



**MUNICIPAL INFRASTRUCTURE
SUPPORT AGENT**

Today, Creating a Better Tomorrow

Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0046, Private Bag X105, Centurion, 0046, Tel: 012-848-5300

RFQ NUMBER	MISA/RFQ/01351/2026/27	
DESCRIPTION OF GOODS/ SERVICES	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING ON PUBLIC SECTOR MONITORING, EVALUATION, REPORTING AND LEARNING FOR MISA.	
Conditions of Contract	GCC	
PUBLISH/ADVERTISEMENT DATE	03 August 2026	
CLOSING DATE & TIME	10 August 2026 @ 11h00	
COMPULSORY REQUIREMENTS		Tick Applicable box
	Acceptance of MISA conditions as well as submission of a quotation.	
COMPULSORY BRIEFING SESSION/ SITE MEETING	N/A	
ENQUIRIES	Enquiries must be addressed to Technical Enquiries: anele.ndamase@misa.gov.za	
QUOTE VALIDITY	90 Days (commencing from the RFQ closing date)	
SUBMISSION:	Proposals clearly indicating with the RFQ number and description, must be submitted via email to: Katlego.maredi@misa.gov.za	
DELIVERY ADDRESS WHERE GOODS/ SERVICES/ WORKS ARE REQUIRED	Letaba House, Riverside Office Park, 1303 Heuwel Avenue, Centurion,	
BIDDER'S NAME		
TOTAL BID AMOUNT		



**COoperative
governance**
Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA





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 A SERVICE PROVIDER TO PROVIDE TRAINING ON PUBLIC SECTOR MONITORING, EVALUATION, REPORTING AND LEARNING FOR MISA.

1. INTRODUCTION / BACKGROUND

The Municipal Infrastructure Support Agent (MISA) requires the services of an experienced and accredited service provider to provide training on public sector monitoring, evaluation, reporting and learning to officials responsible for performance information against the strategic plans and annual performance plans of the organisation.

The purpose of this training is to equip personnel with the skills to systematically track progress, measure performance, and ensure accountability, enabling evidence-based decision-making for improved project efficiency and outcomes. It ensures organizations can learn from successes and failures, optimize resource allocation, and prove impact to stakeholders.

Purpose

The purpose of the MISA Monitoring, Evaluation, Reporting and Learning System (MERL) is to:

- Monitor progress and performance of MISA programmes and projects
- Assess the effectiveness, efficiency, relevance, coherence, equity, and sustainability of infrastructure support provided to municipalities
- Generate credible evidence to inform policy advice, planning, budgeting, and decision-making within DCoG and municipalities
- Support learning and continuous improvement in infrastructure delivery and asset management
- Strengthen accountability for results, public value, and service delivery outcomes
- Enhanced Stakeholder Participation by facilitating the systematic collection of feedback from participants, promoting ownership and strengthening partnerships

2. SCOPE OF WORK

The appointed service provider will be required to:

1. Deliver accredited training workshops over 5 days covering:
 - Monitoring and evaluation defined.
 - Results-Based Management (RBM).
 - Theory of Change.
 - Performance management systems.
 - Data collection, analysis, and reporting.
 - Evaluation research design and methodology.
 - Indicators development.
2. Ensure the training is accredited with 16 participants expected to attend the training.
3. Provide the training within the Gauteng Province, including:
 - Training venue and facilities
 - Catering for participants
 - Training aids, manuals, and course materials

BIDDER'S DISCLOSURE

SBD4

1. PURPOSE OF THE FORM

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state



Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **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.

SBD4

- 2.3.1 If so, furnish particulars:

.....
.....
.....

- 2.4 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

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

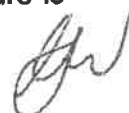
Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.

- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.

SB

D4

- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation

.....
Name of bidder

SBD 6.1

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

Inconvenience



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	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

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:

80/20	or	90/10	
$Ps = 80 \left(1 + \frac{Pt - Pmin}{Pmin} \right)$	or	$Ps = 90 \left(1 + \frac{Pt - Pmin}{Pmin} \right)$	

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:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of lowest 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 (51% or more)	5	
Who is a youth (18 to 35 years) (51% or more owned)	5	
Locality	5	
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	5	
Total scored points	20	

Means of Verification (Specific Goals)

Procurement Requirement	Required Proof Documents
Who are women	Identity document
Who is a youth	Identity document
Locality	Municipality bill, lease agreement, letter from local authority
B-BBEE status level contributors from level 1 to 2 which are QSE or EME	Valid certificate/ affidavit Consolidated BEE certificate in cases of Joint Venture Full CSD Report

Failure on the part of a tenderer to submit proof of documentation required in terms of this tender to claim for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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:	
	
	
	



3

MANDATORY REQUIREMENTS

NB: None compliance to the below mentioned requirements will lead to the disqualification of the service provider/s:

3.1. Experience of the Service provider:

- *Service Providers must be accredited with the relevant accreditation institution/body (Attach proof of accreditation in the form of a valid certificate or letter from the accreditation institution for the training).*
- *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 5 years.*
- *The letters should clearly state which training services were rendered by the service provider and when the training services were provided.*

3.2. Experience of the Facilitator:

- *The facilitator must provide an abridged CV detailing proof that the facilitator has conducted the required training in the last 5 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 5 years*

MISA may at its discretion verify details contained in the letters.

RATIONALE OF THE EXPERIENCED 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.

4

Deliverables

The appointed Service Provider will be expected to:

1. Preparatory training as specified above.
2. Accredited trainer / facilitators.
3. Training aids, manuals, and course materials for participants.
4. Certificate of Attendance/Completion for each participant at the end of the course.

5

Pricing Schedule

See Annexure A:

Quotation must be on the letterhead of the company.

ANNEXURE A: PRICING SCHEDULE

Service Description	Quantity	Price Excl VAT
ACCREDITED TRAINING FOR: <i>PUBLIC SECTOR MONITORING, EVALUATION, REPORTING AND LEARNING.</i>	16 officials	R
Venue		R.....
Catering		R.....
Sub-Total		R.....
Vat		R.....
Total Price (Inclusive of other costs)		R.....