

THE PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY

TERMS OF REFERENCE FOR

**APPOINTMENT OF A SERVICE PROVIDER TO ADVERTISED TWO POSITIONS IN THE
SUNDAY TIMES.**

RFP NUMBER: RFP/2021/001216

CLOSING DATE: 09 JUNE 2025

CLOSING TIME: 11:00



1. INTRODUCTION

- 1.1. Prospective service providers are invited to submit a quotation with detailed proposal to advertise the permanent positions.

2. OBJECTIVES OF THE ASSIGNMENT

- 2.1. The PSETA has 64 approved funded positions in the organisational structure and would like to fill in the positions which will be advertised through media.
- 2.2. The roles and responsibilities of the position is to design and implement the advert which will attract large pool of candidates to apply for the competitive positions which PSETA is currently having.

3. SCOPE OF WORK

The scope of work covers the following:

- 3.1. Advertising two (2) positions in The Sunday times.
- 3.2. The size of the advert must be 7x 3 .
- 3.3. The appointed services provider will be required to send a draft advert before approval

4. TIME FRAME

- 4.1. A once off request

5. COSTING

- 5.1. A cost analysis must be given to cover the full project amount. The proposed project pricing must be all-inclusive (i.e. including professional fees, venue hire, travel expenses, disbursements and VAT). The PSETA may require a breakdown of rates on any of the items priced and service providers are required to provide same. PSETA reserves the right to negotiate the price.

6. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

- 6.1. The proposals will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals once the minimum functionality criteria are met. The evaluation will be based on:

| Phase 1: Functionality Evaluation | | |
|------------------------------------|---|--------|
| Phase 2: Preferential Point System | | Points |
| Price | | 80 |
| Special goals | | 20 |
| Black owned company | 8 | |
| Women | 4 | |
| Youth | 5 | |
| Disability | 3 | |
| Total | | 100 |

7. FORMAT OF THE BID SUBMISSION

7.1. Quotations must be submitted electronically

7.2. Submission of all applicable documents as indicated below:

- Certified copy of doctor's certification with medical practice number.
- Certified copies of the director's ID's document (in order to claim points for disability as per SBD 6.1)
- Certified copy of BB-BEE certificate or sworn affidavit
- Valid Tax compliance status (TCS) PIN or proof of exemption from SARS;
- Copy of the registration document of the organisation (CIPC);
- Copy of the Central Supplier Database registration.

8. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

8.1. All Standard Bidding documents (SBD) documents must be completed and signed.

- SBD 4 (all sections must be fully completed)
- SBD 6.1 (all sections must be fully completed)

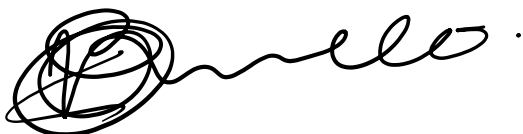
- Proof of registration on Central Supplier Database.
- General Conditions Contract (each page must be initialled or signed)

NB: Please note that failure to submit documents requested on section 8 will render the proposal disqualified.

Bid applications must be submitted to:

Mr Khutso Moroatshehla via email on Khutsom@pseta.org.za

Please direct all queries to **Mr Khutso Moroatshehla**



Carleb Nxumalo

04 June 2025