



RFQ NUMBER	MISA/RFQ/01352/2025/26	
DESCRIPTION OF GOODS/ SERVICES	Design, Edit and Layout for MISA Annual Performance Report for 2025/26 and Annual Performance Plan for 2027/28 Financial Year	
Conditions of Contract	GCC	
PUBLISH/ADVERTISEMENT DATE	18 August 2026	
CLOSING DATE & TIME	25 August 2026 @ 11h00	
COMPULSORY REQUIREMENTS		Tick Applicable box
	Acceptance of MISA conditions as well as submission of a quotation.	✓
COMPULSORY BRIEFING SESSION/ SITE MEETING	N/A	
ENQUIRIES	Enquiries must be addressed to Technical Enquiries: anele.ndamase@misa.gov.za	
QUOTE VALIDITY	90 Days (commencing from the RFQ closing date)	
SUBMISSION:	Proposals clearly indicating with the RFQ number and description, must be submitted via email to: adolph.macuvel@misa.gov.za	
DELIVERY ADDRESS WHERE GOODS/ SERVICES/ WORKS ARE REQUIRED	Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion,	
BIDDER'S NAME		
TOTAL BID AMOUNT		



**TERMS OF REFERENCE FOR THE
DESIGN, EDIT AND LAYOUT OF THE
MISA ANNUAL PERFORMANCE REPORT FOR 2025/26 AND ANNUAL PERFORMANCE PLAN FOR
2027/28 FINANCIAL YEAR**

1. Introduction

The objective of this project is to produce the Municipal Infrastructure Support Agent (MISA) Annual Performance Report (APR) for the 2025/26 financial year and Annual Performance Plan (APP) for the 2027/28 financial year.

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 APR for the period 1st April 2025 to 31st March 2026 and APP for the period 1 April 2027 to 31 March 2028. Both the APR and 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 2025/26 APR and 2027/28 APP covering the afore-mentioned periods.

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 drafts prior to layout.

3.2 Design and Layout

- 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 2025/26 APR report in both print-ready PDF and editable formats (e.g., MS Word, InDesign).
 - Part A: General Information
 - Part B: Performance Information
 - Part C: Governance
 - Part D: Human Resource Management
 - Part E: PFMA Compliance Report
 - Part F: Annual Financial Information
- Prepare the final 2027/28 APP report in both print-ready PDF and editable formats (e.g., MS Word, InDesign).
 - Part A: General Information
 - Part B: Our Strategic Focus
 - Part C: Measuring our Performance
 - Part D: Technical Indicator Description

4. Deliverables

- One (1) fully edited and designed draft for review and comment for both the APR and APP.
- One (1) revised version after incorporating feedback for both the APR and APP.
- Final version of the Annual Performance Report (APR) in:
 - Print-ready high-resolution PDF format **by 18 September 2026.**
- Final version of the Annual Performance Plan (APP) in:
 - Print-ready high-resolution PDF format **by 19 March 2027.**
- 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:

(i) APR 2025/26

Requirement	Specification
Format	A4 – Portrait or Landscape
Pages	75 double-sided sheets/150 pages (Estimated)
Project Management	• 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 the MISA's Project Team. • 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.

(ii) APP 2027/28

Requirement	Specification
Format	A4 – Portrait or Landscape
Pages	60 double-sided sheets/120 pages (Estimated)
Project Management	• 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 both previous Annual Performance Reports and 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 in 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/ID/CIPC	6
Who is a youth	CSD/ID/CIPC	6
Location of Project	Lease agreement /letter for the authority/Municipal bill	3
B-BBEE status level contributors from Level 1 to 2 which are QSE or EME	BBBEE Certificate/Sworn affidavit	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 for both the APR 2025/26 and APP 2027/28.
- 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.

