

## **NAMC RFQ1631: PROCUREMENT FOR APPOINTMENT OF SERVICE PROVIDER TO CONDUCT CHANGE MANAGEMENT FOR OFFICE RELOCATION**

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### **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. SPECIFICATION**

As part of the post-occupation change management process following the move to the new office, a one-day facilitated session will be convened for 67 employees. The purpose of this session is to consolidate and align key insights and recommendations drawn from three critical initiatives: the Culture Survey, the CEO's Engagement Survey, and the Change Management Intervention conducted in 2024. This facilitation will serve as an integrative platform to assess progress, identify recurring themes, and develop a coherent action plan that supports organizational culture alignment, employee engagement, and adaptation to the new work environment. Ultimately, the session aims to ensure continuity, strengthen team cohesion, and embed positive behavioural shifts that drive a smooth transition and sustained organizational performance in the new space.

The relocation to the new office presented an opportunity to enhance operational efficiency, staff collaboration, and overall workplace morale. This Change Management initiative is designed to ensure a smooth transition while addressing employee concerns, mitigating resistance, unforeseeable challenges and fostering a positive workplace culture.

## 2.1 OBJECTIVES

The primary objectives of this change management process are:

- To enhance employee engagement, morale, and productivity.
- To improve collaboration among staff in the new work environment.
- To address and mitigate resistance to change.
- To ensure effective communication throughout the transition process.
- To provide necessary training and support for employees adapting to the new location.

## 2.2 SCOPE

This initiative will cover:

- All employees.
- Physical and psychological transition support.
- Change communication and stakeholder engagement.
- Monitoring and feedback mechanisms for continuous improvement.

## 2.3 KEY DELIVERABLES

- Change impact assessment and risk mitigation plan.
- Communication plan with clear timelines and messaging.
- Training and adaptation programs for employees.
- Engagement sessions, feedback mechanisms, and morale-boosting initiatives.
- Monitoring and evaluation reports post-relocation.

## 2.4 TIMELINE

The change management process will be implemented in phases

- Phase 1: Planning & Assessment
- Phase 2: Communication & Employee Engagement
- Phase 3: Training & Adaptation

- Phase 4: Implementation & Transition Support
- Phase 5: Post-Relocation Review & Continuous Improvement

## 2.5 CONCLUSION

This Change Management initiative is critical for ensuring a smooth transition while maintaining employee morale and productivity. A structured approach with clear objectives, communication strategies, and support mechanisms will help employees adapt effectively to the new workplace environment.

## 3. PRICING SCHEDULE

**IT IS MANDATORY TO FILL: THIS PRICE WILL BE USED FOR EVALUATION**

SERVICE REQUIRED	AMOUNT
One-day facilitated session for 67 employees	R.....
One-day facilitated session: venue and Catering	
*Venue	R.....
*Water	R.....
*Morning tea	R.....
*Lunch & soft drinks	R.....

<ul style="list-style-type: none"> <li><b>· Phase 1: Planning &amp; Assessment</b></li> <li><b>· Phase 2: Communication &amp; Employee Engagement</b></li> <li><b>· Phase 3: Training &amp; Adaptation</b></li> <li><b>· Phase 4: Implementation &amp; Transition Support</b></li> <li><b>· Phase 5: Post-Relocation Review &amp; Continuous Improvement</b></li> </ul>	
<b>Other costs</b>	R.....
<b>TOTAL (EXCLUDING VAT)</b>	R.....
<b>TOTAL (INCLUDING VAT)</b>	R.....

#### **4. ADMIN REQUIREMENTS**

<b>CHECKLIST DOCUMENTS</b>	<b>ATTACHED:</b>	
	<b>YES</b>	<b>NO</b>
QUOTE		
SBD 4		
SBD 6.1		
GENERAL CONDITIONS OF CONTRACT: INITIALLED AND ATTACHED		
SIGNED AND INITIALLED TERMS OF REFERENCE FOR CHANGE MANAGEMENT, <b>COMPLETED PRICING SCHEDULE</b>		
BBBEE CERTIFICATE		
PROOF OF REGISTRATION ON CENTRAL SUPPLIER DATABASE (MANAGED BY NATIONAL TREASURY) A REPORT NOT OLDER THAN A MONTH OF THE DATE OF SUBMISSION MUST BE SUBMITTED		
CSD NUMBER: MAAA.....		
<b>MANDATORY</b>		
The experience and qualification of the proposed project trainer in similar projects in relation to the scope of work will be evaluated (Change Management)		
Experienced Project Trainer: CV(s) and profile(s) of the Trainer (s). Minimum of one CV.		

CHECKLIST DOCUMENTS	ATTACHED:	
	YES	NO
<p><b>MANDATORY</b></p> <p><b>3 (THREE) X CONTACTABLE REFERENCE LETTER</b></p> <p>Bidder must have at least 3 contactable reference letters on change management services or similar. Minimum 3 reference letters.</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>		

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

## **5. TIMEFRAME**

**THE CLOSING DATE FOR QUOTE SUBMISSION IS ON TUESDAY THE 13 FEBRUARY 2025 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 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. 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

8

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

SPECIFIC GOAL	TOTAL POINTS
<b>Percentage (%) Ownership By Women</b>	<b>Points (4)</b>
81-100	4
51-80	3
31-50	2
1-30	1
0	0
<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
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](mailto:Rfq@namc.co.za) or 012 341 1115

Quotes must only be submitted via: [Rfq@namc.co.za](mailto: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**

Bids 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 Bidders.

## **12. 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.

**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

### **13. 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](mailto: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**

12.1 A Bidder 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 bid.

12.3 An omission to disclose material information, a factual inaccuracy, and/or misrepresentation of fact may result in the disqualification of a bid 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:**

13.1 Extend the closing date.

13.2 Verify any information contained in a proposal.

13.3 Request documentary proof regarding any bidding 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

### **16. POPIA Protection of Personal Information**

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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.

**Quotes must only be submitted via:**

**[Rfq@namc.co.za](mailto:Rfq@namc.co.za)**