

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A PSEUDO–WORK STUDY AND ORGANISATIONAL NEEDS ANALYSIS FOR THE NAMC

RFQ NUMBER: NAMC RFQ1748

CLOSING DATE: 04 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, No. 47 of 1996. The NAMC is mandated to provide strategic advice to the Minister of Agriculture on agricultural marketing issues.

In line with its Approved Annual Performance Plan (APP) and 5-year strategic objectives, the NAMC seeks to ensure that its organisational structure is optimally aligned to deliver on its mandate efficiently and effectively.

To this end, the NAMC intends to appoint a suitably qualified and experienced service provider to conduct a pseudo–work study and organisational needs analysis.

2. SPECIFICATION

The purpose of this RFQ is to appoint a service provider to:

- Conduct a strategic workforce and functional analysis
- Identify critical roles aligned to the APP
- Determine optimal organisational structure and staffing requirements
- Provide recommendations to enhance efficiency, effectiveness, and cost optimisation

3. SCOPE OF WORK

The appointed service provider will be required to undertake the following:

3.1. Strategic Alignment Review

- Analyse the NAMC's:
 - Annual Performance Plan (APP)
 - Strategic Plan
- Identify key capability requirements linked to strategic objectives

Identify key capability requirements linked to strategic objectives

3.2. Current State Analysis

- Review:
 - Current organisational structure
 - Approved vs filled vs vacant positions
- Identify inefficiencies such as:
 - Duplication of roles
 - Misalignment of functions
 - Capacity gaps

3.3. Functional and Workload Analysis (Pseudo–Work Study)

- Analyse functions and activities across all divisions:
 - Key outputs and deliverables
 - Work volumes and frequency
 - Skills and competency requirements
- Categorise work into:

- Strategic
- Core operational
- Administrative
- Non-essential

3.4. Critical Role Identification

- Define and identify roles that are:
 - Strategically critical
 - Compliance-driven (e.g., PFMA, governance)
 - High-risk if left vacant
 - Skills-scarce

3.5. Gap Analysis

- Compare current workforce against future requirements
- Identify:
 - Roles to be filled urgently
 - Roles to be redesigned or repurposed
 - Redundant roles
 - New roles required

3.6. Recommendations and Future-State Structure

- Propose:
 - Optimised organisational structure
 - Staffing model aligned to budget constraints
 - Phased implementation plan

3.7. Implementation Roadmap

- Provide:
 - Prioritised recruitment plan
 - Costing of proposed structure
 - Risk analysis and mitigation strategies

3.8 DELIVERABLES

The service provider will be expected to deliver:

- Inception Report
- Diagnostic / Current State Analysis Report
- Functional and Workload Analysis Report
- Draft Organisational Structure
- Final Report including:
 - Critical roles list
 - Gap analysis
 - Implementation roadmap
- Presentation to EXCO, HR&RC, and Council (if required)

3.9 DURATION OF THE PROJECT

The project is expected to be completed within 8–12 weeks from the date of appointment.

4. EVALUATION PROCESS

NAMC will evaluate all proposals in terms of the Preferential Procurement Policy Framework Act. No. 5 of 2000 (PPPFA). Three (3) phase evaluation criteria will be considered in evaluating the bid as follows:

Phase 1: Administration check

This stage checks and validates the bidder's compliance with legal requirements to conduct business with the government of South Africa.

All proposals duly lodged will be examined to determine compliance with bidding requirements and conditions.

Pre-Qualification Requirements	Check list √Tick box each
SBD 4: Completed, attached, and signed	
SBD 6.1: Completed, attached, and signed	
Terms of Reference document: Completed, attached, and signed	
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	
General conditions of contract: Attached and initial	
Detailed proposal and methodology: <ul style="list-style-type: none"> - Understanding Public Finance Management Act (PFMA) - Public sector governance frameworks Experience in: <ul style="list-style-type: none"> - Organisational design - Workforce planning - Work studies or similar assignments in the public sector 	
CVs of key personnel	

Company profile	
-----------------	--

Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.

MANDATORY

Mandatory Requirements	Check list √Tick box
<p>Service providers should provide reference letters from different clients (previous/current existing clients) demonstrate the following:</p> <p>Proven experience in:</p> <ul style="list-style-type: none"> • Organisational design • Workforce planning • Work studies or similar assignments in the public sector <p>References (Must be on the company letter head of the company that received the service. The letter must include Contact details where similar services were done. IN PUBLIC SECTOR LEADERS</p> <p>Minimum of 3 reference letters are required</p>	<p>How many reference letters attached:</p> <p>.....</p>

Bidders must also supply the following documents (where applicable).

Other Requirements	Check list √ Tick each box
Valid B-BBEE Certificate or attached (certified copy) or Sworn Affidavit	
Company Registration documents	

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

4.1 PRICING SCHEDULE:

The NAMC has developed the pricing schedule as a baseline to assist in the evaluation of bids. Each bidder is required to complete and submit the Pricing Table. Pricing must include all the logistics.

SERVICE	AMOUNT
1. Strategic Alignment Review	R
2. Current State Analysis	
3. Functional and Workload Analysis (Pseudo-Work Study)	
4. Critical Role Identification	
5. Gap Analysis	
6. Recommendations and Future-State Structure	
7. Implementation Roadmap	
TOTAL (EXCL VAT)	R
TOTAL (INCL VAT)	R

5. TIMEFRAME

THE CLOSING DATE FOR QUOTE SUBMISSION IS ON THE 04 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.

6. 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
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

7. DELIVERY ADDRESS FOR THE SERVICE

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

8. 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

9. 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.

10. MEDIUM OF COMMUNICATION

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

11. 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.

12. CORRECTNESS OF RESPONSES

12.1 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.

13. VERIFICATION OF DOCUMENTS

13.1 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.

Council Members: Prof. A. Jooste (Chairperson), Dr. S.T. Xaba (Vice-Chairperson), Dr. K.M. Hurly, Dr. B.S. Jack-Pama, Dr. M. Kadwa, Ms. H.J. Mahlangu, Ms. R.J. Maisela, Mr. H.T. Mohane, Prof. K. Nephawe and Ms. U. Speirs.

13.2 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.

14. ADDITIONAL TERMS AND CONDITIONS

14.1 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.

14.2 Copies of any affiliations, memberships, and/or accreditations that support your submission must be included in the tender.

14.3 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.

15. NAMC RESERVES THE RIGHT TO:

- Extend the closing date.
- Verify any information contained in a proposal.
- Request documentary proof regarding any tendering issue.
- Appoint one or more service providers, separately or jointly (whether they submitted a joint proposal).
- Award this RFQ as a whole or in part.
- Cancel or withdraw this RFQ as a whole or in part

16. 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.