

**THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY**

**Terms of Reference**

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE END-TO-END RECRUITMENT PROCESS FOR A TEMPORARY POSITION OF SKILLS PLANNING AND RESEARCH MANAGER FOR A PERIOD OF FOUR MONTHS.**

**QUOTATION NUMBER: RFP/2022/001391**

**CLOSING DATE: 31 MARCH 2026**

**CLOSING TIME: 13:00**

## **1. INTRODUCTION AND BACKGROUND**

- 1.1. Prospective Service Providers are invited to submit a quotation with detailed proposal to source out one temporary position who will perform duties at PSETA for a period of **04** months for a Skills Planning and Research Manager.

## **2. OBJECTIVES OF THE ASSIGNMENT**

- 2.1. PSETA requires the service provider to source and manage the placement of the above-mentioned temporary position to assist the attainment of the mandate of the organisation.

## **3. PROJECT DELIVERABLES**

- 3.1. Completed screened CVs that are ready for placement.
- 3.2. Report indicating the top recommended candidates with skills matrix.

## **4. SCOPE OF WORK**

The scope of work covers the following:

- 4.1. Source out the suitably qualified candidates to fill the position.
- 4.2. Conduct the full verification process of the possible candidates.
- 4.3. Interview the candidates and select the best as per the advertisement.
- 4.4. Send the four CVs to PSETA for perusal and select the best candidate.
- 4.5. Process salaries of candidates in line with attached advertisement.

## **5. COMPETENCIES AND SKILLS SET REQUIRED**

The service provider should have the following attributes:

- 5.1. An excellent and proven track record in sourcing out and placing of high-level skilful candidates.
- 5.2. Proven record of verifying candidates for recruitment.
- 5.3. Reference letters indicating full details of organisations delivered the similar services.

## 6. COMPETENCIES AND SKILLS SET REQUIRED

The service provider should have the following attributes:

- 6.1. An excellent and proven track record in sourcing out high-level skilful candidates.
- 6.2. Proven record of verifying candidates for recruitment.
- 6.3. Reference letters indicating full details of organisations delivered the similar services.

### TIME FRAME

The duration of the services will be for the duration of the appointed Temporary candidate **(4 months)**.

## 7. COSTING

- 7.1. 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, service 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.
- 7.2. The service provide should pay the candidate monthly salary equivalent to the amount on the advertisement.

## 8. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

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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		Points
<b>Price</b>		<b>80</b>
<b>Special goals</b>		<b>20</b>
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	
<b>Total</b>		<b>100</b>

## 9. FORMAT OF THE BID SUBMISSION

9.1. Proposals must be submitted electronically.

9.2. 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 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.

## 10. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

10.1. All Standard Bidding documents (SBD) documents 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)
- 3 contactable reference letters for similar work conducted.

NB: Please note that failure to submit documents requested on section 10.1 will render the proposal disqualified.

**Bid applications must be submitted to:**

**Mr Khutso Moroatshehla**

email on [khutsom@pseta.org.za](mailto:khutsom@pseta.org.za)

Please direct all queries to **Mr Khutso Moroatshehla** via email on [khutsom@pseta.org.za](mailto:khutsom@pseta.org.za)

**12.03.2026**

