

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 RECORDS MANAGEMENT TRAINING FOR A PERIOD OF 5 DAYS

ITEM NO.	SCOPE OF WORK	QUANTITY
1.	Records Management Training for the Public Sector	3 Officials
2.	The Training should be aligned to the National Archives and Records Service	
3.	Project Duration: 5 days Who can benefit? This training should follow the Requirements for Records Managers in the Public Sector as set out by the National Archives and Records Service (NARS) It should be ideal for Records Managers in the Public Sector who have not been through the National Archives training. It must cover all the content required by NARS Act for compliance, such as: - Statutory and regulatory framework - Management of public records - Records classification systems for public records - Disposal of records - Caring for public records	
4.	Venue: Physical training around Centurion, Pretoria	
5.	REQUIREMENTS NB: None compliance to the below mentioned requirements may lead to the disqualification of the service provider/s:	

	4.1. Experience of the Service provider: - Service Providers must be accredited to provide the required training with experience in the Public Sector (Attach proof of accreditation in the form of a valid certificate or letter from the accreditation institution). 4.2. Date of the training - Service provide must conduct the training on the 30 September – 04 November 2024 4.3. Experience of the Facilitator: - The facilitator must provide an abridged CV detailing proof 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 Records Management Training Certificate for a period of 5 days. Issue certificate of Competency upon completion
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
Records Management Training for Public Sector for 5 days	3 officials	R
Vat		R.....
Total Price (Inclusive of other costs)		R.....

Submission of Proposals is to be done via email to : khuliso.lieba@misa.gov.za

Closing date : **29 October 2024 @ 11:h00**

Queries: khuliso Lieba @ 012 8485 389