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THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A PANEL OF ASSESSMENT SERVICE PROVIDERS FOR A DURATION OF THREE YEARS

TENDER NUMBER: AQ01/PSETA/02-2025

CLOSING DATE: 07 MARCH 2025

CLOSING TIME: 11:00

No late applications will be accepted

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

CEO: Ms B Lerumo

1. INTRODUCTION

The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established in terms of section 9(1) of the Skills Development Act 97 of 1998 as amended and is classified as a National Public Entity under schedule 3A of the Public Finance Management Act, 1 of 1999.

The PSETA intends to appoint a panel of assessment service providers to provide assessment services which includes development of assessment tools, invigilation, marking and moderation services for various PSETA occupational qualifications. The appointed panel will assist the PSETA Quality Assurance (QA) department to fulfil its Assessment Quality Partner function.

2. BACKGROUND & CONTEXT

- 2.1. The PSETA seeks to appoint a suitable, qualified, and competent panel of assessment service providers for assessment services who will provide assessment support in relation to the external integrated summative assessment (EISA) in PSETA.
- 2.2. Assessment Service Providers are invited to submit a detailed proposal to act as a panel of assessment service providers for PSETA on an on-going basis for a period of three (3) years commencing from the date of signing the contract.

3. RATIONALE AND PURPOSE

- 3.1. The service providers on the panel will assist the PSETA QA department to provide assessment services which include the development of assessment tools, invigilation, marking and moderation services for various PSETA occupational qualifications, where capacity and/or expertise requires the involvement of external assessment service providers to provide support to the PSETA as and when required.

4. SCOPE OF WORK

4.1 The Assessment Panel

The appointed Assessment panel should include the provision of the following services:

- Examiners, Invigilators, Assessors and Moderators during the assessment period.
- The Assessment Centers may be in provinces throughout the country; however, the Marking Centre will be in Pretoria, Gauteng.

The scope of work also covers the following:

4.1.1 Development of Assessment Instruments/tools

- a) Develop/review Qualification Assessment Specification (QAS) Addendum as per QCTO's Assessment Policy.
- b) Develop/review databank of unique assessment instruments/tools for the registered occupational qualifications.
- c) Develop/review a databank of instruments memorandum and marking guidelines (model answers) for each of the registered occupational qualifications.
- d) Develop relevant moderation reports for each of the question papers developed within a bank.
- e) The assessment instruments/tools must comply with the Qualification Assessment Specification Addendum for the occupational qualification.

4.1.2 Examiners

- Review and analyse the assessment tool
- Check for alignment and relevance to the scope of qualification and current trends
- Issue the Examiner's report of approval for the assessment instrument to be used in the EISA
- The reviewed assessment instrument must be moderated

4.1.3 Chief Invigilators and Invigilators:

Invigilating the roll-out of the day of the assessment which includes the following:

- Attend training or workshop provided by PSETA and/ or QCTO,

- Ensure that all candidates are in receipt of Assessment Instrument/tool,
- Prevent all possible administrative failures and irregularities during the assessment,
- Ensure all examination scripts are collected from candidates and reach the marking centre within specified timelines.

4.1.4 Markers:

- Marking of the assessment papers upon completion of the assessments
- Attend memorandum and results discussion meetings scheduled by PSETA.
- Mark all learner scripts in line with supplied memorandum and adherence to assessment principles
- Provide individual feedback on each candidate's script
- Meeting marking deadline per PSETA schedule.
- Compile a Markers Report
- Ensure security of the assessment scripts.

4.1.5 Moderator

- Attend memorandum and results discussion meetings scheduled by PSETA.
- Moderate sampled learner scripts in line with supplied memorandum.
- Compile a Moderators' report
- Ensure security of assessment scripts,
- Meet moderation deadline per PSETA schedule.

5. COMPETENCY AND EXPERTISE REQUIREMENTS

The Assessment Service Provider should meet the following requirements:

- 5.1 The Education, Training and Development Practitioners (ETD Practitioners) must be registered with the PSETA for Public Administration Qualification or relevant/ equivalent on NQF Level 6 or above.
- 5.2 The ETD Practitioners must have a minimum of nine (9) years and above experience in assessment and moderation in line with 5.1 above.

6. TIMELINES OF THE APPOINTMENT

The services of the appointed panel of assessment service providers will be required for the period of **three years** from the date of appointment.

7. QUALITY AND REPORTING REQUIREMENTS

The appointed Service Providers will report directly to the PSETA Quality Assurance Manager and the Learner Achievement Specialist and, or any other delegated representative, as and when required.

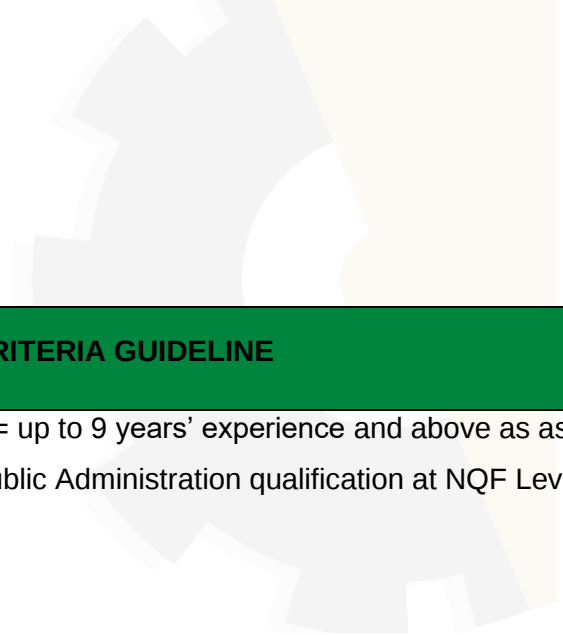
8. FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of the functionality of 75 out of 100 points to be recommended on the panel. Any bid that does not meet the minimum eligibility points will be automatically disqualified. Quotations will be sourced on a rotational basis from the service providers who will be recommended to be on the panel. The functionality criteria together with the maximum points to be awarded are set out below.

FUNCTIONALITY CRITERIA	EVALUATION METHOD	CRITERIA GUIDELINE	WEIGHT
History of successful delivery of the same or similar project(s).	Development of QAS Addendums with the following information: Reference letter on the development and or participation as an individual SME in a QAS addendum development project Reference letters must be on the company letterhead, signed and dated otherwise they will not be considered. The reference letters must clearly outline the NQF aligned qualifications that the SME has developed or participated in the development process.	1 = No reference letter provided of QAS Addendums or Assessment Instruments previously developed / produced. 2 = One to two reference letters provided of QAS Addendums or Assessment Instruments previously developed / produced 3 = Three reference letters provided for QAS Addendums or Assessment Instruments previously developed/ produced 4 = Four reference letters provided for QAS Addendums or Assessment Instruments previously developed/produced. 5 = Five or more reference letters provided for QAS Addendums or Assessment Instruments previously developed / produced	30



FUNCTIONALITY CRITERIA	EVALUATION METHOD	CRITERIA GUIDELINE	WEIGHT
Team Member Qualifications and Experience.	Examiner - CV - Certified copies of qualifications relevant to Public Service sector - Current and valid registration as an Assessor and Moderator with PSETA - Experience in the Training and Education environment	1= up to 2 years' experience as an examiner, PSETA registration and Public Administration qualification at NQF Level 6 or above 2= up to 4 years' experience as an examiner, PSETA registration and Public Administration qualification at NQF Level 6 and above 3 = up to 6 years' experience as an examiner, PSETA registration and Public Administration qualification at NQF Level 6 and above 4 = up to 8 years years' experience as an examiner, PSETA registration and Public Administration qualification at NQF Level 6 and above 5 = up to 9 years' experience and above as an examiner, PSETA registration and Public Administration qualification at NQF Level 6 or above	25
Skills and Qualifications	Assessor - CV - Certified copies of qualifications relevant to Public Service sector - PSETA Registration as an Assessor - Experience in the Training and Education environment	1= up to 2 years experience as an assessor , PSETA registration and Public Administration qualification at NQF Level 5 or lower 2= 3 up to 4 years' experience as an assessor , PSETA registration and Public Administration qualification at NQF Level 5 3 = up to 6 years' experience as an assessor, PSETA registration and Public Administration qualification at NQF Level 6 and above 4 = up to 8 years' experience as an assessor, PSETA registration and Public Administration qualification at NQF Level 6 and above	20



FUNCTIONALITY CRITERIA	EVALUATION METHOD	CRITERIA GUIDELINE	WEIGHT
		5 = up to 9 years' experience and above as assessor, PSETA registration and Public Administration qualification at NQF Level 6 or above	
	Moderator • CV • Copies of qualifications relevant to the Public Service sector • Current and valid PSETA Registration as a Moderator • Experience in the Training and Education environment	1= up to 2 years' experience as a moderator, PSETA registration and Public Administration qualification at NQF Level 5 or lower 2= up to 4 years' experience as a moderator, PSETA registration and Public Administration qualification at NQF Level 5 3 = up 6 years' experience as a moderator, PSETA registration and Public Administration qualification at NQF Level 6 and above 4 = up 8 years' experience as a moderator, PSETA registration and Public Administration qualification at NQF Level 6 and above 5 = up to 9 years' experience or more years as a moderator , PSETA registration and Public Administration qualification at NQF Level 6 or above	20

FUNCTIONALITY CRITERIA	EVALUATION METHOD	CRITERIA GUIDELINE	WEIGHT
	Invigilator - CV - Invigilation experience in the formal Training and Education environment	1= up to 1 years' experience as an invigilator 2= up to 2 years' experience as an invigilator 3 = up to 3 years' experience as an invigilator 4 = up to 4 years' experience as an invigilator 5 = up to 5 years and above experience as an invigilator	5
TOTAL			100

9. FORMAT OF THE BID SUBMISSION

- 9.1. Company profile indicating all the requirements as per the evaluation criteria.
- 9.2. Proposals must be submitted in 2 copies and 1 original.
- 9.3. Bidders must clearly indicate the role of each the team member in relation to the required services.
- 9.4. CVs and certified copies of qualifications.
- 9.5. Track record and experience. Signed reference letters of similar work reflect client's telephone numbers on a letterhead, dated, signed and include the designation.
- 9.6. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 9.7. Certified copy of BB-BEE certificate or affidavit
- 9.8. Copy of the registration document of the organisation (CIPC)

10. IMPORTANT INFORMATION FOR BIDDERS

- 10.1 All Standard Bidding Documents (SBD) must be completed and signed.
 - SBD 1
 - SBD 4
 - SBD 6.1
 - Proof of registration on the Central Supplier Database.
 - General Condition of Contract (each page signed)

NB: Failure to comply with section 10.1 of the terms of reference, will disqualify the proposal.

Bid proposals must be submitted to: Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building, Hillcrest Office Park, Lynwood, Pretoria

Closing date: 07 March 2025

Closing time: 11:00

No late applications will be accepted.



No electronic bid applications will be accepted.

05/02/2025

The validity period of the bid is 120 days from the closing date. Please direct all queries to Ms. Ursula Mathonsi via email on ursulam@pseta.org.za or telephonically on 012-4235700.