

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER TO HANDLE RECRUITMENT RESPONSES FOR THE PSETA POSITIONS.

RFP NUMBER 2021/001226

CLOSING DATE: 18 July 2025

CLOSING TIME: 11:00

1. INTRODUCTION

- 1.1. Prospective Service Providers are invited to submit a quotation with a detailed proposal to provide service in relations to “Response Handling” of the recruitment processes of the seven (7) permanent positions on the establishment.

2. OBJECTIVES OF THE ASSIGNMENT

- 2.1. The PSETA has 64 approved funded positions in the organisational structure and would like to fill in the positions which will be advertised through media and other PSETA platforms like the Intranet, Website and Social media platforms.
- 2.2. The purpose of a prospective service provider will be to accurately handle bulk of CV screening according to the job advertisement requirements, categorise and rank the applicants on the spreadsheet, recommend the qualified applicants and provide the auditable report of all the applications received.

3. SCOPE OF WORK

The scope of work covers the following:

The successful service provider will be responsible to handle the following positions and the approximately quantities of the CVs:

No:	Positions	No. of CVs
1.	Senior Specialist: Strategy, Monitoring and Evaluation	200
2.	Manager: Skills Planning and Monitoring	200
3.	Specialist: Knowledge Management	200
4.	Quality Assurance Officer: Learning Achievement and Certification	200
5.	Quality Assurance Officer: Accreditation	200
6.	Quality Assurance Officer: Qualification Development	200
7.	Finance Administrator	500
	TOTAL	1700

4. Project Deliverables

- 4.1. **Response Handling of applications** – Accurate capturing of all applications, back up of all applications and store it electronically to be easily transferable to PSETA ICT and HCM. Keep the information for the duration of contract with PSETA.
- 4.2. **Submission of Master list and categorisation of applicants** – accurate capturing of all applicants and categorisation in terms of those who meet all the minimum requirements (Category A), meet some of the minimum requirements (Category B) and those who do not meet the minimum requirements (Category C).
- 4.3. **Auditable Final Report** - A detailed report indicating applications received within the closing date, applications received after closing date, applications with no attachments and duplicates.

5. COMPETENCIES AND SKILLS SET REQUIRED

The service provider should have the following attributes:

- 5.1. An excellent and proven track record in response handling of bulk CVs with a project team that is highly skilled and dedicated to the project.
- 5.2. Including but not limited to a Project Manager and the project team's ability in handling responses of bulk CVs and applications and match to the requirements and competencies of the Job Advertisements.
- 5.3. Demonstrate skills to draft a detailed report with recommendations and identifying the categories of the candidates.
- 5.4. Ability to produce quality assured and auditable report indicating the process followed and the outcome.
- 5.5. Reference letters indicating full details of work done in the past 5 years conducting the similar services.

6. TIME FRAME

- 6.1. **Project timeline**- The duration of the services will be for the period starting the project and to the end, for a period not exceeding 12 months.

7. COSTING

- 7.1. 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) **for a maximum number of 1700 CVs**. The

PSETA may require a breakdown of rates on any of the items priced and service providers are required to provide same. PSETA reserves the right to negotiate the price.

7.2. Bidders are requested to complete the table below for pricing.

No:	Service Required	Service Description	Qty of Vacancies	CVs per Vacancy	Unit Price p/app	Price p / Vacancy	Total Amount for 7 Vacancies (Exc)
1	Response Handling	- Accurate capturing of every application. - Back up of all applications. - Ensuring a long list of all applications on all 7 vacancies.	7	1700			
2	Draft Master list and Submission	Diligent review of each application and develop master list and indicate best candidates of each group of CVs.	7	1700			
3	Final Report	Report on each vacancy	7	1700			
	TOTAL						

8. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

8.1. 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:

Phase 2: Preferential Point System		Points
Price		80
Special goals		20
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

PHASE 1 – FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 75 points out of 100 points that will be awarded for functionality before they are considered further. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified. The functionality criteria together with the maximum points to be awarded are set out below.

Domain	Evaluation Method	Criteria	Weight
1. Company profile indicating years of experience in response handling of bulk CVs.		NB: All proposals must cover sections outlined in section 3. 1 = Response Handling of bulk CVs with 0-1 years' experience 2 = Response Handling of bulk CVs with 2-3 years' experience 3 = Response Handling of bulk CVs with 4-5 years' experience 4 = Response Handling of bulk CVs with 6-7 years' experience 5 = Response Handling of bulk CVs with 8-9 years' experience	35

2. Knowledge and experience of response handling from the Project Manager	The Project Manager must have: • Relevant experience of the response handling. The resource should have a minimum of 5 – 10 years' experience in Response handling. • Please provide a comprehensive curriculum vitae (CV) indicating the required experience. • Qualifications: Human Resource Management, Industrial Psychology, B Admin.	• 1= No submission of CV and/ or certified copies of qualifications • 2= CV, Certified copies of qualifications and 5- 10 years' experience • 3 = CV, Certified copies of qualifications and 9 years' experience. • 4 = CV, Certified copies of qualifications and 10 years' experience. • 5 = CV, Certified copies of qualifications and 11 years and above experience.	30
3. Methodology indicating readiness to implement and complete the project within the	Please submit a detailed methodology indicating plans for the implementation of the deliverables and at a	1 = Non submission of the methodology indicating plan; 2 = Methodology indicating plan	20

required timeframes.	minimum, contain the following: • Detailed activities; • Clear deliverables with proposed timeframes for completing the deliverables; • Roles and responsibilities allocated for the envisaged deliverables.	addresses 1-2 requirements in evaluation guide; 3 = methodology indicating plan addresses 2-3 requirements in evaluation guide; 4 = methodology indicating plan addresses 4 requirements in evaluation guide 5 = methodology indicating plan addresses 5 requirements in the evaluation and includes more proposed activities.	
4. References Traceable references of clients where projects of similar	Reference letters as evidence of previous work done conducted. (NB: <i>The Reference Letter(s) must be in the letterhead of the previously</i>	• 1 = No reference letter provided of work previously done.	15

nature were conducted.	<i>serviced organisation and should reflect at least name of the organisation, title of the study, year conducted, year completed, contactable reference name and contact details)</i> Reference letters must be on a letterhead, signed by the CEO/Head and dated.	• 2 = 1 to 2 reference letters of work previously done • 3 = 3 reference letters of work previously done • 4 = 4 reference letters of work previously done. • 5 = 5 or more reference letters work previously done.	
Total			100

9. FORMAT OF THE BID SUBMISSION

- 9.1. Proposals must be submitted physical; the proposals must be submitted in one original and 2 copies.
- 9.2. Company profile indicating all the requirements as per the evaluation criteria.
- 9.3. Track record and experience
- 9.4. 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 sworn affidavit
 - Valid Tax compliance status (TCS) PIN or proof of exemption from SARS;
 - Copy of the registration document of the organisation (CIPC);

10. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

- 10.1. All Standard Bidding documents (SBD) documents 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 Central Supplier Database.
 - General Conditions of Contract (all pages must signed or initialled)

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

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management The PSETA

Ground Floor, Woodpecker Building Hillcrest Office Park, Lynwood Pretoria

No late applications will be accepted.

No electronic bid applications will be accepted.

The Validity periods of the bids is 60 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.

A handwritten signature in black ink, consisting of a circular scribble followed by a wavy line.

02 July 2025