



**TERMS OF REFERENCE FOR THE
DESIGN, EDIT AND LAYOUT OF THE**

MISA ANNUAL PERFORMANCE PLAN FOR 2026/27 FINANCIAL YEAR

1. Introduction

The objective of this project is to produce the Municipal Infrastructure Support Agent (MISA) Annual Performance Plan (APP) for 2026/27 financial year, during the project period of 01 March 2026 and ending 31 March 2026.

This appointment is undertaken in accordance with the Public Finance Management Act, 1999 (Act No. 1 of 1999), Treasury Regulations, the Preferential Procurement Policy Framework Act (PPPFA), 2000 and its 2022 Regulations, applicable National Treasury SCM Instruction Notes, and MISA's approved Supply Chain Management Policy.

2. Background

The Municipal Infrastructure Support Agent was officially proclaimed as a government component on 11 May 2012, in terms of section 7(5) (c) of the Public Service Act, 1994 (promulgated under Proclamation No. 103 of 1994). It has been established under the Executive Authority of the Minister for Cooperative Governance and Traditional Affairs, with the Department of Cooperative Governance as its principal department. Accordingly, MISA operates within the department's broader legislative and policy mandates.

MISA is required, in terms of its mandate and the provisions of the Public Finance Management Act, Act 1 of 1999 (as amended), to submit an APP for the period 1 April 2026 to 31 March 2027. The APP must be submitted to:

- Executive Authority;
- The Department of Cooperative Governance;
- Department of Planning, Monitoring and Evaluation;
- National Treasury; and
- Parliament.

MISA requires the services of suitably qualified service provider to design, edit and layout the 2026/27 APP covering the afore-mentioned period.

3. Scope of Work

The service provider will be expected to perform the following tasks:

3.1 Editing

- Language and grammar editing for clarity, coherence, and accuracy.
- Fact-checking, consistency of terminology, and style adherence.
- Proofreading the final draft prior to layout.

4. Deliverables

- Develop a professional layout design aligned with MISA's corporate identity and government branding guidelines.
- Incorporate tables, graphs, charts, images, and infographics as required.
- Prepare the final report in both print-ready PDF and editable formats (e.g., MS Word, InDesign).
- One (1) fully edited and designed draft for review and comment.
- One (1) revised version after incorporating feedback.
- Final version of the Annual Performance Plan in:
 - Print-ready high-resolution PDF format by 25 March 2026.
- The supplier will provide a project plan with amongst others a production schedule and timelines. This project plan will be managed by the Project Manager after it has been approved and confirmed by MISA's Project Team.

5. Condition(s)

All deliverables shall be subject to formal written acceptance and sign off by the MISA project manager or a delegated official.

6. Specifications

Please provide a quotation based on the below stated detailed specifications:

| Requirement | Specification |
|--------------------|--|
| Format | A4 – Portrait or Landscape |
| Pages | 60 double-sided sheets/120 pages (Estimated) |
| Project Management | <ul style="list-style-type: none">• The appointed service provider will be furnished with a copy of the National Treasury Guidelines for producing annual performance plans of Public Entities.• Project Manager will work closely with the MISA's Project Team.• The Project Manager will provide a status report on a weekly basis and as and when required by the MISA. |

7. Additional Information

The supplier, in addition to the bid documents, should:

Mandatory requirements/Eligibility Criteria

- Provide brief company profile, as relevant to the above-mentioned terms of reference.
- Provide at least three samples of previous Annual Performance Plans for a public sector and/or public sector financial entity produced by the supplier as evidence of the suppliers experience as per MISA's specifications.



- Three reference letters on the client's letterheads confirming that the bidders had previously completed similar assignments successfully.

Failure to comply with the above-mentioned requirements will result into a disqualification.

8. Evaluation criteria

The project will be evaluated on Price and specific goals as per table below:

| The specific goals allocated points in terms of this bid | Means of verification | Number of points claimed (80/20 system) (To be completed by the bidder) |
|---|---|--|
| Ownership women (51% or more) | CSD | 6 |
| Who is a youth | CSD/ID | 6 |
| Location of Project | Lease agreement /letter for the authority | 3 |
| B-BBEE status level contributors from Level 1 to 2 which are QSE or EME | BBBEE Certificate | 5 |
| Total | | 20 |

9. Pricing Structure

- Bidders must submit a lumpsum, VAT-inclusive price.
- The price must include all editing, design, layout and revision costs.
- No additional costs will be payable unless approved in writing by MISA.

10. Intellectual Property

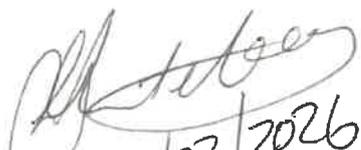
- All intellectual property, copyrights and source files produced under this contract shall vest in MISA upon full payment.

11. Confidentiality

- The service provider shall treat all information received as confidential and shall not disclose it without prior written consent from MISA.

12. Termination and Penalties

- MISA reserves the right to terminate the contract for non-performance or breach of contract, subject to applicable legislation and SCM policies.


14/02/2026

