Woodpecker Building | Hillcrest Office Park
177 Dyer Rd | Hatfield | Pretoria | 0083
Tel: +27 12 423 5700 | **Fax:** +27 12 423 5755/65
communications@pseta.org.za | www.pseta.org.za

THE PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY

TERMS OF REFERENCE

THE APPOINTMENT OF AN ACCREDITED SKILLS DEVELOPMENT PROVIDER TO PROVIDE TRAINING ON A SKILLS PROGRAMME FOR RECOGNITION OF PRIOR LEARNING (RPL) ADVISOR, SAQA ID: 116587, NQF LEVEL 7, 10 CREDITS FOR 50 BENEFICIARIES

QUOTATION NUMBER: RFP/2021/001533

CLOSING DATE: 18 NOVEMBER 2026

CLOSING TIME: 11:00 am

TABLE OF CONTENTS

1. INTRODUCTION ..... - 3 -
2. BACKGROUND AND CONTEXT ..... - 3 -
3. RATIONALE AND PURPOSE ..... - 3 -
4. SCOPE OF WORK ..... - 3 -
5. METHODOLOGY AND APPROACH ..... - 4 -
6. COMPETENCY AND EXPERTISE REQUIREMENTS ..... - 4 -
7. TIMELINES OF THE APPOINTMENT ..... - 4 -
8. QUALITY AND REPORTING REQUIREMENTS ..... - 4 -
9. PRICING ..... - 5 -
10. EVALUATION PROCESS ..... - 5 -
11. FORMAT OF THE BID SUBMISSION- TECHNICAL PROPOSAL ..... - 11 -
12. IMPORTANT INFORMATION FOR BIDDERS ..... - 12 -

1. INTRODUCTION

1.1. 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.

1.2. This document outlines the terms of reference for the appointment of an accredited Skills Development Provider (SDP) with proven experience and specialisation in the successful implementation of NQF-aligned learning programmes to train fifty (50) beneficiaries on the Recognition of Prior Learning (RPL) Advisors skills programme.

2. BACKGROUND AND CONTEXT

2.1. The PSETA requires the services of an accredited Skills Development Provider for the training of SDPs and Skills Development Facilitators (SDFs) within the public sector to be qualified as RPL Advisors for a registered unit standard as follows:

UNIT STANDARD ID	UNIT STANDARD TITLE	LEVEL	CREDITS
116587	Develop, support and promote RPL practices	7	10

3. RATIONALE AND PURPOSE

3.1. The PSETA seeks to appoint a suitable and qualified service provider who will provide services to the PSETA for the training of SDPs and Skills Development Facilitators (SDFs) to be qualified as Recognition of Prior Learning (RPL) Advisors for a registered unit standard specified in 2.1 above.

4. SCOPE OF WORK

4.1. The scope of service is to provide training for PSETA-accredited SDPs and public sector SDFs. The appointed service provider will be required to undertake the following:

- 4.1.1 Register 50 recruited beneficiaries with the relevant quality assurance body
- 4.1.2 Conduct training within specified timelines
- 4.1.3 Conduct assessment and moderation of learners
- 4.1.4 Certify learners in line with applicable quality assurance processes and procedures

4.2. The service provider will be responsible for training until certificates are issued by the relevant quality assurance body.

5. METHODOLOGY AND APPROACH

5.1. The service provider will undertake the following:

a. Participate in an inception meeting with the PSETA Learning Programmes and Projects and Quality Assurance Teams to finalise the development approach and methodology for addressing the scope of services.

b. The service provider will be expected to revise the project plan following the inception meeting (if applicable) and prepare an inception report.

c. Submit progress and process reports in the prescribed format.

6. COMPETENCY AND EXPERTISE REQUIREMENTS

6.1 The Service provider must meet the following requirements for eligibility:

a. Accredited for the specified unit standard by the relevant quality assurance body

b. Five years (5) years' proven experience in the implementation of the NQF-aligned learning programmes.

c. The ETD practitioners must have the relevant three (3) year diploma/degree in Education, Training and Development or in a related field and proven experience in implementing NQF-aligned programmes.

d. The Assessor/s and Moderator/s must be registered for the relevant unit standard with the relevant quality assurance body; and

e. A qualified RPL advisor must be submitted as part of the ETD practitioners.

7. TIMELINES OF THE APPOINTMENT

7.1. The duration of appointment will be for a period of eight (8) months from the date of appointment. Timeframes will be discussed, and development work will begin from the date of the first engagement as per the project plan. Extensions will only be granted where the delays to the project have been formally accounted for and the reasons furnished are valid and/or outside the control of the service provider

8. QUALITY AND REPORTING REQUIREMENTS

8.1 The service provider will report to the Learning Programmes (LP) Department. The LP Specialist will be the Project Manager and will be the primary point of contact for the service provider.

9. PRICING

9.1. The proposed total pricing must be inclusive of VAT and be inclusive of all costs.

9.2. A breakdown of rates for any of the services/items priced is required to be provided.

9.3. The PSETA reserves the right to negotiate the price.

9.4. Bidders should familiarise themselves with the PSETA Discretionary Grants (DG) Policy and the PSETA DG Criteria, Guidelines and Funding Framework 2026-27.

10. EVALUATION PROCESS

10.1 PHASE 1: FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria for functionality of 70 points out of 100 points, which will be awarded for functionality, before they are considered further. Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

10.1.1 The functionality criteria, together with the maximum points to be awarded, are set out below:

NO	DOMAIN	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
1.	Methodology and Approach	The applicant must submit a detailed implementation plan covering: • Project vision and objectives. • Project scope and implementation approach. • Implementation methodology for the Skills Programme. • Project activities, timelines and milestones. • Learner recruitment, induction and support strategy. • Workplace learning and monitoring approach.	• **1 Point =** Submission addresses less than 40% of the required methodology elements and demonstrates poor understanding of the scope of work. • **2 Points =** Submission addresses 40%-59% of the required	40

NO	DOMAIN	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		• Planned deliverables and expected outputs. • Quality assurance measures. • Risk management plan, including identified risks and mitigation measures. • Reporting plan indicating reporting frequency and deliverables. • Demonstrated understanding of implementing an NQF-aligned programme. • Previous experience in implementing similar NQF-aligned programmes, including challenges encountered and corrective actions	methodology elements and demonstrates limited understanding of the scope of work. • **3 Points =** Submission addresses 60%-79% of the required elements, including project vision, scope and deliverables, and demonstrates an adequate understanding of the scope of work. • **4 Points =** Submission addresses 80%-99% of the required elements, including implementation	

NO	DOMAIN	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			methodology, activities, risk management and reporting requirements, and demonstrates a good understanding of the scope of work. • **5 Points =** Submission comprehensively addresses all required elements, demonstrating extensive understanding of implementation of NQF-aligned skills development programmes	
2.	Demonstrated experience in implementing an NQF-Aligned Programme	Applicants must submit reference letters confirming successful implementation of NQF-aligned programmes. Reference letters must:	• **1 point** = Zero or one reference letter for an NQF-aligned programme. • **2 points** = Two	20

NO	DOMAIN	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		• Be on official client letterhead. • Be signed and dated. • State the qualification implemented. • Include client contact details.	reference letters that relate to the implementation of an NQF-aligned programme. • **3 points** = Three reference letters that relate to the implementation of an NQF-aligned programme. • **4 points** = Four reference letters that relate to the implementation of an NQF-aligned programme. • **5 points** = Five or more reference letters that relate to the implementation of an NQF-aligned programme.	
3.	**Knowledge and experience of ETD Practitioners**	The applicant must demonstrate the availability of suitably qualified personnel who will be assigned to the project. The following must be submitted: • Comprehensive CVs • Certified qualifications at	• **1 point** = No ETD practitioner submitted, or practitioners do not meet minimum requirements. • **2 points** = One	40

NO	DOMAIN	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
		NQF 6 or higher. • SAQA evaluation letter for foreign qualifications. • Assessor registration letter with a relevant QA body • Moderator registration letter with a relevant QA body • Evidence of public service sector experience. **Only ETD practitioners proposed for this project with proof of at least 5 years of working experience in the Public Service Sector will be considered**. **NB: One of the submitted practitioners must be a qualified RPL advisor** *ETD Practitioners proposed must be part of the implementation of this project. No substitution of practitioners will be allowed without prior approval from PSETA.*	facilitator registered as an assessor, with at least 5 years' experience in the Public Service sector, and a relevant qualification at NQF Level 6. • **3 points** = Two facilitators registered as assessors and one registered moderator. All of whom have at least 5 years' experience in the Public Service Sector, and all possessing relevant qualifications at NQF Level 6 or higher. At least one submitted practitioner is a qualified RPL advisor. • **4 points** = Two facilitators registered as assessors and one	

NO	DOMAIN	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			registered moderator. All of whom have at least 5 years' experience in the Public Service Sector, and all possessing relevant qualifications at NQF Level 7 or higher. At least one submitted practitioner is a qualified RPL advisor. • **5 points =** Three facilitators registered as assessors and two registered moderators. All of whom have at least 5 years' experience in the Public Service Sector, and all possessing relevant qualifications at NQF Level 7 or higher. More than one submitted practitioner is a qualified RPL	

NO	DOMAIN	GUIDELINES FOR CRITERIA APPLICATION	SCORE GUIDE	WEIGHT
			advisor.	
	Total			**100**

PHASE 2

10.2 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 2: Preferential Point System		**Points**
Price		**80**
Special goals		**20**
Black-owned company Bidder that has 51% to 100% black people ownership	8	
Women Bidder that has 51% to 100% women ownership	4	
Youth Bidder that has 51% to 100% youth ownership	5	
Disability Bidder that has 51% to 100% disability ownership	3	
Total		**100**

11. FORMAT OF THE BID SUBMISSION- TECHNICAL PROPOSAL

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

11.2. Methodology and Approach (detailed project plan).

11.3. Team member names and roles.

11.4. Detailed Curriculum Vitae (CV) and certified copies of qualifications and assessor and/or moderator registration.

11.5. Track record and experience, with signed and dated reference letters of services provided

11.6. Bidders must submit electronic copies of the proposal.

11.7. Submission of all applicable documents as indicated below:

a. Certified copies of the director's ID documents,
b. Valid Tax Compliance Status (TCS) PIN or proof of exemption from SARS,
c. Copy of the registration document of the organisation (CIPC), and
d. Copy of the Central Supplier Database registration.

12. IMPORTANT INFORMATION FOR BIDDERS

12.1. 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 (each page signed/ initialled)

NB: Please note that failure to submit documents requested in section 12 will render the proposal disqualified.

Format of submission of proposals

One original copy and two copies of (i.e. 3 hard copies) proposals must be placed in sealed envelopes clearly marked with the proposal number, description of proposal, service provider's details and the closing date and time of proposals.

The proposal must be deposited in the tender box situated on the ground floor of the PSETA at the address listed below:

Manager: Supply Chain Management
The PSETA
Ground Floor, Woodpecker Building, 177 Dyer Road, Hillcrest Office Park, Pretoria
By no later than 18 NOVEMBER 2026 at 11 am

No late applications will be accepted.

The validity period of the proposals is 90 days from the closing date. Please direct all queries to Ms. Mesele Thulare via email at MeseleT@pseta.org.za and Lungile Mokoena at LungileM@Pseta.org.za



05 November 2026