

## **NAMC RFQ1600: CREDENTIAL VERIFICATION SERVICES FOR A PERIOD OF THREE (3) YEARS FOR THE NAMC ON AN AD-HOC BASIS FOR THE NATIONAL AGRICULTURAL MARKETING COUNCIL (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. SPECIFICATION**

#### **2.1 SCOPE**

The NAMC seeks to appoint a suitably qualified and experienced service provider to render credential verification services on an ad-hoc basis for a period of three (3) years, primarily to support recruitment processes.

The service provider will be required to provide verification services that may include, but are not limited to, the following:

- Verification of qualifications (local and international).
- Verification of employment history.
- Verification of credit records.
- Criminal record checks.
- Identity and citizenship verification.
- Professional membership verification (if applicable).

**Note:** Services will be requested on an ad-hoc basis as and when required by the NAMC Human Capital unit, primarily during recruitment and selection processes.

## 2.2 MANDATORY REQUIREMENTS:

| MANDATORY DOCUMENTS                                                                                                                                                                                                                                                                                        | ATTACHED: |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|
|                                                                                                                                                                                                                                                                                                            | Tick ✓    |    |
|                                                                                                                                                                                                                                                                                                            | YES       | NO |
| <p>1. Mandatory document</p> <p>Provide at least three (3) references of services provided in relation to verification 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> |           |    |

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

## 2.3 Pricing schedule:

| SERVICE                             | ESTIMATED QUANTITY (A) | AMOUNT (B) | TOTAL (A X B) |
|-------------------------------------|------------------------|------------|---------------|
| MATRIC                              | 100                    | R          | R             |
| NATIONAL CERTIFICATE                | 100                    | R          | R             |
| NATIONAL DIPLOMA                    | 100                    | R          | R             |
| DEGREE/B-TECH                       | 100                    | R          | R             |
| MASTERS                             | 100                    | R          | R             |
| CREDIT RECORD                       | 100                    | R          | R             |
| CRIMINAL RECORD                     | 100                    | R          | R             |
| <b>TOTAL FOR 3 YEARS (EXCL VAT)</b> |                        |            | R             |
| <b>TOTAL FOR 3 YEARS (INCL VAT)</b> |                        |            | R             |

### **3. TIMEFRAME**

**THE CLOSING DATE FOR QUOTE SUBMISSION IS ON TUESDAY THE 09 DECEMBER 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.

### **4. 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       |
|-------------------------------------------|--------------------|
| <b>Percentage (%)<br/>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                  |

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

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| 0 | 0 |
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**5. DELIVERY ADDRESS FOR THE SERVICE**

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

**6. 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

**7. 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.

**8. MEDIUM OF COMMUNICATION**

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

**9. 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.

## **10. 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.

## **11. 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. 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.

## **12. ADDITIONAL TERMS AND CONDITIONS**

12.1 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.

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

12.3 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.

## **13. 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 tendering 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

#### **14. 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.