

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY ACADEMIC WEAR

RFP NUMBER: RFP/2021/001375

CLOSING DATE: 27 FEBRUARY 2026

CLOSING TIME: 11:00

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. OBJECTIVES OF THE ASSIGNMENT

The PSETA seeks to appoint a service provider to supply branded academic wear gowns. The purpose is to appoint a service provider to supply branding materials in line with the PSETA corporate identity manual.

3. SCOPE OF WORK/SPECIFICATION

Quantity: 100
Colour: Black
Branding: PSETA full name logo in full colour
Size: X20 small, X20 medium, X25 large, X20 XL, X15 XXL



4. PROJECT DELIVERABLES

Signed off branded academic wear delivered to PSETA.

5. COMPETENCIES AND SKILLS SET REQUIRED

The service provider's understanding of the requirements, ability to deliver

6. TIME FRAME

30 days after the appointment or the purchase order is issued.

7. COSTING

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). The PSETA may require a breakdown of rates for any items, and service providers are required to provide the same. PSETA reserves the right to negotiate the price.

8. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

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

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		Points
Price		80
Special goals		20
Black owned company Bidder that has 51% to 100% black people ownership	8	
Women A bidder that has 51% to 100% women ownership	4	
Youth A bidder that has 51% to 100% youth ownership	5	
Disability A bidder that has 51% to 100% disability ownership	3	
Total		100

9. FORMAT OF THE BID SUBMISSION

9.1 Proposals must be submitted electronically, clearly indicating the RFQ number on the subject line.

9.2 Submission of all applicable documents as indicated below:

- Certified copies of the director's ID's document (in order to 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) 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 the Central Supplier Database.
- General Conditions of Contract (All pages must be signed or initialled)

NB: Please note that failure to submit documents requested in section 10 will render the proposal disqualified.

Bid applications must be submitted to:

Ms Lungile Mokoena

email on lungilem@pseta.org.za

Please direct all queries to **Ms Lungile Mokoena** via email on lungilem@pseta.org.za