

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

**TERMS OF REFERENCE FOR APPOINTMENT OF SERVICE PROVIDER FOR
PROVISION OF B-BBEE VERIFICATION SERVICES TO PSETA FOR A PERIOD
OF THIRTY-SIX (36) MONTHS**

RFP NUMBER: RFP/2021/001410

CLOSING DATE: 22 MAY 2026

CLOSING TIME: 11:00

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 PSETA requires a service provider to provide B-BBEE verification services to PSETA for a period of thirty-six (36) months.

2. OBJECTIVES OF THE ASSIGNMENT

- 2.1 The Broad-Based Black Economic Empowerment Commission is an entity established by the Broad-Based Black Economic Empowerment Act 53 of 2003, as amended, to oversee the implementation of the Act, which includes the provision of explanatory notices outlining procedures of the B-BBEE Commission to guide the public.
- 2.2 The explanatory notice issued in terms of Section 13F(1) of the Act requires the B-BBEE Commission to receive and analyse reports prescribed in Section 13G, concerning broad-based black economic empowerment compliance by organs of state, public entities and private sector enterprises.

3. SCOPE OF WORK

- 3.1. In terms of Section 13G(3), read with regulation 12 (6-8) of the B-BBEE Regulations. all Sector Education and Training Authorities contemplated in the Skills Development Act, 1998 (Act No. 97 of 1998), must report on skills development spending programmes to the B-BBEE Commission within 30 days post approval of their annual reports and financial statements of the Sectoral Education Training Authorities in a prescribed B-BBEE 2 Form.
- 3.2. The SETA must submit a B-BBEE Skills Development Report to the B-BBEE Commission in a prescribed format obtainable as per Gazette No. 40053 of the 6th June 2016, the B-BBEE Regulations from the B-BBEE Commission website www.bbbee.commission.co.za
- 3.3. The B-BBEE Commission requires the following information in a prescribed form as outlined in the matrix:

Skills Development Element

- 3.1.1 Number of black persons trained by member entities per race classification, gender, age, location, disability indication and value thereof,
- 3.1.2 Indicator type of training provided to black people in paragraph 3.3.1 above,
- 3.1.3 Provide list of skills development services offered by the PSETA to member entities,
- 3.1.4 Indicate implementation of the skills development scorecard by member entities as per the applicable codes,
- 3.1.5 Identify list of critical and priority skills for the sector(s) and implementation by member entities, and
- 3.1.6 Provide number of member entities who submitted and implemented the approved workplace skills plan
- 3.1.7 Reflect how each of the elements in 3.3 above contribute to increasing access to skills development opportunities for black people.

4. METHODOLOGY AND APPROACH

To be included in the Project Plan.

5. COMPETENCIES AND SKILLS SET REQUIRED

- 6.1. The Service Provider should meet the following requirements:
 - 6.1.1. Be accredited with the relevant professional body for conducting BBBEE compliance verification audits.
 - 6.1.2. Have a proven track record in B-BBEE compliance Audits
 - 6.1.3. Have competent personnel to implement the project

6. TIME FRAME

- 6.1 a period of thirty-six (36) 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). The PSETA may require a breakdown of rates on

any of the items priced, and service providers are required to provide the same. PSETA reserves the right to negotiate the price.

8 EVALUATION PROCESS

PHASE 1: FUNCTIONALITY EVALUATION

- 8.1 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.
- 8.2 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 1

Bids must meet the minimum eligibility criteria, specifically a functionality score of 75 points out of 100, before they are considered further.
Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

PHASE 1 – FUNCTIONALITY EVALUATION

Domain	Evaluation Method	Criteria	Weight
1. Company experience	Reference letters from different clients as evidence of related services previously successfully completed NB: The Reference Letter(s) must not be older than 5 years, must be on the letterhead of the previously serviced client and should reflect at least name of the client, title of the related conducted, contactable reference name and contact details and signed by the appropriate delegate. The Reference Letter must indicate the quality of the service rendered.	0 Reference letter=1 2 Reference letters=2 3 Reference letters= 3 4 Reference letters=4 5 Reference letters=5	20



Domain	Evaluation Method	Criteria	Weight
2. Experience of project manager	Relevant tertiary qualification in Law, Business Management.	2-4 Year Experience = 1 4-6 years' experience =2 6-8 years' experience =3 8-10 years' experience =4 10 years' experience and above = 5	20
3. Methodology and project plan	The Bidder must provide a detailed explanation of the methodology and project implementation plan which details how the service will be carried out as outlined in the scope. The project plan must deliverables and timeframes. The timeframes and project plan are suited and tailored to the project needs.	<ul style="list-style-type: none"> Project plan with clear project timelines and deliveries and processes to be followed and sequence of events aligned = 5 points 	40

Domain	Evaluation Method	Criteria	Weight
		<ul style="list-style-type: none"> demonstrates adequate understanding and knowledge in the BBBEE verification services = 5 points Adequate understanding of BBBEE and related regulatory prescripts = 4 points reports = 4 Adequate understanding of development of BBBEE compliance Adequate understanding and knowledge in facilitating BBEE requirements awareness to Management = 2 points Non submission= 1 	
Experience and Qualifications of consultant assisting the lead consultant.	Relevant tertiary qualification in Law, Business Management	<p>No qualification and experience=1</p> <p>Qualifications and 1-2 years' experience =2</p> <p>Qualification and 2-3 years' experience= 3</p> <p>Qualification and 3-4 years' experience=4</p>	20

Domain	Evaluation Method	Criteria	Weight
		Qualification and 4-5 years' experience=5	
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 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);
- 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.

- 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)
- Valid certified copy of the certificate or proof of registration with accreditation with South African National Accreditation System (SANAS)

NB: Please note that failure to submit documents requested on section 10 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: 22 MAY 2026

Closing time: 11:00

The tender is valid for 90 days from the closing date.

Electronic documents will not be accepted.

