

**NAMC RFQ1613: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY  
BRANDING MATERIAL TO THE NATIONAL AGRICULTURAL MARKETING  
COUNCIL (NAMC).**

**BID NUMBER: NAMC RFQ1613**  
**CLOSING DATE: 21 JANUARY 2026 @ 11H00**  
**VALIDITY PERIOD: 90 DAYS**

**QUOTATIONS WILL ONLY BE ACCEPTED VIA EMAIL: [Rfq@namc.co.za](mailto:Rfq@namc.co.za)**

**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.

As a public entity, NAMC have a responsibility to educate the public and other stakeholders about the mandate of the organisation and one of the tactics we use to realise this objective is to enhance the visibility of the entity and create brand awareness.

To ensure that this organisational imperative is accomplished accordingly, we are embarking on the process of augmenting the promotional or branding material that we have with a view to maximise impact and increase brand awareness.

**Therefore, the NAMC requests suitably qualified service providers to supply the organisation with the branding or promotional items as outlined below.**

## **2. SPECIFICATION**

### **2.1 SCOPE**

- The service provider should be able to supply NAMC branded promotional material as per the request.
- Deliver the correct material to the NAMC head office in Pretoria
- The final artwork must be approved by the NAMC before they are produced or printed.
- The mockups will be provided.

NO	ITEM	DESCRIPTION	QUANTITY
1.	NAMC branded teardrops	20 x 3000mm Teardrops, 110gsm. 100% polyester, system and carry bags	10
2.	NAMC branded cluster flags	5.8m high Flag Size: 3m x 1m OR 4m x 1m. Please include the pole holders and supporting pins in case they are used individually	3 x sets of cluster flags
3.	NAMC branded pop up banners	Pop Up banner 2000mm x 1000mm full colour print	3

## 2.2 EVALUATION: ADMINISTRATIVE REQUIREMENTS

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	
General Conditions of Contract initialled	
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. <b>MAAA</b> .....	
	ATTACHED: Tick ✓
	YES NO
<b>MANDATORY</b> Bidder must have at least 3 reference letters on supplying <b>BRANDING</b> material. <b>Minimum 3 reference letters to be attached</b> Such references are to be submitted on a company letterhead indicating the type of project(s) and when they were carried out. How many reference letters <b>attached</b> : .....	

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

### 2.3 Pricing schedule:

DESCRIPTION	AMOUNT
NAMC branded teardrops	R
NAMC branded Cluster flags	R
NAMC branded pop up banners	R
OTHER COSTS	R
TOTAL (exclusive Vat)	R
TOTAL (inclusive Vat)	R

### 3. TIMEFRAME

THE CLOSING DATE FOR QUOTE SUBMISSION IS ON WEDNESDAY THE 21 JANUARY 2026 AT 11H00

### 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.

### 4. REQUIREMENTS IN TERMS OF THE QUOTATION PROPOSAL:

- The quotation should be directed at the National Agricultural Marketing Council (NAMC)
- The quotation must be valid for 90 days

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

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- 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.

<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

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31-40	4
21-30	3
11-20	2
1-10	1

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

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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](mailto:Rfq@namc.co.za) or 012 341 1115

Quotes will only be accepted via emails  
**ONLY:** [Rfq@namc.co.za](mailto:Rfq@namc.co.za)

**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.

**8. MEDIUM OF COMMUNICATION**

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

**9. COST OF PROPOSAL**

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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.

## **10. 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.

## **11. 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.

## **12. 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.



**13. 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

**14. 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.