

## TERMS OF REFERENCE

**FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE END-TO-END RECRUITMENT PROCESS FOR A TEMPORARY POSITION OF QUALITY ASSURANCE SPECIALISTS (ACCREDITATION AND LEARNER ACHIEVEMENTS) FOR A PERIOD OF SIX (6) MONTHS**

**QUOTATION NUMBER: RFP/2021/001102**

**CLOSING DATE: 23/10/2024**

**CLOSING TIME: 11:00**

**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 Dlodla | Ms N Nzimande  
Mr N Mahala | Mr OJ Dingake | Mr N Bodiba | Ms O Sidumane

**CEO: Ms B Lerumo**

## **1. INTRODUCTION AND BACKGROUND**

- 1.1. Prospective Service Providers are invited to submit a quotation with detailed proposal to source out two temporary positions who will perform duties at PSETA for a period of **six (6)** months.
- 1.2. The positions are:
  - Quality Assurance Specialist: Accreditation
  - Quality Assurance Specialist: Learner Achievement

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

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

## **3. SCOPE OF WORK**

The scope of work covers the following:

- 3.1 Source out the suitably qualified candidates to fill the position.
- 3.2 Conduct the full verification process of 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.
- 3.5 Process salaries of candidates in line with attached advertisement.

## **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 and placing of high-level skilful candidates.
- 4.2 Proven record of verifying candidates for recruitment.
- 4.3 Reference letters indicating full details of organisations delivered the similar services.

## **5. TIME FRAME**

- 5.1 The duration of the services for the appointed temporary staff is six (6) months.

## 6. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

- 6.1 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    |

## 7. FORMAT OF THE BID SUBMISSION

- 7.1 Company profile indicating all the requirements as per the evaluation criteria
- 7.2 Track record and experience
- 7.3 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 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.

## **8. COSTING**

- 8.1. 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).
- 8.2 The PSETA may require a breakdown of rates on any of the items priced and service providers are required to provide same.
- 8.3 Incidental costs shall be in line with the National Treasury Instruction Note 1 of 2013/14.
- 8.4 Expenditure incurred without the prior approval of the organisation will not be reimbursed.
- 8.5 PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.
- 8.6 The Service provider should pay the candidate salaries as per the attached advertisement.
- 8.7 The administration costs should not exceed 15% of the total cost of salaries

## **9. IMPORTANT MANDATORY INFORMATION FOR BIDDERS**

- 9.1 Quotations must be submitted electronic, the requestion (RFQ) number must be clearly indicated on the subject line.
- 9.2. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 9.3. All Standard Bidding documents (SBD) documents must be completed and signed.
  - SBD 4
  - SBD 6.1
  - Proof of registration on Central Supplier Database.

- Three Reference letters indicating full details of organisations delivered the similar services

NB: Please note that failure to submit documents requested on section 10(10.3) will render the proposal disqualified.

**Bid applications must be submitted to: Ms Tsholofelo Maboja on email:** [TsholofeloM@pseta.org.za](mailto:TsholofeloM@pseta.org.za)

Please direct all queries to **Ms Tsholofelo Maboja** via email on [TsholofeloM@pseta.org.za](mailto:TsholofeloM@pseta.org.za)



**Carleb Nxumalo**

**16 October 2024**