

## **RFQ External Quality Assurance Review of the 2024-2025 Annual Financial Statements**

### **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, Land Reform and Rural Development (DALRRD) on issues relating to the marketing of agricultural products.

### **2. SPECIFICATION**

#### **Terms of Reference – External Quality Assurance Reviewer of the 2024-2025 Annual Financial Statement**

The NAMC a schedule 3A public entity, would like to invite suitably qualified service providers to assist with the quality assurance review of the 2024-2025 Annual Financial Statements. The recommended and appointed service provider will be required to provide the following services:

- Review the NAMC 2024/2025 financial statements for credibility, accuracy, and completeness of these financial statements to ensure that they fully comply with the General Recognised Accounting Practice (GRAP);
- Review all the reconciliations for material accounts;
- Review all supporting schedules for compliance and completeness;
- Assist management in attending to audit findings relating to the submitted annual financial statements.

- Review the audit file with against supporting documents and lead schedules to be submitted to the Office of the Auditor General by the 31 May 2025;
- Review the adequacy and completeness of AFS schedules and
- Ensure the correctness of all disclosure notes and restatement of corresponding figures where necessary and ;
- GRAP Checklist preparation.
- Present the status report to NAMC Management whenever required.

### **Mandatory requirements:**

#### **Lead Resource**

- At least 5 years' experience in preparing GRAP Compliant AFS in the Public Sector
- CA(SA)
- Please provide CV, Qualifications and SAICA registration certificate

#### **Experience of the Service provider**

- Provide at least three (3) contactable reference letters for compiling GRAP compliant AFS in the public sector. Reference letters should not be older than 5 years.

### **3. TIMEFRAME**

**CLOSING DATE FOR QUOTE SUBMISSION IS ON THE 18 MARCH 2025 AT 11H00**

#### **PLEASE NOTE:**

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

- 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:**

- Quote should be directed to National Agricultural Marketing Council (NAMC)
- Quote must be valid for 30 days
- Quote must be signed by a supplier, on the company official letterhead.
- Quote should be inclusive of logistics costs and VAT (If the supplier is VAT registered)
- Quote should be emailed to [mnkhodi@namc.co.za](mailto:mnkhodi@namc.co.za)

#### **PLEASE NOTE:**

- If the price quotation doesn't demonstrate the above attributes, the quotation might be disqualified.

#### **5. EVALUATION CRITERIA AND COMPLIANCE VERIFICATIONS**

- 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.

- The supplier is required to submit a central supplier database registration report.
- 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).
- The supplier is required to complete and submit SBD 4 (Bidder's Disclosure) and SBD 6.1 (in terms of PPR2022).
- The supplier is required to submit a valid tax clearance certificate and BBBEE certificate.
- 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:
- 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 (%)</b>	<b>Points (10)</b>
<b>Black Ownership</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
0	0
<b>Percentage (%)</b>	<b>Points (4)</b>
<b>Ownership By Women</b>	
81-100	4
51-80	3
31-50	2
1-30	1
0	0
<b>Percentage (%)</b>	<b>Points (4)</b>

SPECIFIC GOAL	TOTAL POINTS
<b>Ownership By Youth</b>	
81-100	4
51-80	3
31-50	2
1-30	1
0	0
<b>Percentage (%)</b>	<b>Points (2)</b>
<b>Ownership By People With Disability</b>	
51-100	2
1-50	1
0	0

## 6. ENQUIRIES AND SUBMISSION OF QUOTATIONS

**For more information relating to Supply Chain Management and submission of quotations:**

**MMasabata Nkhodi – [mnkhodi@namc.co.za](mailto:mnkhodi@namc.co.za) or 012 341 1115**