



## MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0046

Private Bag X105, Centurion, 0046 Tel: 012-848-5300

### REQUEST FOR QUOTATION

#### TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE COMPTIA CYBERSECURITY ANALYST(CySA+) TRAINING AND COMPTIA CERTIFICATION EXAMINATION(CS0-003)

#### 1.Introduction / Background

The Municipal Infrastructure Support Agent (MISA) requires the services of an experienced and **CompTIA AUTHORIZED PARTNER** service provider to deliver CompTIA Cybersecurity Analyst (CySA+), In-class, instructor/facilitator led training and certification exam (CS0-003).

The purpose of this training is to ensure that (two) 2 participants are adequately prepared for the CompTIA CySA+ Examination (CS0-003).

#### 2. Scope of Work

The appointed service provider will be required to:

1. Deliver accredited preparatory training and examination for the following modules:
  - o CompTIA Cybersecurity Analyst (CySA+) Training – 5 days (40 hours)
  - o CompTIA Cybersecurity Analyst (CySA+) Examination (CS0-003)
2. Ensure the training provider is a CompTIA AUTHORIZED Partner.
3. Provide the training within the Gauteng Province, including:
  - o Training venue and facilities
  - o Catering for participants
  - o Training aids, manuals, and course materials

3

#### MANDATORY REQUIREMENTS

**NB: None compliance to the below mentioned requirements will lead to the disqualification of the service provider/s:**

##### 3.1. Experience of the Service provider:

M. L

- Only service provider/s who have provided **CompTIA CYBERSECURITY ANALYST (CySA+) TRAINING AND EXAMINATION(CS0-003)** before will be accepted.
- Service Providers must be accredited: **CompTIA AUTHORIZED Partner** (Attach a valid proof of accreditation in the form of a valid certificate or letter from the accreditation institution for the training).
- Service providers must submit three(3) reference letters for the training provided(the reference letters must be on the company letterhead signed by the official)

### 3.2. Experience of the Facilitator:

- The facilitator must be accredited to conduct the required **CompTIA CYBERSECURITY ANALYST (CySA+) TRAINING AND EXAMINATION(CS0-003)** (Attach a valid proof of accreditation in the form of a certificate or letter from the accreditation institution).
- The facilitator must provide an abridged CV detailing proof that the facilitator has conducted the required training in the last 3 years.
- 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.
- The facilitator must have conducted at least 3 relevant training projects in the last 3 years

MISA may at its discretion verify details contained in the letters.

### RATIONALE OF THE EXPERINCED SERVICE PROVIDER AND THE FACILITATOR

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.

### Deliverables

The appointed Service Provider will be expected to provide **CompTIA CYBERSECURITY ANALYST (CySA+) TRAINING AND EXAMINATION(CS0-003)**, together with:

1. Comprehensive Textbooks / Manuals / reference resources as sufficient.
2. Accredited instructor / facilitators.
3. Adherence to CompTIA requirements.
4. Certificate of Attendance on completion
5. Hard copy and / or digital Addendums to the course.

The appointed service provider must provide the following:

1. Accredited preparatory training as specified above.
2. Comprehensive manuals, textbooks, and reference resources for participants.

M.L

3. Accredited facilitators in line with CompTIA requirements.
4. CS0-003 certification examination for participants upon completion of training.
5. Certificate of Attendance for each participant.
6. Hard copy and/or digital addendums to the course material.

5

**Pricing Schedule**

See Annexure A:

Quotation must be on the letterhead of the company.

Pricing must be all-inclusive of training, facilitation, venue, catering, training materials, exam vouchers, travel, and applicable taxes.

M.L

**ANNEXURE A: PRICING SCHEDULE**

<b>Service Description</b>	<b>Quantity</b>	<b>Price Excl VAT</b>
<b>CompTIA CYBERSECURITY ANALYST (CySA+) TRAINING AND EXAMINATION (CS0-003:</b>  <ul style="list-style-type: none"> <li>• <i>CySA+ TRAINING</i></li> <li>• <i>CS0-003 EXAMINATION</i></li> </ul>	2 officials	R .....
<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.....

**Section 6: Evaluation Criteria**

Proposals will be evaluated in terms of the Preferential Procurement Policy Framework Act (PPPFA) and MISA's Supply Chain Management Policy. The evaluation will consider:

- Functionality (experience, accreditation, methodology, facilitator qualifications)
- Price and preference points (80/20 or 90/10, depending on project value).

*Photonyer*

06/10/2025

## 2. SBD 4 - BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

---

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure,

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect,

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

---

the bidding process except to provide clarification on the bid submitted where so required by the institution, and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder



### 3. SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PROCUREMENT REGULATIONS 2022

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE BID AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

---

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to bid:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included),

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this bid is the 80/20 preference point system.
- b) The 80/20 preference point system will be applicable in this bid. The lowest/highest acceptable bid will be used to determine the accurate system once bids are received.

1.3 Points for this bid (even in the case of a bid for income-generating contracts) shall be awarded for:

- (a) Price, and
- (b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof or documentation required in terms of this bid to claim points for specific goals with the bid, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

---

## 2. DEFINITIONS

- (a) **“Ownership”** means the percentage ownership and control, exercised by individuals within and enterprise
- (b) **“bid”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive bidding process or any other method envisaged in legislation,
- (c) **“price”** means an amount of money bided for goods or services, and includes all applicable taxes less all unconditional discounts,
- (d) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes,
- (e) **“bid for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions, and
- (f) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of bid under consideration

---

Pt = Price of bid under consideration

Pmax = Price of highest acceptable bid

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2), 5(2), 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the bid. For the purposes of this bid the bidder will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the bid documents, stipulate in the case of—
- (a) an invitation for bid for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable bid will be used to determine the applicable preference point system, or
  - (b) any other invitation for bid, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable bid will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the bid and points claimed are indicated per the table below.**

**Note to bidders: The bidder must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this bid	Number of points allocated (80/20 system)	Number of points claimed (80/20 system) (To be completed by the bidder)
Who are women (51% or more)	5	
Who has disability (51% or more owned)	3	
Who is a youth (18 to 35 years) (51% or more owned)	5	
Location of enterprise (local equals province)	4	
B-BBBEE status level contributors from level 1 to 2 which are QSE or EME	3	
<b>Total scored points</b>	<b>20</b>	

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:  
.....

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium  
One-person business/sole propriety

- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the bid, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct,
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form,
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct,
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process,
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct,
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation,
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied, and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

**SIGNATURE(S) OF BIDDER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....