

**THE PUBLIC SERVICE SECTOR EDUCATION TRAINING
AUTHORITY**

**TERMS OF REFERENCE (ToR) FOR THE APPOINTMENT OF A
SERVICE PROVIDER TO DESIGN LAYOUT AN ABRIDGED ANNUAL
REPORT FOR THE PUBLIC SERVICE EDUCATION AND TRAINING
AUTHORITY**

QUOTATION NUMBER: RFP/2021/001293

CLOSING DATE: 30 OCTOBER 2025

CLOSING TIME: 11:00

No late applications will be accepted



1. INTRODUCTION

- 1.1. 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. BACKGROUND & CONTEXT

2.1 The PSETA seeks to appoint a service provider to design layout and print the PSETA abridged Annual Report and design layout only the presentation for the Annual General Meeting taking place on 20 November 2025.

3. OBJECTIVES OF THE ASSIGNMENT

- To increase communication of the PSETA annual general meeting.

4. SCOPE OF WORK

1) Design layout and printing of the PSETA abridged annual report and programme(programme will be in the booklet)

- **Colour:** Full colour
- **Layout:** In line with the CI manual and current annual report concept
- **Quantity:** 150
- **Size:** A5 booklet
- **Paper:** 350 gsm cover and 250 gsm inside

2) Design layout of the PSETA AGM Presentation into infographics for 50 slides.

5. DELIVERABLES

Signed off professionally done advert.

6. FINAL DELIVERY TIMELINE

On the 15 November date above.

7. QUALITY AND REPORTING REQUIREMENTS

7.1 Constantly communicate with the PSETA representative on progress up to the approval and sign-off stage.

8. INTELLECTUAL PROPERTY

8.1. All the information derived from this assignment will remain the property of the South African Government. This includes data-gathering tools, raw data and all reports. Publication of any information from this assignment is prohibited unless permission to cite the findings is approved by the PSETA.

9. COSTING

9.1 A cost analysis must be provided 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 requires a breakdown of rates on any of the items priced, and service providers are required to provide the same after contracting when submitting invoices for services rendered. PSETA reserves the right to negotiate the price .

10. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

10.1 The proposals will be evaluated on the 80/20 principle, with 80 points 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: 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

11. FORMAT OF THE BID SUBMISSION

11.1. Proposals must be submitted electronically, and the request for quotation (RFQ) number must be indicated in the subject line

11.2. Submission of all applicable documents as indicated below:

- Certified copy of doctor's certification with medical practice number (in order claim points for disability as per SBD 6.1)

- Certified copies of the director's ID document (to claim points 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);

12. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

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 be signed or initialled)
- Provide three reference letters that include detailed information about organisations where similar services were delivered

NB: Failure to submit documents requested in section 12 will render the proposal disqualified.

Bid applications must be submitted to:

Ms Lungile Mokoena via email on Lungilem@pseta.org.za

Lungile Mokoena
24/10/25