



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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REQUEST FOR QUOTATION

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE FINANCIAL TRAINING FOR NON-FINANCIAL MANAGERS FOR A PERIOD OF 5 DAYS

ITEM NO.	SCOPE OF WORK	QUANTITY
1.	<p>1.1 Course Design & Customisation</p> <ul style="list-style-type: none"> • Develop a structured training programme tailored to the needs and operational context of the organisation. • Ensure course content is practical, relevant, and easy to understand for individuals without a financial background. <p>1.2 Course Content The course should cover, at a minimum:</p> <ol style="list-style-type: none"> 1. Introduction to Financial Management <ul style="list-style-type: none"> ○ Key financial concepts and terminology. ○ The role of financial management in decision-making. 2. Understanding Financial Statements <ul style="list-style-type: none"> ○ Income statements, balance sheets, and cash flow statements. ○ How to read and interpret financial reports. 3. Budgeting and Cost Control <ul style="list-style-type: none"> ○ Principles of budgeting and forecasting. ○ Managing departmental budgets. ○ Cost control strategies. 4. Financial Analysis and Ratios <ul style="list-style-type: none"> ○ Understanding key performance indicators (KPIs). ○ Financial ratio analysis for decision-making. 5. Public Sector / Organisational Financial Compliance <ul style="list-style-type: none"> ○ Applicable financial regulations, policies, and governance requirements. ○ Accountability and reporting obligations. 	26 Officials

2. The Training should be at level of NQF 7.

3. Training Duration: 5 days

4. Venue: Around Centurion, Pretoria
Catering must be included (Breakfast and lunch)

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MANDATORY REQUIREMENTS

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 Financial Training for Non-Financial Managers will be accepted.*
- *Service Providers must be accredited to provide the required Training (Attach valid proof of accreditation in the form of a certificate or letter from the Accreditation Institution).*
- *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.*
- *The letters should clearly state which services were rendered by the service provider and when the services were rendered.*

4.2. Experience of the Facilitator:

- *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 CV.

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.

6.	<p>Deliverables</p> <p>The appointed Service Provider will be expected to provide Finance Training for Non-Financial Managers Training for a period of 5 days.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved course outline and training schedule. <input type="checkbox"/> Training delivery for the full 5-day programme. <input type="checkbox"/> Learning materials and resources. <p>Issue Certificate of Competency upon completion</p>
7.	<p>Pricing Schedule</p> <p>See Annexure A:</p> <p>Quotation must be on the letterhead of the company</p>

ANNEXURE A: PRICING SCHEDULE

Service Description	Quantity	Price Excl VAT
NON-FINANCIAL MANAGERS TRAINING FOR A PERIOD OF 5 DAYS	26 officials	R
	Venue	R.....
	Catering	R.....
	Sub-Total	R.....
	Vat	R.....
	Total Price (Inclusive of other costs)	R.....

[Signature]