

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

**TERMS OF REFERENCE (ToR) FOR THE APPOINTMENT OF A SERVICE PROVIDER
TO PLACE THE ANNUAL GENERAL MEETING NOTICE IN THE NEWSPAPER STAND
FOR THE PUBLIC SERVICE EDUCATION AND TRAINING AUTHORITY**

QUOTATION NUMBER: RFP/2021/001487

CLOSING DATE: 1 OCTOBER 2025

CLOSING TIME: 11:00

No late applications will be accepted

1. INTRODUCTION

The Public Service Sector Education and Training Authority (PSETA) is established in terms of section 9(1) and (2) of the Skills Development Act (Act No. 97 of 1998 as amended). The Skills Development Act is the enabling legislation and guides PSETA operations as a Sector Education and Training Authority (SETA), as set out in section 10 of the Act.

2. BACKGROUND & CONTEXT

The PSETA seeks to appoint a service provider to place the Annual General Meeting in Sunday newspapers print & online.

3. OBJECTIVES OF THE ASSIGNMENT

To promote the PSETA annual general meeting.

4. SCOPE OF WORK

Book a media space under the careers/ tenders section of the Sunday newspapers, namely City Press & Sunday Times

- **Colour:** Black & White
- **Layout:** Must be included in the price
- **Date:** Sunday 11, October 2025
- **Dimension:** 11cm wide and 15cm high for print
- **Dimension:** online standard size

5. DELIVERABLES

Signed off on a professionally done advert.

6. FINAL DELIVERY TIMELINE

On the specified date above.



7. QUALITY AND REPORTING REQUIREMENTS

Constantly communicate with the PSETA representative on progress up to the approval and sign-off stage.

8. INTELLECTUAL PROPERTY

All the information derived from this assignment will remain the property of the South African Government. This includes data-gathering tools, raw data and all reports. Publication of any information from this assignment is prohibited unless permission to cite the findings is approved by the PSETA.

9. COSTING

A cost analysis must be provided to cover the full project amount. The proposed pricing must be all-inclusive (i.e., including professional fees, venue hire, travel expenses, disbursements, and VAT). The PSETA requires a breakdown of rates on any of the items priced, and service providers are required to provide the same after contracting when submitting invoices for services rendered. PSETA reserves the right to negotiate the price .

10. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

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



The evaluation will be based on

Phase 1: Functionality Evaluation		
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

11. FORMAT OF THE BID SUBMISSION

- 11.1 Proposals must be submitted electronically, and the request for quotation (RFQ) number must be indicated in the subject line
- 11.2 Submission of all applicable documents as indicated below:
- Certified copies of the director's ID document (to claim points 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);

12. 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 Central Supplier Database.
- General Conditions of Contract (All pages must be signed or initialled)
- Provide three reference letters that include detailed information about organisations where similar services were delivered

NB: Failure to submit documents requested in section 12 will render the proposal disqualified.

Bid applications must be submitted to:

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

Amang
18/09/26