



THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

TERMS OF REFERENCE (ToR) FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE CAREER GUIDANCE FOR THE PUBLIC SERVICE EDUCATION AND TRAINING AUTHORITY

No late applications will be accepted

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1. INTRODUCTION

- 1.1. 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

- 2.1. An important mandate for the PSETA is the supply of career guidance services in both rural and urban areas. The PSETA seeks to appoint a panel of services providers with experience in managing career guidance activities, as well as excellent relationships with provincial Departments of Basic Education across the country. The service providers will be required to deliver on the scope of work as detailed below.

3. SCOPE OF WORK

The service provider will be required to:

- 3.1. Career Guidance in all 9 provinces.
- Career advocacy school visits to rural schools and one career guidance capacitation session for LO teachers in same area as the schools visited;
 - Career advocacy school visits to urban schools and one career guidance capacitation session for LO teachers in same area as the schools visited.
 - At each school, the following is required, and your total bid cost should include all the below requirements:
 - Liaison with the relevant Departments of Basic Education;
 - Career guidance by a 'fun/vibey' presenter able to engage effectively with young people;

- For each school visited, a letter of confirmation completed and signed by the school Principal, indicating amongst others, the rural/urban location, number of learners engaged, number of career guides distributed etc. and showing the school stamp will be required;
- Learner Attendance Registers;
- Source venue for LO teacher capacitation workshop to be held;
- refreshments for LO teacher capacitation workshops;
- Registers signed by all LO Teachers who attend the capacitation workshops;
- All logistics;
- Photographs (taking POPI Act into consideration);
- Production of 2-minute AV for each area visited (two separate AVs);
- Your transport and accommodation costs.
- Detailed post event report per Province, 14 days after completion of career guidance events in each Province and at the end of each quarter where applicable.

3.2. Post report must include all preparation conducted, tracked project plans, signed school letters, registration lists, inventory breakdown of what was distributed and quantity and all photographs and edited and raw footage for the AV.

4. COMPETENCY AND EXPERTISE REQUIREMENTS

The Service Provider should meet the following requirements:

- 4.1. Expertise in the organising career guidance activities and years of experience.
- 4.2. Reference letters from two (2) Provincial Departments of Education or districts in South Africa as evidence of previous related work successfully conducted. The reference letter(s) must not be older than 5 years, must be on the letterhead of the previously serviced client for a specific Provincial Department of Education and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details, and be



signed by the appropriate delegate. The Reference Letter should indicate the quality of the service rendered.

- 4.3. Reference letters from two (2) SETAs or any organization for which career development services have been rendered as evidence of previous related work successfully conducted. The Reference Letter(s) must not be older than 5 years, must be on the letterhead of the previously serviced client for a specific Provincial Department of Education and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details, and be signed by the appropriate delegate. The Reference Letter should indicate the quality of the service rendered.
- 4.4. Understanding of the SETA landscape and public service sector.
- 4.5. Capacity and capability to be able to deliver on the project of this nature.

5. TIMELINES OF THE PROJECT


- 5.1. The duration of the contract will be for a period of thirty-six (36) months from the date of appointment.

6. QUALITY AND REPORTING REQUIREMENTS

- 6.1. The service provider will report the statistics with costing to the Stakeholder Management & Communications Manager monthly and quarterly.

7. INTELLECTUAL PROPERTY

- 7.1. 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 emanating from this assignment is prohibited unless permission to cite the findings is approved by the PSETA.



8. QUALIFICATION AND EXPERIENCE

Technical Proposal

- 8.1. CV, business profile and certified copies of qualifications and ID.

9. PRICING

- 9.1. The proposed total pricing must be inclusive of VAT. PSETA reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.
- 9.2. PSETA requires a breakdown/ fee narration on any of the services items that are priced, and service providers are required to provide same, after contracting, when submitting invoices for services rendered.
- 9.3. Bidders should quote their rates on an hourly basis for the services, in their proposals.



10. EVALUATION PROCESS

The bids 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.

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

12. FORMAT OF THE BID SUBMISSION

- 12.1. Company profile indicating all the requirements as per the evaluation criteria.
- 12.2. Team member names and roles
- 12.3. CV and certified copies of qualifications
- 12.4. Track record and experience
- 12.5. Submission of all applicable documents as indicated below:
 - Certified copies of the director's ID's document.
 - 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.

13 IMPORTANT INFORMATION FOR BIDDERS

- 13.1 Proposals must be submitted electronic, the requestion (RFQ) number must be indicated on the line subject.
- 13.2. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 13.3. All Standard Bidding documents (SBD) documents must be completed and signed.
 - SBD 4
 - SBD 6.1
 - Proof of registration on Central Supplier Database.
 - Reference letters from two (2) organisations or SETAs for which career development services have been rendered as evidence of previous related work successfully conducted.
 - Reference letters from two (2) Provincial Departments of Education and districts in South Africa as evidence of previous related work successfully conducted.



- The Reference Letter(s) must not be older than 5 years, must be on the letterhead of the previously serviced client for a specific Provincial Department of Education and should reflect at least the name of the client, title of the related work conducted, year(s) conducted and completed, contactable reference name and contact details, and be signed by the appropriate delegate.

NB: Please note that failure to submit documents requested on section 13(13.3) will render the proposal disqualified.

Bid applications must be submitted electronically to LungileM@pseta.org.za

No late applications will be accepted.

