

**THE PUBLIC SERVICE SECTOR EDUCATION TRAINING
AUTHORITY**

**TERMS OF REFERENCE (ToR) FOR THE APPOINTMENT OF A
SERVICE PROVIDER TO PROVIDE FREELANCE EDITING &
PROOFREADING SERVICES FOR THE PUBLIC SERVICE
EDUCATION AND TRAINING AUTHORITY**

QUOTATION NUMBER: RFP/2021/001204

CLOSING DATE: 5 MAY 2025

CLOSING TIME: 12:00

No late applications will be accepted



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 The PSETA seeks to appoint a service provider for the provision of content editing and proofreading services for the 2025 Annual Report. The purpose is to appoint a suitable, qualified, experienced and competent service provider to provide content editing & proofreading.

3. OBJECTIVES OF THE EDITING ASSIGNMENT

- Ensure the report is **clear, concise, and free of grammatical, spelling, or formatting errors**.
- Verify **accuracy and consistency** of data, figures, and content.
- Ensure compliance with:
 - PSETA's corporate identity and style guidelines.
 - Legislative requirements (e.g. Public Finance Management Act [PFMA], NSDS).
 - National Treasury guidelines for annual reporting.
- Enhance readability and structure for diverse audiences (e.g., Parliament, sector stakeholders, the public).

4. SCOPE OF WORK

The editor will perform the following tasks:

- **Content Review:**
 - Edit for clarity, coherence, and conciseness.



- Ensure technical terms are explained and jargon is minimised.
- Verify consistency in abbreviations, acronyms, and terminology.
- **Grammar and Language:**
 - Correct spelling, punctuation, and grammatical errors.
 - Ensure adherence to South African English conventions.
- **Formatting and Style:**
 - Apply PSETA's style guide (font, headings, tables, etc.).
 - Ensure uniformity in numbering, headings, and captions.
- **Data and Fact-Checking:**
 - Cross-verify numerical data (e.g., targets vs. achievements) against source documents.
 - Confirm accuracy of references, annexures, and appendices.
- **Compliance Check:**
 - Ensure all mandatory sections (e.g., Chairperson's statement, CEO report, financial statements) are included.
 - Align content with PFMA requirements and PSETA's audit outcomes.
- **Pre-Publication Review:**
 - Conduct a final check of the designed/layout version (PDF) for errors.

5. DELIVERABLES

- **Edited Draft:** Clean, track-changed, and final versions of the report in MS Word.
- **Style Guide Compliance Report:** Summary of adjustments made to align with PSETA's guidelines.
- **Compliance Checklist:** Confirmation that legislative and NSDS requirements are met.
- **Final Review Note:** A brief report highlighting unresolved issues (if any).



6. TIMELINE

Activity	Deadline
Submission of the first draft	20 May 2025
First round of edits	Within seven working days
Incorporation of PSETA feedback	31 July 2025
Final edits and submission	5 working days post-feedback
Pre-publication review	2 working days before print

Note: Final report must be ready for submission by 15 August 2025.

7. QUALITY AND REPORTING REQUIREMENTS

7.1 To manage the budget, The service provider will submit the cost per delivery as and when a task is required to the Stakeholder Management and Communication Manager.

8. INTELLECTUAL PROPERTY

8.1. 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 from this assignment is prohibited unless permission to cite the findings is approved by the PSETA.

9. COSTING

9.1 A cost analysis must be provided 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 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 service rendered. PSETA reserves the right to negotiate the price in line with Instruction note 02 of 2016/17.

10. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

- 10.1 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:

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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

11. FORMAT OF THE BID SUBMISSION

11.1. Company profile indicating all the requirements as per the evaluation criteria.

11.2. Track record and experience

11.3. Submission of all applicable documents as indicated below:

- Certified copy of doctor's certification with medical practice number (in order claim points for disability as per SBD 6.1)
- 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);
- Copy of the Central Supplier Database registration.

12. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

12.1 Proposals must be submitted electronically, and the request for quotation (RFQ) number must be indicated in the subject line.

12.2 A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.

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

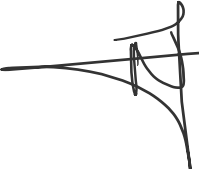
- SBD 4 (each section must be fully completed)
- SBD 6.1 (each section must be fully completed)
- Proof of registration on the Central Supplier Database.
 - General Conditions of Contract (each page must be entailed/signed)
 - Provide three reference letters that include detailed information about organisations where similar services were delivered.

NB: Failure to submit documents requested in section 12(12.3) will render the proposal disqualified.



Bid applications must be submitted to:

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

 omana
25.04.25