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TERMS OF REFERENCE FOR APPOINTMENT OF A CONSULTANT TO REVIEW THE ANNUAL FINANCIAL STATEMENTS AND AN AUDIT FILE FOR THE FINANCIAL YEAR 2023/24 FOR A PERIOD OF FIVE WEEKS FOR THE NATIONAL AGRICULTURAL MARKETING COUNCIL

RFQ NUMBER: NAMC RFQ-928

CLOSING DATE: 12 APRIL 2024

NO BRIEFING SESSION TO BE HELD

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.

1. INVITATION

The National Agricultural Marketing Council (NAMC) is inviting service providers to submit proposal for the appointment of a consultant to review Annual Financial Statements and Audit file for financial year end 2023/24.

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.

3. PROJECT SCOPE AND DELIVERABLES

3.1 Project scope

The NAMC invites reputable service providers to submit proposals for the quality review of the annual financial statements and audit file of NAMC for the financial year ended 31 March 2024.

The service provider is expected to provide a qualified and experienced resource/resources who will report to the Acting Chief Financial Officer (CFO). The allocated resource/resources should be available to NAMC when required over a period of five (5) weeks.

The scope of work will include:

- Review the quality of the annual financial statements,
- Review the accuracy, reliability and integrity of the financial information compiled by NAMC,
- Evaluate the reasonableness of estimates and assumptions used in preparing financial reports,

- Ensure that all applicable GRAP standards, Accounting Standards Boards requirements, PFMA related rules and regulations have been taken into account when preparing the financial statements,
- Ensure that the annual financial statements figures are supported by accurate reconciliations and other documents where applicable,
- Review and sign off on all trial balance, general ledger accounts reconciliation including applicable registers like fixed assets register, irregular, fruitless and wasteful expenditure register, etc

3.2 Project deliverables

The service provider is expected to offer efficient and effective review of annual financial statements and audit file. A hands-on financial specialist who works well under pressure and delivers quality and accurate reports within set timeframes.

The service provider will be required to continue with the review after the implementation of inputs given.

4. TERMS AND CONDITIONS

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

5. TIMEFRAME/ DURATION

It is envisaged that the duration of the contract will be five (5) weeks commencing 26 April 2024 to 31 May 2024.

6. EVALUATION PROCESS

The evaluation process will follow the stages detailed below:

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

6.1 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 3.1	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 at the time of submitting this proposal must be submitted reflecting Tax compliant status		
Proof of valid professional registration with a professional body by both the firm and the individual to be assigned to NAMC		

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	

6.2 Stage 2: Elimination of proposals on grounds of functionality

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

Technical (Functionality) proposal		Maximum points to be awarded
1. Company Information and relevant experience		
1.1	A minimum number of years in operation: Based on company profile; <ul style="list-style-type: none"> • 1 -3 years in operation – 5 points • 4 to 6 years in operation – 10 points • Over 7 years in operation – 15 points 	15
2. Technical requirement		
2.1	Detailed Approach and Methodology which is in line with	25

Technical (Functionality) proposal		Maximum points to be awarded
	the scope of work as mentioned under point 3 above	
2.2	<p>Human resources i.e., a detailed curriculum vitae of the key personnel</p> <ul style="list-style-type: none"> • Relevant qualifications in financial accounting • Accounting expertise in the public sector • Technical expertise in drafting and reviewing of financial statements <p>(Certified copies of qualifications to be attached. Certified copies should not be older than six (6) months).</p> <p><u>Personnel allocated to NAMC -qualifications</u></p> <ul style="list-style-type: none"> • No qualification – 0 point • Bachelor’s Degree – 10 points • Postgraduate/Honours –15 points • CA/SA or professional accountant- 20 points (Member of an accounting professional body) <p>Extensive knowledge and experience in drafting and reviewing the annual financial statements, knowledge of Public Finance Management Act, PPPFA, Pastel, VIP, Draft Worx and GRAP.</p> <ul style="list-style-type: none"> • Less 1 year of experience – 0 points • 2 to 4 years of experience – 10 points • 5 to 7 years of experience – 15 points • Over 7 years of experience – 20 points 	40
3. References		

Technical (Functionality) proposal		Maximum points to be awarded
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>1-2 letters submitted – 10 points 3-5 letters submitted – 15 points 6 and more letters submitted - 20 points</p>	20
Total technical points		100
Minimum threshold for technical (functionality)		70

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 pricing.

A point scoring system for evaluation criterion above would be utilized as follows:

Table A

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

6.3 Stage 3 (three): 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 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.
- 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
Percentage (%) Ownership By Women	Points (4)
81-100	4
51-80	3
31-50	2
1-30	1

SPECIFIC GOAL	TOTAL POINTS
0	0
Percentage (%) Ownership By Youth	
81-100	4
51-80	3
31-50	2
1-30	1
0	0
Percentage (%) Ownership By People With Disability	
51-100	2
1-50	1
0	0

7. PRICING

- 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)

8. 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.

9. 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.
- 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.

10. ENQUIRIES

- **Technical Enquiries:** Funanani Mudau at: fmudau@namc.co.za
- **SCM Enquiries:** MMasabata Nkhodi at: mnkhodi@namc.co.za

11. APPROVAL

Approval			
	Name & Title	Signature	Date
Approved by:	Kgarudi Serope BSC Chairperson		03/04/2024

12. 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: