

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE ARCHITECTURE SERVICES TO THE PSETA

1. BACKGROUND

The purpose of the overall project is to establish an integrated digital ecosystem that will strengthen, integrate, coordinate, and improve efficiencies in the governance and management of the post-school education and training (PSETA) system. The PSETA seeks to assess its Enterprise Architecture capability in support of digital transformation and service delivery, aligned to the Government-Wide Enterprise Architecture (GWEA) Framework, CGICTPF, PFMA, and DPSA directives and National Treasury requirements.

2. OBJECTIVES

Assess EA maturity; evaluate business, information, application, and technology architectures; assess governance; identify gaps; recommend improvements and an implementation roadmap

3. SCOPE OF PROJECT

The envisaged tasks will take place at the PSETA Head Office in Hillcrest, Pretoria.

The scope of the project will include the following:

3.1. Development of the ICT Architecture

In terms of the development of the EA, the service provider is expected to perform the following activities, at a minimum:

- **Prepare and Initiate Architecture Work** – The service provider should execute activities required to meet the business directive for a new enterprise architecture, including the definition of a PSETA-specific

architecture framework and the definition of architecture principles.

- **Create Architecture Vision** - The service provider should define the scope, identify the stakeholders, create the Architecture Vision, and obtain approvals.
- **Develop Business Architecture** - The service provider should describe the Baseline Business Architecture and develop a Target Business Architecture to support an agreed Architecture Vision. A gap analysis between the Baseline and Target Business Architectures is required.
- **Develop Information Systems Architecture** - The service provider should develop an Information Systems Architecture for PSETA, including the development of Data and Application Architectures. A gap analysis between the Baseline and Target Information Systems Architectures is required.
- **Develop Technology Architecture** - The service provider should develop a Technology Architecture mapping application components to a set of technology components, which represent software and hardware components, available from the market or configured within PSETA into technology platforms. A gap analysis between the Baseline and Target Technology Architectures is required.

4. DELIVERABLES

The deliverables from the engagement must comply with the following standards and best practice:

- The Government-wide Enterprise Architecture (GWEA) Framework
- TOGAF

In addition, the deliverables for each scope area must include the items listed below.

4.1. Enterprise Architecture

The deliverables for the ICT Architecture should include the following:

- Architecture scope
- Architecture statement of work, principles and vision
- Architecture Framework
- Architecture Gap Analysis
- Enterprise Architecture governance model and associated frameworks

5. PROJECT/ CONTRACT PERIOD

The contract period for this assignment will be three (03) months from the date of the last signature.

6. SUBMISSION REQUIREMENTS

- 6.1. Provide evidence that the service providers are experts within these fields and, as such, have the necessary experience and industry certification:
 - Enterprise Architecture; and
 - Project Management.
- 6.2. Evidence that the proposed team is certified current members of the relevant professional bodies and have the appropriate experience and qualifications issued by professional bodies, including the following as a minimum:

- TOGAF/GWEA

6.3. Company profile that includes:

- A detailed list of completed contracts/projects with references of similar work undertaken. The list of references must include the company's name, contract description, contract date, contact persons, and contact details.
- PSETA reserves the right to contact a minimum of 4 references provided by the bidder
- The experience and expertise of the bidder. Bidders are required to provide detailed CVs of the team leader and members

6.4. Bidders are required to provide a technical proposal and project plan that clearly outlines how the company proposes to render these services, including details of deliverables, deadlines, roles and responsibilities, transfer of skills, project close-out and reporting, which should include all the documentation, information and knowledge that has been created during the project is required. The bidder is required to provide an overview and a brief description of the major tasks involved in the implementation, the overall resources needed to support the implementation effort (such as hardware, software, facilities, materials, and personnel), any site-specific implementation requirements, etc. Bidders should provide milestones on how they intend to achieve the subcomponents of the deliverables. Any variance from the timelines proposed in this ToR should be explained.

6.5. A detailed cost breakdown (VAT inclusive) should be provided.

NOTE: Failure to comply with submission requirements disqualifies the submission.

7. EVALUATION CRITERIA

7.1. Stage 1: Compliance with minimum requirements:

All bidders will be examined to determine compliance with the request for proposal requirements and conditions. Non-compliant bidders will be eliminated for further evaluation.

7.2. Stage 2: Evaluation of functionality

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
1	Methodology and approach	The methodology should demonstrate: - Enterprise Architecture maturity assessment - Stakeholder engagement approach - Current-state and target-state assessment - Gap analysis - Roadmap development	None: Methodology is vague, incomplete, or does not address key requirements. Limited understanding of Enterprise Architecture principles, stakeholder engagement, current-state assessment, gap analysis, or roadmap development. = 1 Poor Methodology addresses some requirements but lacks sufficient detail and structure. EA maturity assessment and	20

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			stakeholder engagement approaches, Gap analysis and roadmap are either basic or not clearly defined= 2 Fair: Methodology adequately addresses all required components, including EA maturity assessment, stakeholder engagement, current-state and target-state assessment, gap analysis, and roadmap development. Approach is practical and achievable = 3 Good: Methodology is comprehensive, well-structured, and demonstrates strong understanding of Enterprise Architecture best practices. Provides clear stakeholder engagement methods, robust assessment techniques, evidence-based gap analysis, and a realistic roadmap with measurable outcomes.	

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			Risks and dependencies are identified and managed = 4 Excellent Methodology is exceptionally detailed, mature, and aligned with recognized EA frameworks (e.g., TOGAF etc). Demonstrates extensive experience in conducting EA maturity assessments, stakeholder engagement, current- and target-state architecture development, comprehensive gap analysis, and actionable roadmaps. Includes governance, change management, benefits realization and continuous improvement mechanisms. Clearly exceeds requirements and demonstrates industry-leading practices. = 5	
2	EA methodology aligned to GWEA and TOGAF	Alignment with the Government-Wide	None: No demonstrated alignment with GWEA or TOGAF. Methodology lacks architecture	20

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		Enterprise Architecture (GWEA) Framework • TOGAF or equivalent Enterprise Architecture methodology	governance, architecture domains, and standard EA processes = 1 Poor: Limited alignment with TOGAF principles or equivalent framework. Some EA processes are defined, but little evidence of government-specific architecture practices or GWEA compliance. = 2 Fair: Methodology is based on TOGAF or a recognized equivalent framework. Covers core architecture domains and demonstrates partial alignment with GWEA requirements = 3 Good: Methodology demonstrate strong alignment with TOGAF or equivalent). Includes architecture governance, capability management, transition planning, standards management, and demonstrates clear mapping	

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			to GWEA principles and public-sector requirements = 4 Excellent: Methodology is fully aligned with TOGAF and GWEA. Demonstrates proven implementation in government or public-sector environments, comprehensive governance framework, architecture, reference models, compliance assessment processes, and measurable evidence of successful EA delivery and digital transformation outcomes = 5	
3	Relevant public sector EA experience	Experience in Enterprise Architecture assessments completed during the last five years. References from public sector clients should be attached, signed, dated, and include the	None: 1 Two projects: 2 Three projects: 3 Four projects: 4 Five or more: 5	10

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		project name, amount, and duration.		
4	Qualifications and experience of key personnel	The proposed team should include: • Lead Enterprise Architect • Business Architect • Information/Data Architect • Technology/Infrastructure Architect/Application Architect The Lead Enterprise Architect should possess: • TOGAF certification (or equivalent)	None: Team does not adequately demonstrate the required skills, experience, qualifications, and public sector experience; major gaps identified = 1 Limited experience: Team structure is adequate but has significant gaps in qualifications, certifications, experience, or public sector exposure = 2 Good team: Team includes all required roles; personnel meet most requirements with minor gaps; limited public sector experience = 3 Adequate team: Team includes all required roles; personnel meet required qualifications	30

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		- Minimum seven years' Enterprise Architecture experience - Minimum ten years' ICT experience - Proven South African public sector experience	and experience; good public sector experience demonstrated = 4 Excellent team: Team includes all required roles; all personnel exceed minimum qualification and experience requirements; Lead Enterprise Architect meets all mandatory requirements and has extensive South African public sector experience = 5	
5	Project plan, QA, knowledge transfer and risk management	Evaluation includes: - Realistic project schedule - Risk management approach - Governance arrangements - Quality assurance process - Skills transfer to departmental officials	None: Proposal fails to demonstrate a credible approach to project delivery = 1 Poor: Proposal provides a limited or incomplete approach to project delivery. The project schedule lacks sufficient detail and governance, quality assurance, risk management, and skills transfer arrangements are unclear, or inadequately addressed = 2	20

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			Fair: Proposal meets the minimum requirements and provides an acceptable approach to project delivery. The project schedule, governance arrangements, quality assurance processes, risk management measures, and skills transfer activities are generally adequate but lack innovation, or comprehensiveness in some areas. = 3 Good: Proposal presents a well-structured and practical approach to project delivery. The project schedule is realistic and adequately detailed. Governance, quality assurance, risk management, and skills transfer arrangements are clearly described and appropriate for the project = 4	

NO	EVALUATION CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			Excellent: Proposal demonstrates a comprehensive, realistic, and well-integrated approach to project delivery. The project schedule is detailed with clear milestones and deliverables. Governance arrangements are clearly defined with effective oversight and reporting mechanisms. A robust quality assurance process is provided, Risks are thoroughly identified with practical mitigation and monitoring measures. The skills transfer approach is comprehensive, structured = 5	
	Total			100

The evaluation will be conducted by an evaluation panel that will independently assess all proposals against the functionality evaluation criteria, with a total of 100 points as follows. Bidders must achieve a minimum of 70 points to pass the functionality stage.

7.3. Evaluation on Price and Specific Goals:

Phase 2: Preferential Point System		Points
Price		80
Special goals		20
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

8. FORMAT OF THE BID SUBMISSION

- 10.1. Company profile indicating all the requirements as per the evaluation criteria.
- 10.2. Proposals must be submitted in 3 copies, 1 original and 2 copies.
- 10.2. Team member names and roles.
- 10.3. CVs and certified copies of qualifications.
- 10.4. Track record and experience. Three signed reference letters of similar work reflect clients' telephone numbers and links or images of the work.
- 10.5. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 10.6. Certified copy of BB-BEE certificate or affidavit
- 10.7. Copy of the registration document of the organisation (CIPC);
- 10.8. All Standard Bidding Documents (SBD) must be completed and signed.

9. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

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

- SBD 1 (All sections must be fully completed)
- SBD 4 (All sections must be fully completed)
- SBD 6.1 (All sections must be fully completed)
- Proof of registration on the Central Supplier Database.
- General Condition of Contract (each page signed/ initialled)

NB: Failure to submit documents requested in section 9 will disqualify the proposal.

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building, Hillcrest Office Park, Lynwood, Pretoria

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 Mr. Phuti Mphaga (Technical queries) via email on Phutim@pseta.org.za or Ms. Lungile Mokoena (SCM related queries) or telephonically on 012-4235700

A handwritten signature in black ink, appearing to read 'Phuti Mphaga', is written over a large, faint circular stamp or watermark.

21 July 2026