
APPOINTMENT OF A RECORDS MANAGEMENT CONSULTANT

RFQ NUMBER: NAMC 708

CLOSING DATE: 28 NOVEMBER 2023 @ 11H00

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 proposals will be accepted.

1. INVITATION

The National Agricultural Marketing Council (NAMC) is seeking to appoint a records management consultant.

2. INTRODUCTION

2.1. The 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.

3. SCOPE OF WORK

- Assess the current state of records management practices within the NAMC and prepare a report on the findings for presentation to management;
- Develop a records classification and retention schedule in line with the NAMC approved policy;
- Design a records management infrastructure (ICT Requirement); and
- Train employees on records management practices (virtual).

4. EVALUATION PROCESS

The evaluation process will follow the stages detailed below:

- Administrative compliance (Stage 1);
- Functionality (Stage 2); and
- Pricing and Specific Goals (Stage 3).

4.1 Stage 1: Mandatory requirements

Proposals duly lodged will be examined to determine compliance with bidding requirements and conditions (completion and attachment of compulsory documents). Proposals with deviations from the requirements/conditions will be eliminated before stage 2 (two) of the evaluation process.

The following are compulsory requirement and if not submitted the bidder will not progress to stage 2 (two) of the evaluation process:

Pre-Qualification Requirements	Check list √ Tick each box
SBD 1: Completed, attached and signed	
SBD 4: Completed, attached and signed	
SBD 6.1: Completed, attached and signed	
Terms of Reference document: Completed, attached and signed	
General Conditions of Contract: Initialled and attached	
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	

Note: All SBD forms must be submitted (signed) noting where it is not applicable. If any specific SBD form is not submitted, documentary proof clearly stating the reasons must be attached.

Failure to adhere to the above conditions will invalidate the proposal.

Bidders must also supply the following documents (where applicable).

Other Requirements	Check list √ Tick each box
Valid B-BBEE Certificate or attached (certified copy) or Sworn Affidavit	
Company Registration documents	

4.2 Stage 2: Elimination of proposals on grounds of functionality

No	Description	Subdivision of Functional Criteria	Points Weighting	Total Points
1.	Company Experience, Skills and Ability of Service Provider (the service provider must provide a detailed company profile)	Relevant experience on similar service in public sector 1- 3 years=5 points 4-7 years=10 points 8-10 years=15 points Above 11 years=20 points	20	
2.	Technical Approach and Methodology	Comprehensive proposed methodology to be adopted demonstrating an understanding of NAMC's requirements in accordance with the scope of work as described under Point 3 above.	30	
3.	Personnel Experience and qualification (The bidder must provide an organogram which details the team that will be allocated to NAMC together with their cv and qualifications)	<p>Experience in records management consulting</p> <p>1-3 years' experience =3 points 4-6 years' experience= 5 points More than 6 years=10 points</p> <p>Expertise of the personnel: Qualifications and competency-demonstrate capacity to deliver (certified copies of qualifications not older than six (6) months)</p> <p>Qualifications in Information Science No tertiary qualification=3 Certificate in Information Science Degree in Information Science=5 Honours Degree in information science or above =10</p>	20	

No	Description	Subdivision of Functional Criteria	Points Weighting	Total Points
4.	References (contactable clients that were serviced in the past 36 months)	Reference Letters with positive feedback from public entities 1-2 Reference letters= 10 3- 5 Reference letters=15 More than 5 Reference letters=20	20	
5.	Certification	ISO certification= 5 SABS certification=5	10	
	Minimum threshold for technical (functionality)			70
	TOTAL			100

Proposals that score less than 70 points of the scores for functionality will be eliminated from further participation in the Bid Evaluation process (Stage 3).

Proposals will be evaluated for functionality as follows:

Stage 2 Technical (Functionality) proposal

Note: The minimum qualifying score for functionality is 70 points out of 100 points. All bidders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on presentation.

A point scoring system would be utilized as follows:

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

Score	Description
4	Fully meet all requirements
5	Exceeds all requirements

4.3 Stage 3: Price and Specific Goals

- All quotations up to the rand value of R 50 000 000.00 including all applicable taxes will be evaluated on the 80/20 principle as prescribed by the Preferential Procurement Policy Framework Act 5 of 2022 and its Regulations.
- 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 goals 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.
- The lowest acceptable price will score 80 points, the 20 specific goals points will be allocated as follows:

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
0	0

SPECIFIC GOAL	TOTAL POINTS
Percentage (%) Ownership By Women	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1
0	0
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

5. PRICING SCHEDULE

Proposed fee structure (inclusive of VAT) based on the following:

Records Management Consultant Scope of Work	Price
Assessment of current records management practices and production of the report	
Development of a classification & retention schedule	
Design a records management infrastructure	
Train employees on records management practices	
Disbursements	
VAT	
TOTAL	

6. VALIDITY OF PROPOSAL

- 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.

7. PROPOSAL SUBMISSION REQUIREMENTS

- All compulsory documents as stated under point 4 above;
- The bid proposal as per point 3 above;
- 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 must submit 1 x original Bid document, and 1 x copy of the original;
- 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 expect public holidays from 08h00 to 16h00

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

National Agricultural Marketing Council
Block A, 4th Floor, Meintjiesplein Building,
536 Francis Baard Street
Arcadia, Pretoria, 0001

Closing date for submission of proposals is 28 November 2023 at 11H00.

8. ENQUIRIES

All Enquiries: Ms Nomathemba Dludla at scm@namc.co.za

9. APPROVAL

Approval			
	Name & Title	Signature	Date
Approved by:			

10. DECLARATION BY THE BIDDER

I, (Full name) the undersigned certify that the information provided is true and correct, and understood the contents of the document in full.

SIGNATURE :

DATE: