

NAMC RFQ1766B: APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY SUPPLYING OF MEDIA EQUIPMENT AND PODCAST EQUIPMENT AND AUDIO VISUAL SYSTEMS TO THE NATIONAL AGRICULTURAL MARKETING COUNCIL (NAMC).

BID NUMBER: NAMC RFQ1766B
CLOSING DATE: 17 JUNE 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) 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 setting up a podcast studio with a view to maximise impact and increase brand awareness.

Therefore, the NAMC requests for quotes from suitably qualified service providers to provide media training for identified employees.

2. SPECIFICATION

2.1 SCOPE

- The service provider should be able to supply equipment for podcast studio as per the request.
- Deliver the correct equipment to the NAMC head office in Pretoria, with guarantees.

| NO | ITEM | DESCRIPTION | QUANTITY |
|-----------|--|---|---|
| 1 | RODE: Rode 4 Person Podcast Bundle or equivalent brand | The RODE 4-Person Podcasting Bundle is a complete, studio-ready kit designed for recording podcasts with up to four speakers. It includes the RØDECaster Pro II production console, four PodMic dynamic microphones, four NTH-100 studio headphones, four PSA1+ boom arms, and four high-quality XLR cables. Together, these components provide clear vocal capture, accurate monitoring, flexible mic positioning, and easy all-in-one audio control. making the bundle ideal for group podcasts, interviews, and professional multi-person recording setups. | Package Includes: 1 x Rodecaster Pro II or equivalent 4 x Pod Mics 4 x Studio Arms 4 x NTH100 Headphones 4 x MIC021-3M or equivalent brand |
| 2 | Chairs | Set of 4 Chairs 4 x Rilynn Upholstered Track Arm Accent (Dark grey) Rilynn Upholstered Track Arm Accent Chairs offer a modern, minimalist design with durable textured fabric. Perfect for living rooms, dining areas, home offices, or accent seating, this set combines comfort, style, and versatility. | 4 x Rilynn Upholstered Track Arm Accent chairs |
| 3 | Sound proofing | 1 side dry wall with 3m Height x 4m Length (12m2) to be fitted with Dark Grey / Black Soundproof Panels | 134 x Soundproof Panels (300mm x 300mm) |

| NO | ITEM | DESCRIPTION | QUANTITY |
|----|-----------------------------|--|--|
| | | Please Include cost for installation of the soundproof | |
| 4 | Clock | Time (Hour, Minute, Second) Calendar (Date, Month, Year) Temperature Display. Bright red LED displays clearly the time and is visible from a far distance, wall-mounted clock | 1 x 6 digit display HH:MM:SS |
| 5 | Reflector Umbrella | This 84cm Godox UB-004 Reflector Umbrella softens and expands the beam spread of the fixture that it's used with. The white interior reflects a moderate contrast neutral quality of light, while the black exterior prevents light loss through the umbrella or equivalent | 1 x Umbrellas |
| 6 | Studio Speakers | The PreSonus Eris 3.5 BT studio monitors are compact, active Bluetooth speakers designed for creators, gamers, and audio engineers. They feature 3.5" woofers, 1" tweeters, and deliver a clear, accurate sound from 80 Hz to 20 kHz. Inputs include 1/4" TRS, RCA, 3.5mm aux, and Bluetooth 5.0. They offer 50W of Class AB power, front-panel volume control, rear high/low EQ knobs, and a built-in headphone amp with a 3.5mm output for silent listening or equivalent. | 1 x Pair PreSonus Eris 3.5 BT or equivalent |
| 7 | Photo Studio Backdrop | 3 X 6M PVC Vinyl Studio Backdrop - White with black backing | 1 x PACKAGE INCLUDES: 3X6M PVC Vinyl Studio Backdrop - White with black backing |
| 8 | Newell Battery Sony NP-F970 | The Newell NP-F970 battery is a high-quality, reliable Li-ion battery backed by a 40-month warranty. It offers long | 4 x Newell Battery or equivalent brand |

| NO | ITEM | DESCRIPTION | QUANTITY |
|----|---|---|--|
| | 8600 mAh or equivalent brand | life, safe operation, and strong performance thanks to premium cells and a built-in intelligent protection system. With 8600 mAh capacity and no memory effect, it can be recharged anytime while maintaining optimal efficiency. It is compatible with NP-F970/960/950/930 models and operates at 7.4 V with 61.9Wh of power. | |
| 9 | Newell DF-4CH Four-Channel Battery Charger for NP-F Batteries or equivalent brand | The Newell DF-4CH is a four-channel charger designed for photographers and videographers who use NP-F batteries. It can charge up to four batteries at once and works with NP-F570, NP-F770, and NP-F970 models. A backlit display shows progress at 25%, 50%, 75%, and 100%, while intelligent controllers protect against overheating and overcharging. Compact and user-friendly, it includes a power supply and AC cable, with anti-skid feet and ample cable length for flexible setup. It delivers 8.4V output, supports fast charging (up to 2000 mA), and weighs just 249 g (501 g with accessories). | 1 x Newell DF-4CH Four-Channel Battery Charger for NP-F Batteries or equivalent brand |
| 10 | Green screen | This Green 3m x 6m Muslin Backdrop is easily folded for transportation. Made from 100% cotton and non-polluted textile pigment it's heavy duty, so you can rest assured that it will be able to handle any photoshoot. | 1 x Green screen Backdrop of 3x6m plus installation on one side wall using eyelets or equivalent |

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. MAAA | | |
| | ATTACHED: Tick ✓ | |
| | YES | NO |
| <p>MANDATORY</p> <p>Bidder must have at least 3 reference letters on supplying of media equipment or podcast equipment or audio visual systems or conferencing systems or related. Minimum 3 reference letters to be attached</p> <p>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 reference letters attached:</p> | | |

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

2.3 Pricing schedule:

| NO | DESCRIPTION | AMOUNT |
|----|---|--------|
| 1 | RODE: Rode 4 Person Podcast Bundle or equivalent brand | R |
| 2 | Chairs | R |
| 3 | Sound proofing and installation cost | R |
| 4 | Clock | R |
| 5 | Reflector Umbrella | R |
| 6 | Speakers | R |
| 7 | Photo Studio Backdrop | R |
| 8 | Newell Battery Sony NP-F970 8600 mAh or equivalent brand | R |
| 9 | Newell DF-4CH Four-Channel Battery Charger for NP-F Batteries or equivalent brand | R |
| 10 | Green screen | R |

3. TIMEFRAME

THE CLOSING DATE FOR QUOTE SUBMISSION IS ON THE 17 JUNE 2026 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 |

8

| | |
|-------|---|
| 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

Quotes will only be accepted via emails
ONLY: 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

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.