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THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF A SERVICE PROVIDER TO TRANSLATE THE PSETA PROMOTION OF ACCESS TO INFORMATION (PAIA) MANUAL INTO ISIZULU AND SESOTHO.

RFP NUMBER: RFP/2021/001397

CLOSING DATE: 07 APRIL 2026

CLOSING TIME: 11:00

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.

2. OBJECTIVES OF THE ASSIGNMENT

2.1. Section 32(1) (a) of the Constitution of the Republic of South Africa of 1996, states that "everyone has a right of access to any information held by the state and any information held by another person that is required for the exercise or protection of any rights". The Promotion of Access to Information Act 2 of 2000 ("the PAIA Act") is the national legislation which was enacted to give effect to the constitutional right of access to information.

2.2. In terms of section 14 of the PAIA Act, all public bodies must have information manuals to assist any person who needs to have access to records of the public bodies. In this regard, the PSETA has published the PAIA manual to serve as a guide on how members of the public can access information that is kept in the records of PSETA, with the purpose that the information contained herein will be of assistance and ensure that all requests for access to information are dealt with efficiently and effectively, thereby promoting the objectives of the PAIA Act.

2.3. Section 14(1) further states that the PAIA Manual of a public body, such as the PSETA, must make the PAIA Manual available to members of the public in, at least 03 (three) official languages of the Republic of South Africa. The current PSETA PAIA Manual is published in the English Language, therefore PSETA is seeking the services of a service provider which can translate the PSETA PAIA Manual into isiZulu and Sesotho.

2.4. Prospective bidders are invited to submit a detailed proposal to act as service providers for providing the envisaged services on behalf of PSETA, on an on-going basis for a period not exceeding 06 months commencing from the date of signing the contract. The length of the PSETA PAIA Manual is 49 pages.

3. SCOPE OF WORK

The scope of work covers the following:

3.1. The successful bidder must translate the PSETA PAIA Manual into 02 Official languages of the Republic of South Africa.

3.2. The languages that the PSETA PAIA Manual must be translated into are isiZulu and Sesotho. Therefore, the successful bidder must produce one translated copy into isiZulu and one translated copy into Sesotho.

3.3. Bidders must indicate the length of time it will take to produce the translated document in their proposals. Furthermore, bidders must produce the translated PAIA manual in both Microsoft Word and PDF version.

3.4. Bidders must take note that the PSETA PAIA Manual, which is in English has a length of 49 pages.

4. PROJECT DELIVERABLES

4.1. The purpose is to appoint a suitable, qualified, and competent service provider to assist PSETA in translating the PSETA PAIA Manual , into two other official languages of the Republic of South Africa.

4.2. The current PSETA PAIA Manual is published in the English Language, therefore PSETA is seeking the services of a service provider which can translate the PSETA PAIA Manual into isiZulu and Sesotho.

4.3. Bidders must produce the translated PAIA Manual in both Microsoft Word and PDF version. The length of the PSETA PAIA Manual is 49 pages, therefore the length of the translated versions must also be 49 pages long.

4.4. Bidders should take note that there will be a compulsory briefing session for bidders.

5. COMPETENCIES AND SKILLS SET REQUIRED

The Service Provider should meet the following requirements:

5.1. The service provider should have an excellent and proven track record in producing translated documents, from English into other languages of South Africa, particularly in isiZulu and Sesotho.

5.2. The Service provider should have experience in translating official documents of other public sector or private sector clients

6. TIME FRAME

6.1. The appointed service provider's services will be required for 06 months from the date of appointment.

6.2. The project manager of the appointed Service Provider will report directly to the PSETA Deputy Information Officer, or any other delegated representative, as and when required.

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).

7.2. 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.

8 EVALUATION PROCESS

8.1 The bids 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.

PHASE 1: FUNCTIONALITY EVALUATION

8.2 Bids must meet the minimum eligibility criteria in respect of functionality of 65 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.

PHASE 2

8.3 The bids 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.

PHASE 1 – FUNCTIONALITY EVALUATION

Domain	Evaluation Method	Criteria	Weight
1. Company Profile and experience	Please provide company profile and signed reference letters for services related to translating documents of previous or current clients. Reference letter should be on client's letter head. (public sector or private sector clients)	1 = no reference letter and/or company profile; 2 = one reference letter and company profile; 3 = three reference letters and company profile; 4 = 4 reference letters and company profile; 5 = five and above reference letters and company profile;	**05**
2. Project Plan indicating readiness to implement and	Please submit a detailed project plan for the implementation of the project. The project must, at a minimum, contain the following:	1 = Non submission of project plan; 2 = Project plan addresses 1-2	**15**

Domain	Evaluation Method	Criteria	Weight
complete within required timeframes	a) Detailed activities; b) Clear deliverables with timeframes for completing the deliverables; c) Roles and responsibilities allocated for the envisaged deliverables; d) The proposed timeframes must be within the overall duration of the project.	requirements in evaluation guide; 3 = Project plan addresses 2-3 requirements in evaluation guide; 4 = Project plan addresses 4 requirements in evaluation guide 5 = Project plan addresses 5 or more requirements in the evaluation and includes more proposed activities.	
3. Knowledge and experience of the Project Manager/Lead Professional	Qualification(s) of Lead Professional/Project Manager who will be deployed to provide the envisaged service. The Lead Professional/Project Manager must: a) Have an appropriate academic qualification and at least 5 or more years of work experience regarding providing services pertaining to successfully translating documents of previous or current public or private sector clients. b) Attach a CV and certified copies of qualifications. Proof of SAQA evaluation must be	1 = Non submission of CV and/or certified copies of qualifications; 2 = CV, certified copies of qualifications and less than 5 years of experience; 3 = CV, certified copies of qualifications and 5 - 7 years of experience; 4 = CV, certified copies of qualifications and 8 - 10 years of experience; 5 = CV, certified copies of qualifications and more than 10 years of experience.	**30**

Domain	Evaluation Method	Criteria	Weight
	provided in the case of foreign qualifications.		
4. History of successful implementation of similar projects.	Sample of report(s) done on behalf of clients wherein service provider conducted an assessment on behalf of client in public or private sector and outcomes and/or recommendations from the assessment. Sample report of translated documents in isiZulu and Sesotho that the service provider has previously done within the last seven (7) years on behalf of public or private sector clients. (the document may be abridged) (the identity of clients may be blacked out in order to protect personal information of such clients).	1 = no sample report or framework documents of similar projects previously done; 2 = 1 sample report or framework document of similar projects previously done; 3 = 2-4 sample reports or framework documents of similar projects previously done; 4 = 5-6 sample reports or framework documents of similar projects previously done; 5 = 7 or more sample reports or framework documents of similar projects previously done.	**50**
Total			**100**

Phase 2: Price and Specific goals

Phase 1: Functionality evaluation		**Points**
Phase 2: Preferential Points system		
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**

9 FORMAT OF THE BID SUBMISSION

9.1. Proposals must be submitted in physical copies: three (3) hard copies, comprising one (1) original and two (2) copies (replica of the original proposal).

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

9.3. Proposal with project plans and other specified requirements in the functionality section.

9.4. Reference letters.

9.5. Team member names and roles and certified copies of qualifications and CVs.

9.6. Sample documents of previous work done in translating documents of previous clients into two other official languages, particularly isiZulu and Sesotho.

9.7. Any other information or documentation specified in the functionality section.

9.8. Submission of all applicable documents as indicated below:

a) Certified copy of doctor's certification with medical practice number.

b) Certified copies of the director's ID's document(in order claim points for disability as per SBD 6.1)

c) Certified copy of BB-BEE certificate or sworn affidavit

d) Valid Tax compliance status (TCS) PIN or proof of exemption from SARS;

e) Copy of the registration document of the organisation (CIPC);

f) Copy of the Central Supplier Database registration.

10. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

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

a) SBD 1 (All sections must be fully completed)
b) SBD 4 (All sections must be fully completed)
c) SBD 6.1(All sections must be fully completed)
d) Proof of registration on Central Supplier Database.
e) General Conditions of Contract (All pages must be signed or initialled)

10.2. Bidders should take note that there will be a compulsory briefing session for bidders.

NB: Please note that failure to submit documents requested on section 9 will render the proposal disqualified.

Proposals must be submitted to:

Ms. Ursula Mathonsi

Manager: Supply Chain Management
Public Service Sector Education and Training Authority (PSETA)
Woodpecker Building, 177 Dyer Road
Hillcrest Office Park, Hillcrest, Pretoria, 0083
Closing date:
Closing time: 11:00
The tender is valid for 90 days from the closing date.

Electronic documents will not be accepted.

Mogau Tladi

Digitally signed by Mogau Tladi
Date: 2026.06.22 12:34:50 +02'00'