



cooperative
governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA



REQUEST FOR QUOTATION (RFQ)

YOU ARE HEREBY INVITED TO SUBMIT QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST MISA WITH TWO (2) TECHNICAL EXPERTS (1 PER DISTRICT) TO SUPPORT THE EFFECTIVE IMPLEMENTATION OF PRIORITY PROJECTS AND AUGMENT THE TECHNICAL CAPACITY OF MUNICIPAL OFFICIALS TO IMPROVE SERVICE DELIVERY AT SKHUKHUNE AND GERT SIBANDE DISTRICT MUNICIPALITIES (AS PART OF THE DISTRICT DEVELOPMENT MODEL SUPPORT BY MISA)	
RFQ NUMBER	RFQ/REQ/934/2024/25
COMPULSORY BRIEFING SESSION, VENUE & TIME (IF APPLICABLE)	N/A
PUBLISH/ADVERTISEMENT DATE	10 February 2025
CLOSING DATE & TIME	14 February 2025 @ 11 AM
ALL QUOTATIONS MUST BE SUBMITTED VIA EMAIL TO:	adolph.macuvel@misa.gov.za
DESCRIPTION OF GOODS/SERVICES	APPOINTMENT OF A SERVICE PROVIDER TO ASSIST MISA WITH TWO (2) TECHNICAL EXPERTS (1 PER DISTRICT) TO SUPPORT THE EFFECTIVE IMPLEMENTATION OF PRIORITY PROJECTS AND AUGMENT THE TECHNICAL CAPACITY OF MUNICIPAL OFFICIALS TO IMPROVE SERVICE DELIVERY AT SKHUKHUNE AND GERT SIBANDE DISTRICT MUNICIPALITIES (AS PART OF THE DISTRICT DEVELOPMENT MODEL SUPPORT BY MISA)
DELIVERY ADDRESS WHERE SERVICES/ WORKS ARE REQUIRED	SEKHUKHUNE AND GERT SIBANDE DISTRICT MUNICIPALITY

CONDITIONS OF THIS RFQ

- Quotations must be submitted in the **company letterhead**.
- Compliance Tax status with SARS, Verification to be done with SARS/CSD
- Active registration with Company Intellectual Property Commission (to be verified through CSD and CIPC)
- All prices quoted must be firm and be inclusive of Value Added Tax (VAT).
- All Service Providers must submit B-BBEE verification certificates from verification agencies accredited by SANAS or EME/QSE sworn affidavit attested by Commissioner of Oaths.

RFQ/REQ/934/2024/25

REQUEST FOR QUOTES (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO ASSIST MISA WITH TWO (2) TECHNICAL EXPERTS (1 PER DISTRICT) TO SUPPORT THE EFFECTIVE IMPLEMENTATION OF PRIORITY PROJECTS AND AUGMENT THE TECHNICAL CAPACITY OF MUNICIPAL OFFICIALS TO IMPROVE SERVICE DELIVERY AT SEKHUKHUNE AND GERT SIBANDE DISTRICT MUNICIPALITIES (AS PART OF THE DISTRICT DEVELOPMENT MODEL SUPPORT BY MISA)

1. INTRODUCTION AND BACKGROUND

South African municipalities face critical challenges in planning, implementing, and managing infrastructure projects due to limited technical capacity. This deficit of skilled professionals in engineering, project management, and infrastructure planning results in delays, inefficiencies, and inadequate service delivery, directly impacting public satisfaction and trust.

To address these issues, MISA aims to deploy technical experts to two district municipalities to assist in enhancing their project execution capabilities and service delivery outcomes.

The deployment of technical experts is aligned with MISA's mandate to support municipalities in addressing infrastructure backlogs and improving service delivery outcomes. Given the critical role of technical expertise in planning, executing, and overseeing infrastructure projects, enhancing this capacity is essential for achieving timely and quality project completion. Furthermore, skilled experts on-site can help build local capabilities by transferring knowledge to municipal staff, fostering long-term capacity development.

The technical experts will provide comprehensive support to DDM teams in two identified districts, namely Gert Sibande District (Mpumalanga) and Sekhukhune District (Limpopo) with regards to the training on project lifecycle management and project implementation and post-training support for project packaging of identified DDM One Plan catalytic projects.

REQUEST FOR QUOTES - DEPLOYMENT OF TECHNICAL EXPERTS TO SEKHUKHUNE AND GERT SIBANDE DISTRICT MUNICIPALITIES (AS PART OF THE DISTRICT DEVELOPMENT MODEL SUPPORT BY MISA)

2. SCOPE OF WORK

The deployment of two (2) technical experts (1 per district) aims to support the effective implementation of priority projects and augment the technical capacity of municipal officials to improve service delivery. The expert will provide hands-on technical assistance, capacity building, and advisory support to ensure project success and sustainable municipal operations.

The technical expert will be responsible for the following tasks:

a) Project Implementation Support

- Assist in project planning, execution, and monitoring to ensure timely and quality delivery.
- Provide technical oversight and quality assurance of project deliverables.
- Support procurement processes, contractor management, and adherence to contractual obligations.
- Identify technical challenges and propose solutions to address them.

b) Municipal Technical Capacity Augmentation

- Conduct skills assessments and identify capacity gaps within the municipal technical teams.
- Recommended training, coaching, and mentorship programmes for municipal officials.
- Facilitate knowledge exchange between municipalities and other stakeholders.

c) Monitoring, Evaluation, and Reporting

- Establish a monitoring and evaluation framework to track project progress and impact.
- Provide periodic progress reports, identifying key achievements, challenges, and recommendations.
- Support the documentation and dissemination of the best practices and lessons learned.
- Ensure alignment of project implementation with national and municipal development priorities.

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3. DELIVERABLES

The technical expert is expected to deliver the following:

- a) **Inception Report** – Outlining the work plan, methodology, and engagement strategy.
- b) **Capacity Assessment Report** – Identifying municipal skills gaps and training needs.
- c) **Project Progress Reports** – Detailing implementation status, challenges, and recommendations.
- d) **Technical Support Reports** – Covering interventions, technical advice provided, and outcomes.
- e) **Final Report** – Summarising achievements, recommendations on areas of focus, lessons learned, and sustainability measures.

4. Pricing

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE
Inception Report per district	2		
Capacity Assessment Report per district	2		
Project Progress Reports per district	2		
Technical Support Reports per district	2		
Final Report per district	2		
Disbursements for both districts (including traveling)	Sum		
		SUBTOTAL	
		VAT (15%)	
		TOTAL (Incl	

5. DURATION OF THE ASSIGNMENT

The deployment of the technical expert will be for a period of two months, with the possibility of extension based on project needs and performance. The expert will be required to be available on-site (at least 3 days a week) as necessary and provide remote support as needed. The 2 technical experts (1 expert per district) will commit to providing ongoing support and guidance throughout the project lifecycle.

REQUEST FOR QUOTES - DEPLOYMENT OF TECHNICAL EXPERTS TO SEKHUKHUNE AND GERT SIBANDE DISTRICT MUNICIPALITIES (AS PART OF THE DISTRICT DEVELOPMENT MODEL SUPPORT BY MISA)

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6. MANDATORY REQUIREMENTS

Bidders must demonstrate the following to qualify for the assignment:

6.1. Company Experience & Track Record

- Minimum of 5 years of experience in providing technical expertise and capacity-building support to municipalities.
- Demonstrable experience in supporting municipal service delivery, infrastructure planning, or governance.
- Proven track record in deploying skilled professionals in municipal or government projects.
- Experience in managing donor-funded or government-funded technical support programs.

6.2. Technical proposal requirements

Bidders must submit a detailed proposal that includes:

- Understanding of the assignment and proposed approach.
- Methodology for deploying technical experts and managing assignments.
- Work plan detailing timelines, milestones, and deliverables.
- Proposed team composition, including detailed CVs of proposed experts.
- Strategies for capacity building, skills transfer, and knowledge management.

6.3. Financial Proposal

A detailed budget breakdown, including professional fees, travel, and other operational costs (Section 4).

Competitive pricing while ensuring high-quality technical expertise.

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6.4. Required Supporting Documents from Bidders

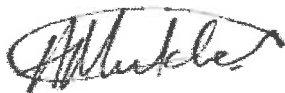
Bidders must submit:

- Detailed CVs of all proposed experts (highlighting qualifications, experience, and project history). Required expertise and qualifications of technical experts should possess:
 - A minimum of Bachelor's Degree (NQF Level 7) or higher in Development Studies, Public Administration, Economics, Statistics, or a related field.
 - A minimum of 15 years of experience in project management, Engineering, technical assessments or capacity building.
- Certified copies of academic qualifications & professional registrations.
- References from at least two similar municipal or donor funded projects executed in the past five years.
- Declaration of availability confirming proposed experts can be deployed as required.

7. REPORTING AND COORDINATION

Technical experts will report to the District Municipal Manager and the Technical Director, participating in regular coordination meetings and progress reviews. They will adhere to the project's communication plan, ensuring timely and accurate reporting.

Prepared by



Azwindini Mukheli

Director: Project Management and Coordination

Date: 5 February 2025

16. DECLARATION AND COMPLIANCE FORMS

16.1. 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 interest¹ 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 Institution	State

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**

¹ 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.

2.3.1 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 consortium² 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 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

² 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.

SBD 6.1

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL 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, BIDERS 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) Either 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
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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) **"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;
- (b) **"price"** means an amount of money bid 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) **"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
- (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: **80/20**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{min} = 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**

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

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

P_{max} = 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) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the bidder)
B-BBEE STATUS LEVEL	1	20	
	2	18	
	3	14	
	4	12	
	5	8	
	6	6	
	7	4	
	8	2	
Non-compliant contributor		0	

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;

ADDENDUM NO.	DATE	TITLE OR DETAILS

- (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.

RECORD OF AMENDMENTS TO BID DOCUMENTS

I / We confirm that the following communications amending the bid documents that I / we received from Municipal Infrastructure Support Agent or their representative before the closing date for submission of bids have been taken into account in this bid.

SIGNATURE:

DATE:

(of person authorized to sign on behalf of the Bidder)

.....	
SIGNATURE(S) OF BIDDER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	