



## REQUEST FOR QUOTATION (RFQ)

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE RISK MANAGEMENT SHORT COURSE OVER A PERIOD OF SEVEN (7) WEEKS MINIMUM AND UP TO TWELVE (12) WEEKS MAXIMUM**

|                                                                      |                                                                                                                                                               |
|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>RFQ NUMBER</b>                                                    | <b>RFQ/REQ/00917/2024/25</b>                                                                                                                                  |
| <b>COMPULSORY BRIEFING SESSION, VENUE &amp; TIME (IF APPLICABLE)</b> | <b>N/A</b>                                                                                                                                                    |
| <b>PUBLISH/ADVERTISEMENT DATE</b>                                    | <b>07 March 2025</b>                                                                                                                                          |
| <b>CLOSING DATE &amp; TIME</b>                                       | <b>13 March 2025 @ 11AM</b>                                                                                                                                   |
| <b>ALL QUOTATIONS MUST BE SUBMITTED VIA EMAIL TO:</b>                | <b>adolph.macuvel@misa.gov.za</b>                                                                                                                             |
| <b>DESCRIPTION OF GOODS/SERVICES</b>                                 | <b>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE RISK MANAGEMENT SHORT COURSE OVER A PERIOD OF SEVEN (7) WEEKS MINIMUM AND UP TO TWELVE (12) WEEKS MAXIMUM</b> |
| <b>DELIVERY ADDRESS WHERE SERVICES/ WORKS ARE REQUIRED</b>           | <b>Letaba House, Riverside Office Park, Centurion</b>                                                                                                         |

### CONDITIONS OF THIS RFQ

#### **4.1. Experience of the service provider:**

- Only service provider who have provided Risk Management Training will be accepted.
- Service provider must be accredited: recognised by the relevant authorities as a training provider in the Risk Management field.
- Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required training in the last 2 years.
- 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 letter letters.
- The letters should clearly state which services were rendered by the service provider and the duration thereof.

#### **4.2. Experience of the Facilitator (s):**

- The Facilitator (s) must be accredited to conduct the required the training (Attach proof of accreditation by the relevant body)
- Attach at least 1 reference letters/any proof confirming that each facilitator has conducted the required training in the last 2 years.
- Letters/proof must indicate the contact details of the organization that each Facilitator has conducted the required training.

**RFQ/REQ/00917/2024/25**

## 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 RISK MANAGEMENT SHORT COURSE OVER A PERIOD OF SEVEN (7) WEEKS MINIMUM AND UP TO TWELF (12) WEEKS MAXIMUM**

| ITEM NO. | SCOPE OF WORK                                                                                                                                                                                                                                                                                                                                                                                                    | QUANTITY         |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1.       | <b>Risk Management Short Course Training</b> <ul style="list-style-type: none"> <li>Short Course Training in Risk Management through an online channel or physical tuition preferable from a reputable academic institution and/or endorsed by the relevant the Professional Body for Risk Management in South Africa (e.g IRMSA) as recognised by the South African Qualifications Authority (SAQA).</li> </ul> | One (1) Official |
| 2.       | Project Duration: Seven (7) Weeks Minimum and up to 12 Weekes Maximum                                                                                                                                                                                                                                                                                                                                            |                  |
| 3.       | Venue: Option 1: Trainer's facility and,<br>Option 2: Virtual                                                                                                                                                                                                                                                                                                                                                    |                  |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 4. | <p><b>SPECIAL CONDITIONS</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>• Only service provider/s who have provided <b>Risk Management Training TRAINING</b> will be accepted.</li> <li>• Service Providers must be accredited: recognised by the relevant authorities as a training provider in the Risk Management field.</li> <li>• Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required training in the last 2 years.</li> <li>• letters must have been written and signed by the representative (<b>on client company letter heads</b>) 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.</li> <li>• The contact details of the client writing the letters must be contained in the letters.</li> <li>• The letters should clearly state which services were rendered by the service provider and the duration thereof.</li> </ul> <p><b>4.2. Experience of the Facilitator (s):</b></p> <ul style="list-style-type: none"> <li>• The facilitator(s) must be accredited to conduct the required Training (Attach proof of accreditation by the relevant body).</li> <li>• Attach at least 1 reference letters/any proof confirming that each facilitator has conducted the required training in the last 2 years.</li> <li>• Letters/poof must indicate the contact details of the organization/s that each facilitator has conducted the required training.</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 FACILITATORS</b></p> <p>MISA intends to ensure that the appointed Service Provider and the facilitators have the sufficient experience to render the required training to the best practise.</p> |
| 6. | <p><b>Deliverables</b></p> <p><b>The appointed Service Provider will be expected to provide training for one official over a minimum period of seven (7) weeks and up to 12 weeks maximum covering the following aspects.</b></p> <ul style="list-style-type: none"> <li>• Tuition provided online or physical</li> <li>• Training Materials and Manuals</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

|    |                                                                                                                                                                           |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <ul style="list-style-type: none"> <li>• Training with accredited trainers</li> <li>• Student Evaluation or Examinations</li> <li>• Qualification Certificate.</li> </ul> |
| 7. | <b>Pricing Schedule</b><br>See Annexure A:<br>Quotation must be on the letterhead of the company                                                                          |

#### ANNEXURE A: PRICING SCHEDULE

| Service Description                                                                                       | Quantity                               | Price Excl VAT |
|-----------------------------------------------------------------------------------------------------------|----------------------------------------|----------------|
| RISK MANAGEMENT SHORT COURSE TRAINING FOR A MINIMUM PERIOD OF SEVEN (7) WEEKS AND UP TO 12 WEEKS MAXIMUM. | 1 official                             | R .....        |
|                                                                                                           | Venue                                  | R.....         |
|                                                                                                           | Catering                               | R.....         |
|                                                                                                           | Sub-Total                              | R.....         |
|                                                                                                           | Vat                                    | R.....         |
|                                                                                                           | Total Price (Inclusive of other costs) | R.....         |

## 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 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 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

<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.

**2.3.1 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 formulae 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

<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.

## **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     |
|--------------------------------------------------|------------|
| <b>PRICE</b>                                     | <b>80</b>  |
| <b>SPECIFIC GOALS</b>                            | <b>20</b>  |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

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 bided 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

$P_s$  = Points scored for price of bid under consideration

$P_t$  = 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)

|                                  |       |
|----------------------------------|-------|
| .....                            |       |
| <b>SIGNATURE(S) OF BIDDER(S)</b> |       |
| <b>SURNAME AND NAME:</b>         | ..... |
| <b>DATE:</b>                     | ..... |
| <b>ADDRESS:</b>                  | ..... |
|                                  | ..... |
|                                  | ..... |
|                                  | ..... |