will be required to work both remotely and physically at NAMC offices. This engagement aims to strengthen internal governance practices, ensure compliance with statutory frameworks, and support the legal and procedural integrity of regulated appointments.

3. SPECIFICATION

The successful service provider will be required to perform the following services:

a. Governance and Compliance Advisory

- Provide strategic advice and support on Council and subcommittee governance policies and frameworks.

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- Review and enhance existing Council and subcommittee Terms of Reference (ToRs), ensuring alignment with the PFMA, King IV, Companies Act (where applicable), and related prescripts.
- Review and align NAMC governance policies and compliance with corporate governance standards applicable to Schedule 3A entities.

b. Recruitment and Appointment Advisory

- Guide the NAMC on the recruitment and appointment of independent members of Council subcommittees (e.g., Audit and Risk)
- Ensure transparent, legally compliant, and governance-aligned Council subCommittees related appointment processes.
- Advise on the appointment process for regulated positions, including legally mandated roles such as the CEO, CFO, and other executive roles subject to Council approval.

c. Policy Development and Support

- Recruitment and Selection of the subcommittee members of the Council e.g. Audit and Risk Committee
- Alignment with the Council Charter and relevant subcommittee Charters in line with prescribed legislation.
- Appointment Policy for the regulated positions e.g. CEO and the CFO.
- Review and update the NAMC Recruitment and Selection Policy to align with legal and governance requirements for regulated roles and due processes for appointments. The alignment should be with Schedule 3A entities
- Recommend improvements to ensure fairness, compliance, and audit readiness.
- Draft necessary governance documentation or Council resolution templates and/or guidelines as required.

4. DELIVERABLES

The service provider will be expected to deliver the following outputs: include below in Proposal

Deliverable	Timeline
Inception Report and Work Plan	Within 10 working days of appointment
Legal and Governance Review Reports	Monthly basis
Revised Recruitment and Selection Policy	By end of Month 2
Governance support for recruitment of subcommittee members	Ongoing throughout the engagement
Final Consolidated Report & Handover	By the end of contract (6 Months)

5. MANDATORY REQUIREMENTS:

MANDATORY DOCUMENTS	ATTACHED:	
	YES	NO
<p>1. Mandatory document</p> <p>Bidder must be at least 7 years' experience advising public sector Boards/Councils on governance and regulatory matters. Attach comprehensive Curriculum Vitae.</p> <p>Provide Curriculum Vitae of expert that indicates experience in advising public sector Boards/Councils on governance and regulatory matters. Curriculum Vitae must demonstrate that the bidders has minimum 7 years experience advising public sector Boards/Councils on governance and regulatory matters.</p> <p>How many years of experience as per above:</p>		

<p>2. Bidder must submit at least 3 positive reference letters indicating experience in advising public sector Boards/Councils on governance and regulatory matters. Such references are to be submitted on a company letterhead indicating the type of project(s) and when they were carried out.</p> <p>How many letters attached:</p>		
<p>2. Detailed project plan indication:</p> <ul style="list-style-type: none"> • Knowledge of the PFMA, Treasury Regulations, King IV Code, Companies Act, and relevant labour and public service laws. • Include deliverables and timelines 		
<p>MANDATORY</p> <p>Completion of the below pricing schedule is mandatory</p>		

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

Pricing schedule:

DESCRIPTION	ESTIMATED HOURS	ALL INCLUSIVE RATE PER HOUR	TOTAL AMOUNT (VAT INCLUSIVE)
	(A)	(B)	AMOUNT TO BE USED FOR EVALUATION (A X B = C)
Corporate Governance, Compliance and Legal Expert for the NAMC as per specification	750 HOURS	R	R

1. The rate charged per hour must include all costs related to delivering the work as per the specification.
2. Billing and payment of invoices will be based on actual hours worked.

6. TIMEFRAME

THE CLOSING DATE FOR QUOTE SUBMISSION IS ON TUESDAY THE **11 NOVEMBER 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.

7. 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 60 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

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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

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

8. DELIVERY ADDRESS FOR THE SERVICE

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

9. 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

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.

11. MEDIUM OF COMMUNICATION

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

12. 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.

13. 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.

14. 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.

15. 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.

16. 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

17. 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.