

MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

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REQUEST FOR QUOTATION

TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE TRAINING FOR AUTODESK (CIVIL 3D)

ITEM NO.	SCOPE OF WORK	QUANTITY
1.	Training sessions for technical software as depicted below with training periods of 2- 4 days as applicable to the software: <i>Autodesk Civil 3D</i>	Civil 3D 15 Officials
2.	Project Duration: 2-4 days	
3.	Venue: Trainer's facility with meals provided within the hours of training. (lunch and tea)	
4.	SPECIAL CONDITIONS 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:	

NO.	requirements	Description	Evidence	Comply	Do Not Comply
4.1	Company Experience	Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required training in the last 2 years.	3 Reference letters. 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: Autocad Civil 3D	Accreditation of trainer to provide the training	Attach proof of accreditation by the relevant body for each software. Autodesk for Autocad Civil 3D.		
		The facilitator must be accredited to conduct the required training and must have completed at least 5 training sessions in Autocad Civil 3D.	Attach at least 5 reference letters/any proof confirming that the facilitator has conducted the required training in the last 2 years. Letters/proof 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.

6.	Deliverables The appointed Service Provider will be expected to provide essential fundamentals training for Autodesk (Civil 3D) including catering. • Training Material and Manuals • Training with an accredited trainer • Attendance/completion certificate
7.	Pricing Schedule See Annexure A: Quotation must be on the letterhead of the company

ANNEXURE A: PRICING SCHEDULE

Service Description	Quantity	Price Excl VAT
TRAINING FOR AUTODESK (CIVIL 3D)	• Civil 3D 15 Officials	R
Sub-Total		R.....
VAT		R.....
Total Price (Inclusive of other costs)		R.....