

**NAMC RFQ 1508: Request for Quotation (RFQ) document for procuring a Corporate Governance, Compliance and Legal Expert for the NAMC, specifically tailored to a Schedule 3A public entity context**

## **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, a Schedule 3A Public Entity, 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). 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.
- 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 sub-Committees 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 15 December 2025

#### 5. MANDATORY REQUIREMENTS:

MANDATORY DOCUMENTS	ATTACHED: Tick ✓	
	YES	NO
<p>1. Mandatory document</p> <p>Bidder must be at least <b>7 years'</b> experience advising public sector Boards/Councils on governance and regulatory matters. <b>Minimum 3 reference letters.</b></p> <p>Provide at reference letters of services provided in relation to experience advising public sector Boards/Councils on governance and regulatory. Letters must demonstrate that the bidders has 7 years years' experience advising public</p>		

<p>sector Boards/Councils on governance and regulatory matters.</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 letters attached: .....</p> <p>How many years of experience as per above: .....</p>		
<p>2. Detailed project plan indication:</p> <ul style="list-style-type: none"> <li>• Knowledge of the PFMA, Treasury Regulations, King IV Code, Companies Act, and relevant labour and public service laws.</li> <li>• Include deliverables and timelines</li> <li>• Quotation with a detailed cost breakdown (professional fees, disbursements, hourly rate or project - outcomes based VAT).</li> </ul>		
<p>3. Experienced personnel: Minimum of 3 CVs</p> <p>CV(s) and profile(s) of three (3) key expert(s).</p>		

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

**Pricing schedule:**

DESCRIPTION	AMOUNT
Corporate Governance, Compliance and Legal Expert for the NAMC as per specification	R
OTHER COSTS	R
TOTAL (exclusive Vat)	R
TOTAL (inclusive Vat)	R

**6. TIMEFRAME**

THE CLOSING DATE FOR QUOTE SUBMISSION IS ON WEDNESDAY THE 17 SEPTEMBER 2025 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.

**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. NB - 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
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

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

#### **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.