

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP QAS ADDENDUMS FOR SEVEN (7) PSETA OCCUPATIONAL QUALIFICATIONS

QUOTATION NUMBER: RFP/2021/000898

CLOSING DATE: 17 JANUARY 2024

TIME: 11:00

No late applications will be accepted

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

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1. INTRODUCTION

- 1.1 The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.

2. BACKGROUND AND CONTEXT

- 2.1 PSETA requires the services of a service provider to develop seven (7) Qualification Assessment Specification (QAS) Addendums as per the QCTO criteria for external assessments for the implementation of external integrated summative assessments (EISA) for registered occupational qualification namely:
- i. SAQA ID: 99054: Occupational Certificate: Diplomat, NQF Level 7.
 - ii. SAQA ID: 118095: Occupational Certificate: Diplomatic Mission Administrator, NQF Level 6.
 - iii. SAQA ID: 120693: Advanced Occupational Certificate: Legislation Facilitator, NQF level 6.
 - iv. SAQA ID: 120743: Occupational Certificate: Legislation Administrative Assistant NQF 5 (**part qualification**).
 - v. SAQA ID: 120683: Occupational Certificate: Administrative Attaché, NQF Level 5.
 - vi. SAQA ID: 120684: Higher Occupational Certificate: Immigration Officer, NQF level 5, and
 - vii. SAQA ID: 120685: Higher Occupational Certificate: Refugee Status Determination Officer, NQF level 5.

3. RATIONALE AND PURPOSE

- 3.1 The PSETA seeks to appoint a suitable and qualified service provider who will provide services to the PSETA for the development of the QAS Addendums.
- 3.2 After the development and registration of occupational qualifications with the Quality Council for Trades and Occupations (QCTO) and SAQA, the PSETA AQP intends to develop QAS Addendums for the registered seven (7) occupational qualifications.

4. SCOPE OF WORK

- 4.1 The scope entails the following:
- Develop a QAS Addendum (Blueprint) as per QCTO's AQP Policy for PSETA seven (7) occupational qualification.
 - Complete the QCTO's Qualification Assessment Specifications (QAS) template and QAS Addendum Report for PSETA seven (7) occupational qualification.
- 4.2 The Service Provider must submit to PSETA an implementation plan highlighting a timeline.

5. METHODOLOGY AND APPROACH

- a. The Service Provider – methodology and workplan for the project

Guidelines:

1. Structure of a proposal

The prospective service provider must provide the following details.

- A. Understanding of the SETA environment and the Public Service sector.
- B. Understanding of assessments in line with QCTO requirements

- C. Approach, design and methodology for the project (e.g. tools, sample, suggestions for elaboration or changes to scope and methodology as outlined in the TORs, examples of questions suggested, process elements)
 - D. Activity-based project plan (including effort time frame linked to activities – it is particularly important that effort levels for key resources are clear)
 - E. Detailed activity-based budget (in South African Rand, including VAT)
 - F. Stakeholder Communication Plan
 - G. Team (team members, roles and level of effort for each member of the team)
 - H. Quality assurance and Risk Management Plans (to ensure that the process and products are of good quality)
- 5.1 The Service Provider - showing industry knowledge, qualifications and experience in developing assessment instruments for any registered occupational qualifications.

6. COMPETENCY AND EXPERTISE REQUIREMENTS

6.1 The Service Provider must meet the following requirements for eligibility:

- a. Three (3) years' proven experience in assessments for NQF aligned qualifications.
- b. Three (3) year diploma / degree in Education, Training and Development or in a related field.
- c. Three (3) years or more proven work experience within the Public Service Sector
- d. Proven track record in developing or participation in development of occupational qualifications.

7. TIMELINES OF THE APPOINTMENT

7.1 The appointment duration will be for a period of 12 months from the date of appointment.

7.2 Timeframes will be discussed, and development work will be from the date of the first engagement as per the project plan. Extensions will only be granted where the delays to

the project have been formally accounted for and the reasons furnished are valid and/or outside the control of the Service Provider.

8. QUALITY AND REPORTING REQUIREMENTS

8.1 The service provider will report to the Quality Assurance Department. The Quality Assurance Manager will be the primary point of contact for the service provider.

9. PRICING

- 9.1. The proposed total pricing must be inclusive of VAT and be inclusive of all costs.
- 9.2. A breakdown of rates on any of the services/items priced is required to be provided.
- 9.3. The PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.

10. EVALUATION PROCESS

10.1. The evaluation will be based on:

Phase 1: Functionality Evaluation		
Phase 2: Preferential Point System	Points allocated for specific goals	Points
Price		80
Special goals		20
Black owned company	8	
Women	4	

Youth	5	
Disability	3	
Total	20	100

The submitted proposals will be evaluated on 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals.

The applicant with the highest total number of points will be awarded the contract.

10.2. PHASE 1 – FUNCTIONALITY EVALUATION

- 10.3.1 Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of 100 points that will be awarded for functionality before they are considered further.
- 10.3.2 Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.
- 10.3.3 The functionality criteria together with the maximum points to be awarded are set out below:

Phase 1

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
1.	Methodology and Project plan	Demonstrable project management capability in terms of methodology and execution, submit project plan with a clear indication of milestones to be achieved	1 = No Methodology or Methodology not covering all	40

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		<p>and related cost. A detailed project plan with the following details:</p> <p>Guidelines as per the table on 5.1</p>	<p>areas of Guidelines</p> <p>2 =</p> <p>Methodology covering few areas of Guidelines</p> <p>3 =</p> <p>Methodology covering most areas of Guidelines</p> <p>4 =</p> <p>Methodology covering all areas of Guidelines but not in depth.</p> <p>5= Excellent detailed methodology with all areas thoroughly addressing</p>	

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			Guidelines	
2.	History of successful delivery of the same or similar project(s).	<p>Number of QAS Addendums (Blueprints) with the following information:</p> <ul style="list-style-type: none"> List of QAS Addendums produced List of Assessment Instruments produced Duration of the project <p>Reference letters must be on the company Letter Head, signed and dated otherwise they will not be considered.</p> <p>All lists must include of Names Organisations names; contact details of the QAS Addendums/ Assessment Instruments and name of registered occupational qualifications.</p>	<p>1= No List provided of QAS Addendums or Assessment Instruments</p> <p>2 = List mentioning 1 to 2 QAS Addendums or Assessment Instruments previously done</p> <p>3 = List mentioning 3 QAS Addendums or Assessment Instruments previously done</p>	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			<p>Instruments previously done</p> <p>4 = List mentioning 1 to 4 QAS</p> <p>Addendums or Assessment Instruments previously done.</p> <p>5 = List mentioning 5 or more QAS Addendums or Assessment Instruments previously done</p>	
3.	Knowledge and experience of Occupational Qualification Assessments	The individual who will be the Lead Developer/Project Manager must have an appropriate academic qualification and at least 3 years of work experience in QAS Addendum Developer,	1= No submission of CV and/ or certified copies of qualifications	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		<p>and experience in project management in the realm of qualification development.</p> <ul style="list-style-type: none"> • 3-year diploma / degree in Education, Training and Development or in a related field • 3 years public sector work experience is essential • Attach CV and certified copies of qualifications. Proof of SAQA evaluation must be provided in the case of Foreign Qualifications. <p>The bidder must provide reference letters together with CV, and certified qualifications demonstrating success in developing QAS Addendum in the past.</p>	<p>2= CV, Certified copies of qualifications and less than 1 years' public sector work experience</p> <p>3 = CV, Certified copies of qualifications and a minimum of 2 years' public sector work experience.</p> <p>4 = CV, Certified copies of qualifications and a minimum of 3 to 5 years' public sector work experience.</p> <p>5 = CV, Certified copies</p>	

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			of qualifications and 6 years and above public sector work experience	
	Total			100

11. FORMAT OF THE BID SUBMISSION

TECHNICAL PROPOSAL

- 11.1 Proposals must clearly provide the name of the individual that will be the Lead Developer
- 11.2 Bidders must submit 2 copies of the proposal and one original.
- 11.3 Indicate Area of expertise with assessments and occupational qualification with public sector work experience
- 11.4 Itemised annual budget with justification for amounts,
- 11.5 Signed and dated reference letters of services provided as QAS Addendum developer in the past five years,
- 11.6 Detailed Curriculum Vitae (CV) and certified copies of relevant qualifications of Lead Developer
- 11.7 Submission of all applicable documents as indicated below:
 - Certified copies of the company's director ID's document,
 - Valid Tax compliance status (TCS) PIN or proof of exemption from SARS,
 - Copy of the registration document of the organization (CIPC), and
 - Copy of the Central Supplier Database registration.

12. IMPORTANT INFORMATION FOR BIDDERS

12.2 A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.

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

- SBD 1
- SBD 4
- SBD 6.1
- Proof of registration on Central Supplier Database.

NB: Please note that failure to submit documents requested on section 12 (12.3) will render the proposal disqualified.

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building

Hillcrest Office Park, Lynwood

Pretoria

By no later than **11h00 on 17 January 2024**

No late applications will be accepted.

No electronic bid applications will be accepted.

The Validity periods of the bids is 90 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email on ursulam@pseta.org.za or telephonically on 012-4235700

