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Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA



## MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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### REQUEST FOR QUOTATION

#### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CERTIFIED ENERGY MANAGER TRAINING COURSE

### 1. Introduction / Background

The Municipal Infrastructure Support Agent (MISA) requires the services of an experienced and accredited service provider to deliver Certified Energy Manager (CEM) training course including the examination for MISA professional Engineers. The training must be accredited with the Engineering Council of South Africa (ECSA) and provide 5 CPD Points – ECSA/ and 6.6 points AEE Renewal Credits

The purpose of this training is to ensure that MISA Electrical Engineers are adequately prepared for the implementation of Energy Efficiency and Demand Side Management (EEDSM) projects in line with the approved KPI 4 under MISA Annual Performance Plan for 2025/26 financial year.

### 2. Scope of Work

The appointed service provider will be required to:

1. Deliver accredited preparatory training for the following training course:
  - **A five (5) day Certified Energy Manager (CEM) course and/plus the examination .**
2. Ensure the training is accredited for 5 CPD Points – ECSA/ and 6.6 points AEE Renewal Credits. Provide the training within the Gauteng Province, including:
  - Training venue and facilities
  - Catering for participants
  - Training aids, manuals, and course materials

3	<p><b>MANDATORY REQUIREMENTS</b></p> <p><b>NB: None compliance to the below mentioned requirements will lead to the disqualification of the service provider/s:</b></p> <p><b>3.1. Experience of the Service provider:</b></p> <ul style="list-style-type: none"> <li>• <i>Only service provider/s who have provided <b>Certified Energy Manager (CEM) training course</b> before will be accepted.</i></li> <li>• <i>Service Providers must be accredited with EWSETA, Association of Energy Engineers (AEE) QCTO and ECSA: and provide 5 CPD Points – ECSA/ and 6.6 points AEE Renewal Credits.</i></li> <li>• <i>(Attach proof of accreditation in the form of a valid certificate or letter from the accreditation institution for the training).</i></li> <li>• <i>Service providers must provide at a minimum of 3 signed reference letters, from contactable references, on the client’s letterhead confirming that they have successfully provided the required training (as indicated above) in the last 3 years.</i></li> <li>• <i>The letters should clearly state which training services were rendered by the service provider and when the training services were provided.</i></li> </ul> <p><b>3.2. Experience of the Facilitator:</b></p> <ul style="list-style-type: none"> <li>• <i>The facilitator must be accredited to conduct the required <b>CERTIFIED ENERGY MANAGER (CEM) Course</b> (Attach proof of ECSA and AEE accreditation in the form of a certificate or letter from the accreditation institution- ECSA).</i></li> <li>• <i>The facilitator must provide an abridged CV detailing proof that the facilitator has conducted the required training in the last 3 years.</i></li> <li>• <i>The CV must clearly indicate the contact details of the organization/s that the facilitator has conducted the required training for and the dates on which the training was provided.</i></li> <li>• <i>The facilitator must have conducted at least 3 relevant training projects in the last 3 years</i></li> </ul> <p><i>MISA may at its discretion verify details contained in the letters.</i></p> <p><b>RATIONALE OF THE EXPERINCED SERVICE PROVIDER AND THE FACILITATOR</b></p> <p>MISA intends to ensure that the appointed Service Provider and the facilitator have the sufficient experience to render the required training to the best practise.</p>
4	<p><b>Deliverables</b></p> <p>The appointed Service Provider will be expected to provide <b>CERTIFIED ENERGY MANAGER(CEM) Course</b> , including ECSA CPD certification and AEE certification together with:</p> <ol style="list-style-type: none"> <li>1. Comprehensive Textbooks / Manuals / reference resources as sufficient.</li> </ol>

2. Adherence to ECSA CPD requirements.
3. Certificate of Attendance on completion

The appointed service provider must provide the following:

1. Accredited preparatory training as specified above.
2. Comprehensive manuals, textbooks, and reference resources for participants.
3. Accredited facilitators in line with ECSA CPD requirements.
4. CPD certification for participants upon completion.
5. Certificate of Attendance for each participant.

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**Pricing Schedule**

See Annexure A:

Quotation must be on the letterhead of the company.

**ANNEXURE A: PRICING SCHEDULE**

Service Description	Quantity	Price Excl VAT
<ul style="list-style-type: none"> <li><b>CERTIFIED ENERGY MANAGER (CEM)</b></li> </ul>	<p align="center">11 (exam included)</p> <p align="center">1 (exam excluded)</p>	<p align="center">R .....</p>
<b>Venue</b>		R.....
<b>Catering</b>		R.....
<b>Sub-Total</b>		R.....
<b>Vat</b>		R.....
<b>Total Price (Inclusive of other costs)</b>		R.....

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