



cooperative  
governance

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA



MISA  
MUNICIPAL INFRASTRUCTURE  
SUPPORT AGENT  
Together, Driving a Better Tomorrow

## 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 SERVICE PROVIDER TO PROVIDE PREPARATION TRAINING FOR PROFESSIONAL PROJECT MANAGEMENT (PMP) EXAM FOR A PERIOD OF UP TO THIRTY-FIVE (35) HOURS MINIMUM**

ITEM NO.	SCOPE OF WORK	QUANTITY
1.	<p><b>Project Management Professional (PMP) EXAM PREPARATION TRAINING</b></p> <ul style="list-style-type: none"> <li>Conduct exam preparation training for Project Management Professional (PMP) exam</li> </ul>	5 Officials
	Project Duration: Up to 35 HOURS minimum	
3.	<p>Venue: Option 1: Trainer's facility and, Option 2: Virtual</p>	

## SPECIAL CONDITIONS

4.

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

### 4.1. Experience of the Service provider:

- Only service provider/s who have provided **Project Management Professional exam preparation TRAINING** will be accepted.
- Service Providers must be accredited: Project Management Institution recognised and registered as the training facilitator.
- Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required training in the last 2 years.
- letters must have been written and signed by the representative (**on client company letter heads**) of the previous and or current client of the service provider confirming that the service provider has rendered required training in the last 2 years.
- The contact details of the client writing the letters must be contained in the letters.
- The letters should clearly state which services were rendered by the service provider and the duration thereof.

### 4.2. Experience of the Facilitator:

- The facilitator must be accredited to conduct the required Training (Attach proof of accreditation by the relevant body).
- Attach at least 1 reference letters/any proof confirming that the facilitator has conducted the required training in the last 2 years.
- Letters/poof must indicate the contact details of the organization/s that the facilitator has conducted the required training.

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

6.

**The appointed Service Provider will be expected to provide Project Management Professional exam preparation Training for a period of minimum 35 hours including catering.**

- **Training Material and Manuals**
- **Training with an accredited trainer**
- **Exam application with PMI**
- **PMP examination in the year that the course is taken**
- **Attendance certificate**

### Pricing Schedule

7.

See Annexure A:

Quotation must be on the letterhead of the company

**ANNEXURE A: PRICING SCHEDULE**

Service Description	Quantity	Price Excl VAT
PROJECT MANAGEMENT PROFESSIONAL EXAM PREPARATION TRAINING FOR A PERIOD OF UP TO 35 HOURS (MINIMUM)	5 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.....