



**National Agricultural
Marketing Council**
Promoting market access for South African agriculture

Block A | 4th Floor | Meintjiesplein Building | 536 Francis Baard Street | Arcadia | 0002
Private Bag X935 | Pretoria | 0001
Tel: 012 341 1115 | Fax: 012 341 1811/1911
<http://www.namc.co.za>

**TERMS OF REFERENCE FOR APPOINTMENT OF ASSET MANAGEMENT
CONSULTANT FOR A PERIOD OF THREE (3) MONTHS FOR THE NATIONAL
AGRICULTURAL MARKETING COUNCIL**

RFQ NUMBER:

CLOSING DATE: 28 JANUARY 2022 @ 16H00

RFQ VALIDITY PERIOD: 60 DAYS

NB: On the last page of this document the bidder needs to declare and indicate that they have read and understood the document in full.

Faxed and/or emailed bids will not be accepted, only hand delivered and couriered original plus one (1) duplicate copy of original proposals will be accepted.

1. INVITATION

The NAMC Is inviting service providers to submit proposals to provide asset management function for NAMC for a period of three (3) months.

2. 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 advice the Minister of Agriculture, Land Reform and Rural Development (DALRRD) on issues relating to the marketing of agricultural products.

The value of property, plant and equipment as at 31 March 2021 was R1,471,000, investment property was R 1,651,000 and intangible assets R168 000.

3. PROJECT SCOPE AND DELIVERABLES

3.1 Project scope

The NAMC invites reputable consulting firms to submit proposals for the provision of asset management function for a three (3) months period.

The service provider is expected to provide a qualified and experienced resource/resources who will report to the Chief Financial Officer. The allocated resource/resources will be based at the NAMC offices and will be responsible for the asset management functions as outlined below.

a) The successful bidder will be required to perform the following functions:

- Review and update the fixed asset register of NAMC
- Perform asset count of all assets at NAMC's offices in Arcadia, Pretoria and those stored temporarily at Agricultural Research Council (ARC) in Irene
- Ensure that all assets are barcoded and update the fixed assets register accordingly
- Provider each user with an inventory list of assets under his/her responsibility and ensure that each user signs off that register

- Update the fixed asset register and on Pastel Accounting system with assets that were auctioned.
- Manage the auction/disposal process
- Identify assets that are damaged/broken/ to be written off/ scrapped etc
- Reconcile the general ledger to the fixed asset register on Pastel system
- Review the asset management policy and ensure that it complies with asset management framework issued by National Treasury, GRAP standards, etc
- Develop proper asset management procedures in terms of movement, write off, etc
- Develop the asset management forms to be applied by NAMC with regard to asset movement, etc
- Assess the useful life on all assets
- Assess the assets to be impaired
- Calculate depreciation and recommend journals to be passed
- Verify that all assets were moved from 1st floor of NAMC offices in Arcadia, Pretoria to 4th floor of the same office building and those stored at ARC, Irene.
- Advise the Chief Financial Officer on any issues identified which may require her attention

End product is to deliver the complete and accurate fixed asset register for NAMC that complies with all relevant legislative requirements.

3.2 Project deliverables

Offer efficient and effective asset management service to NAMC. A hands-on asset management practitioner who works well under pressure and delivers quality and accurate reports within set timeframes.

3.3 Location of services

The required service of asset management will be rendered at NAMC's offices situated at 536 Francis Baard Street in Pretoria and some assets stored temporarily at Agricultural Research Council in Irene

4. TERMS AND CONDITIONS

4.1 The quotation should contain the following information:

4.1.1 Comprehensive curriculum vitae.

- Three (3) years qualifications in Finance/Asset management or related field including date obtained and relevant institutions
- Type of skills and experience including track record in undertaking assignments with similar deliverables. Extensive knowledge and experience of Public Finance Management Act, 1999, PPPFA, Asset management systems and practices, working knowledge of Pastel Evolution accounting system and supply chain management practices in the public sector.
- Contact details of references where a similar service was undertaken

4.1.2 Project total cost, indicating the ceiling price to be quoted in South African Rands, including Value Added Tax and all disbursements.

4.2 The dedicated resource/resources to be provided by the service provider must be able to commence immediately from the date of notification of an order to carry out the assignment.

4.3 The service level agreement will be signed with the successful service provider.

4.4 Failure to adhere to the above conditions may invalidate the proposal.

5 TIMEFRAME/ DURATION

It is envisaged that the duration of the contract will be for three (3) months i.e. from 01 March 2022 to 31 May 2022.

6 EVALUATION AND SELECTION PROCESS

The evaluation process will follow the stages detailed below:

6.1 Compliance with minimum requirements

Proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents).

A bidder without experience in all these skills (PFMA, PPPFA, GRAP and Pastel) will not be considered for further evaluations.

Proposals with deviations from these requirements/conditions will be eliminated before stage 1 (one) of the evaluation process.

6.2 Elimination of proposals on grounds of functionality

Proposals that score less than 70% of the scores for functionality will be eliminated from further participation in the Bid Evaluation process (Stage 2).

6.3 Evaluation criteria

Each proposal will be evaluated in two stages, which includes:

- Functionality (Stage 1); and
- Pricing and B-BBEE Status (Stage 2).

Proposals will be evaluated for functionality as follows:

Technical (Functionality) proposal		Maximum points to be awarded
1.	Company Information and relevant experience	
1.1	<p>A minimum number of years in operation:</p> <ul style="list-style-type: none"> • <i>Less than 1 year to 1 year in operation – 2 points</i> • <i>2 to 3 years in operation – 5 points</i> • <i>Over 3 years in operation – 10 points</i> 	10
2.	Technical requirement	
2.1	Methodology and compliance with the scope of work as mentioned under point 3 above	20
2.2	<p>Human resources i.e. a maximum of 2 pages curriculum vitae of the identified candidate in related field.</p> <ul style="list-style-type: none"> ○ relevant qualifications including date obtained and relevant institutions (certified copies of qualifications to be attached. Certified copies should not be older than three (3) months). <p><u>Teamleader/Project manager qualifications</u></p> <p><i>No qualification – 0 point</i></p> <p><i>National Diploma – 5 points</i></p> <p><i>Bachelor's Degree – 15 points</i></p> <p><i>Post Graduate – 20 points</i></p> <ul style="list-style-type: none"> ○ Extensive knowledge and experience in managing assets, knowledge of Public Finance Management Act, PPPFA, Pastel and GRAP . <p><i>Less than 1 year to 1 year of experience – 5 points</i></p> <p><i>2 to 3 years of experience – 10 points</i></p> <p><i>Over 3 years of experience – 20 points</i></p>	40
3.	Reference	

3.1	<p>The company's proven track record in handling assignments of a similar nature.</p> <p>A minimum of three written reference letters from clients where a similar service is/ was being rendered. Letters should not be older than three (3) years.</p> <p><i>One letter submitted – 10 points</i></p> <p><i>Two to three letters submitted – 20 points</i></p> <p><i>Four and above letters submitted - 30 points</i></p>	30
Total technical points		100
Minimum threshold for technical (functionality)		70

Note: The minimum qualifying score is 70 out of 100 points. All bidders that fail to achieve the minimum qualifying score will not be considered for further evaluation on Price and BEE.

A point scoring system would be utilised as follows:

Score	Description
1	Does not meet requirements, or no information supplied.
2	Meet some of the requirements
3	Almost meet all requirements
4	Fully meet all requirements
5	Exceeds all requirements

Stage 2: Price and B-BBEE Status level of contributor

Points awarded for price

The 80-preference points system for price would be utilized for procurement with a contract of up to R50 000 000, 00 (VAT inclusive).

The following formula would be applied:

$$P_s = 80[1 - P_t - P_{min} / P_{min}]$$

Where:

P_s = Points scored for price of bid under consideration

P_t = Rand value of bid under consideration

P_{min} = Rand value of lowest acceptable bid

Points awarded for B-BBEE status level of contributor

A maximum of 20 points will be awarded for B-BBEE Status Level of Contributor.

B-BBEE Status Level of Contributor	Number of Points
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

7 VALIDITY OF PROPOSALS

- The Service Provider is required to confirm that it will hold its proposal valid for 60 days from the closing date of the submission of proposals.

- In exceptional circumstances, NAMC may solicit the bidder's consent to an extension of the period of the validity of the bid. The request and responses thereto shall be made in writing.

8 PROPOSAL SUBMISSION REQUIREMENTS

- Proof of registration on the Central Supplier Database
 - Company registration documents
 - SBD4
 - SBD6.1
 - SBD8
 - SBD9
 - Two enveloped system, one containing the Functionality and the other envelope containing Price and B-BBEE certificate or affidavit.
 - In case of joint ventures, bidders must provide a clear agreement regarding joint venture/consortia
 - A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate.
 - Bidders' proposal must indicate experience in PFMA, PPPFA, GRAP and Pastel Accounting system.
- 9.** Bidders must submit 1 x original RFQ document, and 1 x duplicate copy of the original.
- 10.** No late bids will be considered. It is the bidder's responsibility to ensure that the bid is sent to the correct physical address and that this is received by the NAMC before the closing date and time in NAMC's dedicated tender box or physical address. The office hours are Monday to Friday except public holidays, from 08h00 to 16h00.

Proposals must be submitted or delivered at NAMC at the following address:

National Agricultural Marketing Council

Old Mutual Building, Block A, 4th Floor

536 Francis Baard Street

Meintjiesplein, Arcadia, Pretoria, 0001

Closing date for submission of proposals is 28 January 2022@16h00

11. Prices

- All prices should be fixed and inclusive of taxes, disbursements, etc.
- The NAMC may require the breakdown of rates on any of the items to be priced.
- No price adjustment would be allowed upon signing the service level agreement (SLA)

12. Enquiries

- Technical: Irene Mathatho @ imathatho@namc.co.za
- Supply Chain Management: Mmasabata Nkhodi @ mnkhodi@namc.co.za

13. APPROVAL

Approval			
	Name & Title	Signature	Date
Approved by:			