

REQUEST FOR QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING TOWARDS ASSESSOR, FACILITATION, SKILLS DEVELOPMENT AND MODERATOR TRAINING FOR A PERIOD OF 12 (STAGGERED) DAYS



RFQ NUMBER:

MISA/RFQ/GP/1088/2025/26

DESCRIPTION OF GOODS/ SERVICES	THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING TOWARDS ASSESSOR, FACILITATION, SKILLS DEVELOPMENT AND MODERATOR TRAINING FOR A PERIOD OF 12 (STAGGERED) DAYS
CONDITIONS OF CONTRACT	GCC
PUBLISH/ ADVERTISEMENT DATE	16 FEBRUARY 2026
CLOSING DATE & TIME	23 FEBRUARY 2026 @ 11:00
COMPULSORY BRIEFING SESSION	N/A
ENQUIRIES	Enquiries must be addressed to: <a href="mailto:anele.ndamase@misa.gov.za">anele.ndamase@misa.gov.za</a>
SUBMISSIONS	Proposals clearly indicating with the RFQ number and description, must be submitted via e-mail to: <a href="mailto:adolph.macuvel@misa.gov.za">adolph.macuvel@misa.gov.za</a>
QUOTE VALIDITY	90 Days (Commencing from the RFQ closing date)
DELIVERY ADDRESS WHERE GOODS/ SERVICES/ WORKS ARE REQUIRED	Letaba House, Riverside Office Park, 1303 Heuwel Avenue Centurion, 0046
BIDDER'S NAME	
TOTAL BID AMOUNT	



cooperative  
governance  
Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA



MISA  
MUNICIPAL INFRASTRUCTURE  
SUPPORT AGENT  
Building, Creating 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 TRAINING TOWARDS ASSESSOR, FACILITATION, SKILLS  
DEVELOPMENT AND MODERATOR TRAINING FOR A PERIOD OF 12  
(STAGGERED) DAYS**

ITEM NO.	SCOPE OF WORK	QUANTITY
1.	The total Training Package must include: a. Assessor Training b. Facilitator Training c. Skills Development Facilitator Training d. Moderator Training	5 Officials  (4 for Assessor, Facilitator, Skills Development and Moderator training) & (1 for Moderator training)
2.	The Training should offer between NQF level 5 and 6 and be Seta Accredited	
3.	Project Duration: 12 staggered days  Who can benefit?  Twelve (12) days staggered training will benefit MISA officials that are tasked with capacitating municipalities to strengthen their institutional capacity with the implementation of policies for infrastructure planning, budgeting, portfolio management, programme/project management,	

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operations and maintenance (infrastructure), supply chain management and infrastructure procurement.

### **1. Assessor Training**

Unit Standard: 115753 – “Conduct outcomes-based assessment” (NQF Level 5, 15 Credits)

Purpose: To enable participants to conduct assessments within their fields of expertise in line with the National Qualifications Framework (NQF) principles.

Scope includes:

- Understanding outcomes-based education and assessment principles.
- Planning and preparing for assessment.
- Gathering and interpreting evidence.
- Making assessment decisions.
- Giving feedback to learners.
- Reviewing and improving assessment practices.
- Ensuring fairness, reliability, and validity in assessments.

### **2. Facilitator Training**

Unit Standard: 117871 – “Facilitate learning using a variety of given methodologies” (NQF Level 5, 10 Credits)

Purpose: To develop the skills necessary to facilitate learning sessions in a structured and outcomes-based learning environment.

Scope includes:

- Preparing for facilitation (identifying learner needs and contexts).
- Using various facilitation methods (discussions, activities, demonstrations).
- Creating learner-centered environments.
- Managing group dynamics.
- Evaluating learning outcomes.
- Providing constructive feedback to learners.
- Reflecting on and improving own facilitation practices.

### **3. Skills Development Facilitator (SDF) Training**

Relevant Unit Standards: 15221, 15227, 15218, 15232, 252041, etc. (Various credits and NQF Level 4–5)

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Purpose: To equip participants with skills to coordinate skills development in organizations in line with the Skills Development Act and SETA requirements.

Scope includes:

- Conducting skills audits and training needs analysis.
- Developing Workplace Skills Plans (WSP) and Annual Training Reports (ATR).
- Aligning organizational training with SETA frameworks.
- Advising on skills development legislation and grants.
- Coordinating learnerships, internships, and bursary opportunities.
- Engaging with stakeholders, including SETAs and training providers.
- Monitoring and evaluating training effectiveness.

#### 4. Moderator Training

Unit Standard: 115759 – “Conduct moderation of outcomes-based assessments” (NQF Level 6, 10 Credits)

Purpose: To prepare qualified assessors to verify and ensure the quality and consistency of assessments.

Scope includes:

- Understanding the moderation process and purpose.
- Planning moderation activities and documentation.
- Conducting moderation of assessments.
- Recording and reporting moderation decisions.
- Giving feedback to assessors.
- Evaluating assessment instruments and decisions.
- Ensuring adherence to quality assurance frameworks.

4.

Venue: To be determined depending on the location of Service Provider or number of officials attending from MISA (MISA Offices if the number suffices)

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5.	<p><b>MANDATORY REQUIREMENTS</b></p> <p><b>NB: None compliance to the below mentioned requirements will lead to the disqualification of the service provider/s:</b></p> <p><b>4.1. Experience of the Service provider:</b></p> <ul style="list-style-type: none"> <li>• <i>Service Providers must be accredited for such training with Seta</i></li> </ul> <p><b>4.2. Date of the training</b></p> <ul style="list-style-type: none"> <li>• <i>Service provide must conduct the training on the 15 July – 15 November 2025</i></li> </ul> <p><b>4.3. Experience of the Facilitator:</b></p> <ul style="list-style-type: none"> <li>• <i>The facilitator must provide an abridged CV detailing proof that the facilitator has conducted the required training.</i></li> </ul> <p><i>MISA may at its discretion verify details contained in the letters.</i></p> <p><b>RATIONALE OF THE EXPERINCED SERVICE PROVIDER AND THE FACILITATOR</b></p> <p>MISA intends to ensure that the appointed Service Provider and the facilitator have the sufficient experience to render the required training to the best practice, Seta accredited and to the relevant NQF levels.</p>
6.	<p><b>Deliverables</b></p> <p>The appointed Service Provider will be expected to provide a Seta Accredited Training Certificate for a period of total of 12 days for the four modules:</p> <ol style="list-style-type: none"> <li>1. Assessor Training Module- Training with accredited trainer</li> <li>2. Facilitator Training Module- Training with accredited trainer</li> <li>3. Skills Development Facilitator Training Module- Training with accredited trainer</li> <li>4. Moderator Training Module- Training with accredited trainer</li> <li>5. Training Manuals</li> <li>6. Evaluation of trainees</li> <li>7. Accredited Certificates (as appropriate relevant NQF Level stated above)</li> </ol>
7.	<p><b>Pricing Schedule</b></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
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<p><b>(Training for 12 staggered days)</b></p> <p><b>The total Training Package must include:</b></p> <ol style="list-style-type: none"> <li>1. Assessor Training</li> <li>2. Facilitator Training</li> <li>3. Skills Development Facilitator Training</li> <li>4. Moderator Training</li> </ol> <p><b>And</b></p> <ol style="list-style-type: none"> <li>1. Manuals</li> <li>2. Evaluation of trainees</li> <li>3. Accredited Certificates (as per relevant NQF Level)</li> </ol>	<p>5 officials</p> <p>(4 for Assessor, Facilitator, Skills Development and Moderator training) &amp; (1 for Moderator training)</p>	<p>R .....</p>
		<p><b>Vat</b> R.....</p>
<p><b>Total Price (Inclusive of other costs)</b></p>		<p>R.....</p>

16/10/2025



## 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 RFQ 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.

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<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.

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 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 Quotations and contracts, Quotations 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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022**

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

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

**1. GENERAL CONDITIONS**

- 1.1 The following preference point systems are applicable to invitations to tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
  - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

- 1.3 Points for this tender (even in the case of a tender 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 tender are allocated as follows:

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

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, 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 tenderer, either before a tender 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) **“tender”** 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 tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender 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
- (e) **“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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
 Pt = Price of tender under consideration  
 Pmin = Price of lowest acceptable tender

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:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- $P_s$  = Points scored for price of tender under consideration  
 $P_t$  = Price of tender under consideration  
 $P_{max}$  = Price of highest acceptable tender

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 tender. For the purposes of this tender the tenderer 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 tender:
- 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 tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender 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 tender and points claimed are indicated per the table below.

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)*

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

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Who are women	5	
Who has disability	5	
Who is a youth	5	
Location of enterprise (local equals province)	2	
B-BBEE 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 tender, 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 tendering 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 tenderer 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 TENDERER(S)**

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

**DATE:** .....

**ADDRESS:** .....

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