



Woodpecker Building
177 Dyer Road
Hillcrest, Pretoria
Gauteng
0083

Tel: 012 423 5700 | Fax: 012 423 5755?65
communications@pseta.org.za | www.pseta.org.za

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A RECRUITMENT AGENCY FOR THE PROVISION OF THE SERVICES OF THE BOARD SECRETARY FOR A PERIOD OF SIX (06) MONTHS

RFP NUMBER: RFP/2021/001193

CLOSING DATE: 23/04/2025

CLOSING TIME: 13:00

Board Members: Mr T Tshefuta (Chairperson) | Ms C Brink | Mr L Nzimande
Mr NN Maesela | Mr PB Makhafane | Mr MI Napo
Ms T Molefe-Sefanyatso | Mr PB Moopelwa | Ms L Dludla | Ms N Nzimande
Mr N Mahala | Mr OJ Dingake | Mr N Bodiba

CEO: Ms B Lerumo

1. INTRODUCTION

- 1.1. Prospective Recruitment Agencies are invited to submit a quotation with detailed proposal to render the services of a Board Secretary at PSETA for a period of SIX (06) Months.

2. OBJECTIVES OF THE ASSIGNMENT

- 2.1. The Office of the Chief Executive officer is currently responsible to provide efficient and effective secretarial support to the Accounting Authority (AA), AA Sub- Committees and other governance structures.
- 2.2. In the organisational structure, the Office of the Chief Executive Officer is allocated a post to effectively manage and deliver the responsibilities to the PSETA Board.
- 2.3. The position of the Board Secretary is currently vacant and the gap have a huge impact on the service delivery to render the secretariate services or duties to the Accounting Authority (AA), AA Sub- Committees and other governance structures.
- 2.4. Due to the vacancy mentioned above, the OCEO department will be unable to fulfil its duties which includes secretarial support to the Accounting Authority (AA), AA Sub- Committees and other governance structures.

3. SCOPE OF WORK

The scope of work covers the following:

- 3.1. Source out the relevant candidates to fill the position with the required skills and qualifications.
- 3.2. Conduct the full verification process to the possible candidates.
- 3.3. Interview the candidates and select the best as per the advertisement.
- 3.4. Send the four CVs to PSETA for perusal and select the best candidate.

4. COMPETENCIES AND SKILLS SET REQUIRED

The service provider should have the following attributes:

- 4.1. An excellent and proven track record in sourcing out high level skilful candidates.
- 4.2. Proven record of verifying candidates for recruitment.
- 4.3. Refence letters indicating full details of organisations delivered the similar services.

5. TIME FRAME

- 5.1. The duration of the services will be for the duration of the appointed recruitment agency (06 months).

6. COSTING

- 6.1. 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 in line with Instruction note 02 of 2016/17.
- 6.2. The service provide should pay the candidate monthly salary equivalent to the amount on the advertisement.

7. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

7.1. 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:

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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

8. FORMAT OF THE BID SUBMISSION

- 8.1. Company profile indicating all the requirements as per the evaluation criteria
- 8.2. Track record and experience
- 8.3. 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 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.

9. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

- 9.1. Proposals must be submitted electronic, the requestion (RFQ) number must be indicated on the line subject.
- 9.2. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 9.3. CIPC Registration
- 9.4. 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.
 - Three Refence letters indicating full details of organisations delivered the similar services.

NB: Please note that failure to submit documents requested on section 9 (9.4) will render the proposal disqualified.

Bid applications must be submitted to:

Ms Lungile Mokoena via email on lungilem@pseta.org.za

Please direct all queries to **Ms Lungile Mokoena**



14 April 2025