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19 August 2020

**Bid: ESTABLISHMENT OF A PANEL OF SERVICE PROVIDERS TO RENDER
RESEARCH AND FACILITATION SERVICES TO THE NATIONAL
AGRICULTURAL MARKETING COUNCIL (NAMC) FOR A PERIOD OF THREE
YEARS**

Bid Number : **NAMC-T01-MP-2020**
Closing Date : 11 September 2020
Closing Time : 11:00 am
Place of Submission : National Agricultural Marketing Council
Block A, 4th Floor, Meintjiesplein Building
536 Francis Baard Street
Arcadia
Pretoria

Briefing session: No briefing session in compliance with COVID-19 regulations

Contact person for clarity: Mr Matsobane Mpyana, MMpyana@namc.co.za

Validity period: 21 days

FORMAT OF PROPOSAL

Sections	Title	Guideline
Section 1	Annexure A Selection of sub-sector	Bidder to tick subsector or group commodity relevant to the proposal
Section 2	Annexure B Proposal per subsector <i>Not more than two pages per commodity selected</i>	Subsectors or commodity group to be INDEXED clearly: e.g. Grains or Red Meat Bidder must illustrate the degree to which the methodology proposed is sound, professional, realistic, participatory and logical in line with functional areas of the scope and commodity selected. This means proposal must illustrate the Bidders experience and knowledge in the selected subsector focusing: <ul style="list-style-type: none"> • Commodity value chain research • Market and industry structures • Concentration and competitive issues • Identifying investable opportunities • Identifying enabling policy environment
Section 3	Administrative documents	As per Administrative requirements
Section 4	Completed Bid document	Declaration of Interest and Company Information

DEFINITIONS AND ABBREVIATIONS

- 1.1 **B-BBEE** means black broad-based economic empowerment;
- 1.2 **B-BBEE** status level of contributor means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of good practice on Black Economic Empowerment, issues in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 1.3 **Bid** means a written offer in a prescribed or stipulated form in response to an invitation by NAMC for the provision of goods and services, through price quotations, advertised competitive tendering processes or proposals;
- 1.4 **BBBEE Act** means the Broad Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003), as amended;
- 1.5 **Consortium or joint venture** means an association of persons for the purpose of combining their expertise, property, capital, skill and knowledge in an activity for the execution of a contract or bid advertised by the NAMC;
- 1.6 **Contract** means the agreement that results from the written acceptance of a bid by the NAMC and successful negotiation and signature of same by both parties delegated authorities;
- 1.7 **Functionality** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account among other
- 1.8 **Management** means an activity inclusive of control and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director;
- 1.9 **Ownership** means the percentage ownership and control, exercised by individuals within an enterprise;
- 1.10 **Validity Period** means the time period for which price quotation for the provision of goods and services shall remain valid, in this case, being a period of 21 (twenty-one) days;
- 1.11 **PPPFA** means the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);

INTRODUCTION AND BACKGROUND

The National Agricultural Marketing Council (NAMC) was established in terms of sections 3 and 4 of the Marketing of Agricultural Products Act, No. 47 of 1996 (hereinafter referred to as the MAP Act), as amended by Act No. 59 of 1997 and Act No. 52 of 2001. The mandate, as spelled out in the MAP Act, reads as follows:

“The NAMC shall, when requested by the Minister or of its own accord, investigate the establishment, continuation, amendment or revocation of statutory measures and other regulatory measures affecting the marketing of agricultural products, evaluating the desirability, necessity or efficiency of the measures and, if necessary, proposing alternatives to the establishment, continuation, amendment or repeal of a statutory measure or other regulatory measure and report to and advise the Minister accordingly”.

Furthermore, section 9 (1) (e) of the MAP Act stipulates that the NAMC may undertake investigations and advise the Minister regarding:

- a) Agricultural marketing policy and its application
- b) The coordination of agricultural marketing policy in relation to national economic, social and development policies and international trends and developments
- c) The effect that the marketing of products has on the objectives mentioned in section 2 (2) of the MAP Act.

PURPOSE AND OBJECTIVES OF THE PROJECT

Additional to the aforementioned functions, the NAMC has been tasked by the Minister of Agriculture, Land Reform and Rural Development (DALRRD) to coordinate the research and formulation of the agriculture and agro-processing master plan (AAMP). The specific roles of the NAMC in coordinating the AAMP included:

- a) Coordinate the development of an economic recovery and growth plan for the agriculture and agro-processing sectors;
- b) Facilitate the development of the AAMP in compliance with the framework developed by the Department of Trade, Industry and Competition (DTIC);
- c) Engage with relevant DALRRD and provincial departments to develop a detailed implementation and monitoring and evaluation framework for the afore-mentioned agro-food economic recovery and growth plan;
- d) Coordinate consultations with all sector stakeholders including provincial and local government, business, labour and civil society with the purpose of soliciting their respective contributions and commitments towards the implementation of the AAMP.

SCOPE OF WORK

The NAMC is coordinating the agriculture and agro-processing master plan which entails conducting research, economic modelling and analysis of agriculture and food value chains, policy evaluation, project monitoring and evaluation and facilitating engagements with industries, labour, civil society and all three spheres of government to ensure the master plan is made up of strategic and technical inputs from all stakeholders. The NAMC invites written proposals from suitably qualified service providers to render research, economic analytical tools and facilitation services to the NAMC.

REQUIRED COMPETENCIES

The services providers must demonstrate the following expertise and experience:

- ❖ Knowledge and experience In agriculture and food value chains research;
- ❖ Practical knowledge or lived experience of rural and smallholder farming;
- ❖ Understanding of agriculture and food policy and trade environment;
- ❖ Understanding and knowledge of agricultural marketing and investment climate;
- ❖ Experience in facilitation of stakeholder engagements and policy formulation;
- ❖ Experience in project management and evaluation, in particular in the agricultural sector;
- ❖ Knowledge of economic assessment tools to evaluate policy and strategies

FACILITATION SERVICES

Bidders that have experience in providing facilitation services to guide the multi-stakeholder engagements and strategy formulation are requested to submit their bids. During the execution of the facilitation services, the following would be required:

- ❖ Facilitate the engagement amongst government, labour, business and civil society
- ❖ Assist stakeholders to reach consensus on reforms and interventions;
- ❖ Assist multi-stakeholder to reach consensus on targets and commitment of growing the commodity value chains in an inclusive, competitive and sustainable manner.

RESEARCH SERVICES

Bidders that have experience in conducting research and economic modelling in the agriculture and food sectors are requested to submit their bids. During the execution of research services, the following would be required, in the relevant area of expertise:

- ❖ Conduct research to unpack the structure, performance and conduct of various agriculture and food value chains;

- ❖ Build economic and forecasting models for agriculture and food sector
- ❖ Consideration of unique investable opportunities, given market competitive forces

EVALUATION CRITERIA

1 General

Proposals will be evaluated in the following Phases:

Phase	Description
1	Compliance with administrative requirements
2	Meeting the minimum functional requirements <ul style="list-style-type: none"> • Evaluation of proposals in terms of requirements and presentations

Section 3: Administrative Documents

1. Administrative requirements phase

The Bidder will proceed to the next stage when they comply with the requirements stated herein below.

- Completion of Annexure A: Bidders selecting a subsector
- Completion of Annexure B: two (minimum)-five (maximum) pager proposal illustrating bidders experience and understanding of the selected subsector in agriculture and food
- A valid and original Tax Clearance Certificate. Bidders will be allowed to supply their SARS Tax pin for the NAMC to verify the Tax Clearance Certificate
- BBBEE status certificates/sworn affidavit
- Company registration certificate issued by the Companies Intellectual Property Commission (CIPC);
- All documents should be indexed, clearly marked with bid number, indicate original, or copy (1, 2, 3, 4). Technical and administrative requirements (one document), and should be clearly separated with heading Administrative and Technical.

- The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the NAMC should be registered on the CSD. Kindly enclose your CSD registration number.

Functional Evaluation Transaction Support and Research Services

Criteria	Weighting
Five years experience of the bidder in the agriculture and food sector and historic strategic position/projects held	20
Understanding of the agricultural or subsector – evaluation of Annexure B	20
Practical knowledge and/ or lived experience in rural and smallholder farming and developmental issues	20
Illustration of previous projects relevant to this bid	15
Black Ownership of company	20
Black Female or Youth Ownership of company	5
Total	100
Threshold	70

The following information must be completed for company directors and researchers:

Name	ID No	Citizenship	Race	Gender	Shareholding %

2. Non-Commitment

- 2.1 The NAMC reserves the right to withdraw or amend these terms of reference by notice in writing to all parties who have received the terms of reference prior to the closing date.
- 2.2 The cost of preparing of bids will not be reimbursed.

3 Reasons for rejection

3.1 The NAMC reserves the right to reject bids that are not according to specification/Terms of Reference. Bidders must clearly indicate compliance or non-compliance with specification/Terms of Reference.

3.2 Bidders shall not contact the NAMC on any matter pertaining to their bid from the time the bids are closed to the time the bid has been adjudicated. Any effort by a bidder to influence the bid evaluation, bid comparisons or bid award decisions in any matter, may result in rejection of the bid concerned.

3.3 The NAMC shall reject a submission if the Bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

3.4 The NAMC may disregard any submission if that Bidder, or any of its directors -

- have abused the Supply Chain Management (SCM) system of any Government Department/ institution;
- have committed proven fraud or any other improper conduct in relation to such system;
- have failed to perform on any previous contract and the proof thereof exists; and/or
- Is restricted from doing business with the public sector if such a bidder obtained preferences fraudulently or if such bidder failed to perform on a contract based on the specific goals.

4 Cancellation of Bid

4.1 The NAMC may prior to the award of a bid, cancel a bid for the following reasons -

- due to changed circumstances, there is no longer a need for the goods or services requested;
- funds are no longer available to cover the total envisaged expenditure;
- no acceptable bids are received.

4.2 The NAMC may after award of the tender but before conclusion of a contract, cancel a bid for the following reasons-

- due to change of circumstances, there is no longer a need for the goods or services requested;
- funds are no longer available to cover the total envisaged expenditure.

5. Clarifications

Any clarification required by a bidder regarding the meaning or interpretation of the document, or any other aspect concerning the submission, is to be requested in writing e-mail to MMpyana@namc.co.za

6. Receipt of Bids

Each bid shall be in writing using non-erasable ink and shall be submitted on the official document of Bid issued with the bid documents. The bid shall be submitted in a separate sealed envelope with the name and address of the bidder, the bid number and title, the bid box number (where applicable), and the closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope.

The onus shall be on the bidder to place the sealed envelope in the official marked locked bid box provided for this purpose, at the designated venue, not later than the closing date and time specified in the bid notice.

Postal bids will be accepted for consideration only if they are received in sufficient time to be lodged in the appropriate bid box by the closing time for such bids, it being understood that NAMC disclaims any responsibility for ensuring that such bids are in fact lodged in the bid box. Proof of posting of a bid will not be accepted as proof of delivery to the appropriate place for the receipt of bids.

Documents submitted on time by bidders shall not be returned and shall remain the property of the NAMC.

7. Late Bids

Bids received late shall not be considered. A bid will be considered late if arrived only one second after 11h00 or any time thereafter. The tender box shall be locked at exactly 11h00.

Bids received late shall be returned unopened. Bidders are therefore strongly advised to ensure that bids be despatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

8. Presentations

The NAMC will require presentations at a stipulated date and time from short-listed bidders as part of the bid process.

9. Service Level Agreement (SLA)

The SLA will set out the administration processes, service levels and timelines.

The award of a tender shall always be subject too successful negotiation and conclusion of an SLA / contract. There will be no binding agreement between the parties if a contract has not been concluded.

10. Contracting

Bidders are advised that a valid contract will only come into existence between the NAMC and the successful bidder after conclusion of successful negotiations and signature of the Contract by both parties' respective delegated authorities.

Section 4: Complete Bid Documents

Declaration of interest

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:
.....

2.2 Identity Number:
.....
.....

2.3 Position occupied in the Company (director, trustee, shareholder²):
.....

2.4 Company Registration Number:
.....

2.5 Tax Reference Number:
.....

2.6 VAT Registration Number:
.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person

connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector?

YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document?

YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
trustees / shareholders / members or their spouses conduct
business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
any relationship (family, friend, other) with a person
employed by the state and who may be involved with
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
aware of any relationship (family, friend, other) between
any other bidder and any person employed by the state/NAMC
who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

DECLARATION

I, THE UNDERSIGNED
 (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE NAMC MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder

company information

Please complete the following questionnaire:

1. Company Name:

2. Other Trading Names:

3. Type of Organization: (Public Company ('Limited'), Private Company ('Pty) Ltd'), Close Corporations ('cc'))

4. Physical and Postal Address of the Company:

Postal Code:	Postal Code:

5. Contact Details

Contact Name	
Contact Number	
Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

6. Company Information

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

7. Banking Details

Banker:	
Auditor:	
Year of Establishment:	
Registration number of entity:	
Sector:	

*A letter from your bank with a bank stamp or cancelled cheque must be submitted.

8. Tax Registration Details:

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

9. List of Shareholders:

***ID Documents of the Board of directors/members, owners, shareholders or executive committee must be submitted.**

*** CIPC Documents must be attached.**

1. Declaration

Bidder Name: _____

Signature: _____

Designation: _____

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorised
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the NAMC
-

NAMC will upon detecting that:

- The BBBEE status level of contribution has been claimed or obtained on a fraudulent basis;
- Any of the conditions have not been fulfilled act against the bidder.

I understand that:

NAMC may:

- Disqualify the bidder from the bidding process;
- Recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct
- Cancel the contract and claim any damages which has suffered as a result of having less favorable arrangements due to cancellation
- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any organ or state for a period not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and
- Forward the matter for criminal prosecution

Thus signed and accepted on this _____^{st / nd / rd / th} day of _____, 20____
at _____:

Who warrants his / her authority hereto

For and on behalf of:

Section 1 - Annexure A: Selection of subsector or commodity group

Commodity Group	Commodities	Facilitation Service	Research Service
Grains			
Oilseeds			
Industrial Crops			
Fibre			
Red Meat			
White Meat			
Fruits and wine			
Vegetables			
Agro-processing			
Overall agriculture and agro-processing			
Government relations			

Section 2 - Annexure B: Research Proposal

- Subsector or commodity group value chain profile
- Subsector or commodity group market and industry structure
- Concentration and competitive analysis
- Identifying investable opportunities
- Identifying enabling policy environment

Research proposal length: maximum of 2 pages