APPOINTMENT OF SERVICE PROVIDER TO PROVIDE COMPTIA SECURITY+ INSTRUCTOR LED TRAINING AND CERTIFICATION EXAMINATION THEREOF (5) DAYS	MISA MUNICIPAL INFRASTRUCTURE SUPPORT AGENT
RFQ NUMBER:	**MISA/RFQ/01427/2026/27**

DESCRIPTION OF GOODS/ SERVICES	**APPOINTMENT OF SERVICE PROVIDER TO PROVIDE COMPTIA SECURITY+ INSTRUCTOR LED TRAINING AND CERTIFICATION EXAMINATION THEREOF (5) DAYS**
CONDITIONS OF CONTRACT	**GCC**
PUBLISH/ ADVERTISEMENT DATE	**11 NOVEMBER 2026**
CLOSING DATE & TIME	**17 NOVEMBER 2026 @ 11:00**
COMPULSORY BRIEFING SESSION	**N/A**
ENQUIRIES	Enquiries must be addressed to: anele.ndamase@misa.gov.za
SUBMISSIONS	Proposals clearly indicating with the RFQ number and description, must be submitted via e-mail to: adolph.macuvel@misa.gov.za
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

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 CompTIA SECURITY+ INTRUCTOR LED TRAINING AND CERTIFICATION EXAMINATION THEREOF (5) DAYS

ITEM NO.	SCOPE OF WORK	QUANTITY
1.	**CompTIA NETWORK+ IN-CLASS INSTRUCTOR-LED TRAINING AND CERTIFICATION EXAMINATION** The CompTIA Network+ is a vendor-neutral networking certification that is trusted around the world. The new CompTIA Network+ certification exam covers the latest trends in networking and validates the core skills necessary to establish, maintain, troubleshoot, and secure networks in any environment, preparing learners for a rewarding career in networking and cybersecurity. It validates the essential knowledge and skills needed to confidently troubleshoot, configure, or maintain a wired and wireless network. The Network+ performance-based course will help delegates pave their way onto a career in IT Infrastructure and Security. Attending the Network+ course will also assist delegates in preparation for the CompTIA Network+ examination. . In this course, delegates will describe the major networking technologies and systems of modern networks, and configure, manage, and troubleshoot modern networks. In addition, delegates will meet the main objectives below: • Networking Concepts: Understanding the OSI model, networking protocols, and network types • Network Implementation: Deploying and configuring wired and wireless networks	4 Officials

	• Network Operations: Monitoring network performance, managing network documentation, and understanding disaster recovery concepts • Network Security: Implementing network security protocols and troubleshooting security issues • Network Troubleshooting: Identifying and resolving network issues to ensure optimal performance
2.	Project Duration: 5 days
3.	Venue: Around Pretoria, including catering
4.	**SPECIAL CONDITIONS** **NB: None compliance to the below-mentioned requirements will lead to the disqualification of the service provider/s:** **4.1. Experience of the Service provider:** • *Only service provider/s who have provided **CompTIA NETWORK+** TRAINING will be accepted.* • *Service Provider must be at least a CompTIA AUTHORIZED **GOLD PARTNER*** • *Service provider must provide at least 3 reference letters confirming that they have successfully delivered the required training in the last 3 years.* • *The letters should clearly state which services were rendered by the service provider and the duration thereof.* **4.2. Experience of the Facilitator:** • *The facilitator must be accredited to conduct the required Training (Attach proof of accreditation by the relevant body).* • *Attach at least 3 reference letters/any proof confirming that the facilitator has conducted the required training in the last 3 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 sufficient experience to render the required training to best practice.
5.	**Deliverables** **The appointed Service Provider will provide CompTIA Network+ training for 5 days, including catering.** • Training Manuals and required Literature • Certification-focused training with an accredited trainer • Certification Examination (N10-009)
6.	**Pricing Schedule** See Annexure A: Quotation must be on the letterhead of the company

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ANNEXURE A: PRICING SCHEDULE

Service Description	Quantity	Price Excl VAT
CompTIA NETWORK+ IN-CLASS INSTRUCTOR-LED TRAINING AND CERTIFICATION EXAMINATION(N10-009) FOR A PERIOD OF 5 DAYS	4 officials	R .....
Venue		R.....
Catering		R.....
Sub-Total		R.....
Vat		R.....
Total Price (Inclusive of other costs)		R.....

AP

BIDDER'S DISCLOSURE

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**

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 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.3.1 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.

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

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

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 80/20 preference point system.

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**

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

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:

80/20 **or** **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \qquad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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)
Women-owned enterprise: 51% or more ownership by women	**7**	
Enterprise owned by Persons with Who are youth (51% or more)	**7**	
B-BBBEE status level contributors from level 1 to 2 which are QSE or EME	**6**	
Total points scored	**20**	

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: .....

.....

.....

.....

Means of Verification (Specific Goals)

PROCUREMENT REQUIREMENT	REQUIRED PROOF DOCUMENTS
Women-owned enterprise: 51% or more ownership by women	Certified ID copies of Directors + CIPC Company Registration Documents
Enterprise owned by Persons with Who are youth (51% or more)	Certified ID copies of Directors + CIPC Company Registration Documents
B-BBBEE status level contributors from level 1 to 2 which are QSE or EME	Full CSD Report B-BBEE status level contributors from level 1 to 2 which are QSE or EME Valid certificate/ sworn affidavit Consolidated BEE certificate in cases of Joint Venture

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.