
NAMC RFQ 1688: Request for Quotation (RFQ) document for procuring Employment Equity Training and Implementation for the NAMC

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 invites suitably qualified and experienced service providers to submit quotations for the provision of Employment Equity (EE) Training to staff and assistance in the implementation and timely submission of the Employment Equity Report to the Department of Employment and Labour (DEL) in compliance with the Employment Equity Act, No. 55 of 1998 (as amended).

The NAMC is committed to creating and sustaining a diverse and inclusive workforce in line with national transformation goals. As a designated employer, The NAMC is legally required to develop and implement an Employment Equity Plan and submit an annual Employment Equity Report to the Department of Employment and Labour.

In preparation for this, we require:

- Comprehensive training for 45 employees on Employment Equity principles, roles, responsibilities, and compliance obligations. Training must be conducted virtually.
- Assistance in drafting and implementing the Employment Equity Plan.
- Compilation and submission of the required EEA2 and EEA4 reports.

3. SCOPE OF WORK

The successful service provider will be required to:

3.1 Employment Equity Training

- Provide virtual training session for 45 employees.
- Cover topics including:
 - Purpose and legal framework of Employment Equity.
 - Roles of the EE Committee and other stakeholders.

- The process for developing and implementing an EE Plan.
- Understanding the EEA2 and EEA4 forms.

- **Provide training materials and attendance certificates.**

3.2 Assistance with Employment Equity Implementation

- Facilitate the establishment or review of the Employment Equity Committee.
- Conduct a workforce analysis and barriers analysis.
- Guide the formulation of numerical goals and targets.
- Draft or revise the Employment Equity Plan (EEA13).

3.3 Report Submission

- Assist in compiling the EEA2 and EEA4 reports.
- Submit the reports to the Department of Employment and Labour via the EE online portal before the deadline (usually 15 January annually).
- Ensure the accuracy and completeness of submitted information.

3.4 Deliverables

The service provider will be expected to deliver the following outputs: include below in Proposal

Deliverable
<ul style="list-style-type: none"> ● Training session delivered and completed with all 45 participants. Virtually (Online)
<ul style="list-style-type: none"> ● Copies of training materials and attendance certificates.
<ul style="list-style-type: none"> ● Completed and signed Employment Equity Plan (EEA13).
<ul style="list-style-type: none"> ● Successfully submitted EEA2 and EEA4 reports.
<ul style="list-style-type: none"> ● Final project report summarising activities, findings, and recommendations.

4. EVALUATION

EVALUATION Documents Requirements	Check list √ Tick each box
SBD 4: Completed, attached, and signed	
SBD 6.1: Completed, attached, and signed	
General conditions of the contract: attached, and Initialled	
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.	

5. MANDATORY REQUIREMENTS:

5.1. MANDATORY DOCUMENTS	ATTACHED:	
	Tick ✓	
	YES	NO
<p>Mandatory document</p> <p>Bidder must be at least 5 years' experience with South African labour legislation, especially the EE Act. Attach comprehensive Curriculum Vitae, indicating such experience.</p> <p>Provide Curriculum Vitae of expert that indicates experience with South African labour legislation, especially the EE Act.. Curriculum Vitae must demonstrate that the bidders has minimum 5 years experience with South African labour legislation, especially the especially the EE Act.</p> <p>Name of the personnel on Curriculum Vitae:</p> <p>How many years of experience as per above:</p>		

<p>Mandatory document</p> <p>Bidder must submit at least 3 positive reference letters indicating experience in delivering EE training and compliance services. 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>MANDATORY</p> <p>Completion of the below pricing schedule is mandatory</p>		

5.2. Pricing Schedule

DESCRIPTION	AMOUNT
	AMOUNT TO BE USED FOR EVALUATION
<ul style="list-style-type: none"> Comprehensive training for 45 employees on Employment Equity principles, roles, responsibilities, and compliance obligations. Training must be conducted virtually. Provide training materials and attendance certificates. 	R
<ul style="list-style-type: none"> Assistance in drafting and implementing the Employment Equity Plan. 	R
<ul style="list-style-type: none"> Compilation and submission of the required EEA2 and EEA4 reports. 	R
TOTAL AMOUNT (VAT EXCLUSIVE)	R
TOTAL AMOUNT (VAT INCLUSIVE)	R

1. TIMEFRAME

THE CLOSING DATE FOR QUOTE SUBMISSION IS ON FRIDAY THE 17 APRIL 2026 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.

2. REQUIREMENTS IN TERMS OF THE QUOTATION PROPOSAL:

- 7.1. The quotation should be directed at the National Agricultural Marketing Council (NAMC)
- 7.2. The quotation must be valid for 90 days
- 7.3. The quotation must be signed by a supplier, on the company official letterhead.
- 7.4. The quotation should be inclusive of logistics costs and VAT (If the supplier is VAT registered)

PLEASE NOTE:

- 7.5. If the price quotation doesn't demonstrate the above attributes, the quotation might be disqualified.
- 7.6. 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).
- 7.7. The supplier is required to complete and submit SBD 4 (Bidder's Disclosure)
- 7.8. 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:
- 7.9. 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

3. DELIVERY ADDRESS FOR THE SERVICE

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

4. 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

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.

6. MEDIUM OF COMMUNICATION

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

7. 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.

8. CORRECTNESS OF RESPONSES

13.1. 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.

13.2. The bidder accepts that any mistakes regarding prices and calculations will be at their own risk.

9. VERIFICATION OF DOCUMENTS

14.1. 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.

14.2. 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.

10. ADDITIONAL TERMS AND CONDITIONS

- 15.1. 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.
- 15.2. Copies of any affiliations, memberships, and/or accreditations that support your submission must be included in the tender.
- 15.3. 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.
- 15.4. Please comply with all the terms and conditions in this document to ensure the proposal is valid.

11. NAMC RESERVES THE RIGHT TO:

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

12. 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.