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Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE:

APPOINTMENT OF SERVICE PROVIDER TO DELIVER INTRODUCTION TO PROPERTY INVESTMENT AND PRACTICE COURSE

1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver Introduction to Property Investment and Practice course.

2. Background

The Department of Public Works and Infrastructure has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis for 2026/27 financial year. The Training Calendar was developed using the training needs received from the units as well as the training gaps identified through the Skills Audit exercise.

Introduction to Property Investment and Practice course was identified by one (01) official in the Directorate: Property Portfolio Management (PPM).

3. Expected Outcomes/ Deliverables

The course will help the official to gain a fundamental understanding and practical skills in financing, developing, and overseeing the efficient and effective management of property.

4. The course content should cover the following areas:

- An overview of the property environment,
- The characteristics of property investments,
- Property law,
- Contract law,
- Contracts for sale and lease,
- Researching and marketing properties,
- Property cash flows,
- Feasibility studies,
- Valuation of residential properties,



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- Valuation of commercial properties,
- Town planning, and
- Property investment.

5. Duration of the course

The course should be presented over a period of twelve (12) weeks through virtual platform.

6. Total number to be trained

One (01) official from Head Office is to attend the course.

7. Certification

The official should be awarded Certificate of Competence upon successful completion of the course.

8. Training dates

Training dates should be determined by the appointed service provider.

9. Specific professional experience

The course facilitator should be chosen for their training experience and have proven relevant experience in management and facilitation of Introduction to Property Investment and Practice course. The service provider must provide a competent facilitator for this course.

10. Special Requirements

It is a requirement that all service providers facilitating any type of training be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.

11. Important Documents

The following documents should be attached to the bid:

- Accreditation letter
- Course content/outline
- Facilitator profile



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12. All disbursements must be included within the cost per delegate.

13. **Enquiries**

All enquiries should be directed to:

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Training and Development
(012) 406 1157