

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

APPOINTMENT OF PANEL FOR ASSESSMENT SERVICE PROVIDER FOR A PERIOD OF THREE YEARS

QUOTATION NUMBER: RFP/2021/000840

CLOSING DATE: 08 FEBRUARY 2024

CLOSING TIME: 11:00

No late applications will be accepted

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
Mr Nkojane Nelson Maesela | Mr Patrick Babsy Makhafane | Ms Nolukhanyo Amanda Kelengeshe | Ms Violet Matshidza
Ms Tampane Molefe-Sefanyetso | Mr Patrick Boitumelo Moopelwa | Ms Linda Dlodla | Ms Nelisiwe Nzimande
Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo



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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.

The PSETA intends to appoint an assessment service provider to provide assessment services which includes invigilation, marking services and moderation for various PSETA occupational qualifications. The appointed panel will assist the PSETA Quality Assurance (QA) department fulfil its Assessment Quality Partner function.

2. BACKGROUND & CONTEXT

- 2.1 The PSETA seeks to appoint a suitable, qualified, and competent service provider for assessment services who will provide assessment support in relation to External Integrated Summative Assessment (EISA).
- 2.2 Assessment Service Providers are invited to submit a detailed proposal to provide assessment services for PSETA on an ad hoc basis for a period of three (3) years commencing from the date of signing the contract.

3. RATIONALE AND PURPOSE

- 3.1 The service provider will assist the PSETA Quality Assurance department, where capacity and/or expertise requires the involvement of external assessment expertise to provide support to the PSETA on an ad hoc basis for specific instructions.

4. SCOPE OF WORK

The scope entails the provision of the following services:

4.1 Assessment Instruments

- a) Develop a Qualification Assessment Specification (QAS) Addendum as per QCTO's Assessment Quality Partner Policy.
- b) Develop a databank of unique ready assessment instruments for all the PSETA occupational qualifications.
- c) Develop a databank of memorandum for all the PSETA occupational qualifications.
- d) Develop marking guidelines for the Markers.
- e) Ensure that each question paper developed in the databank is moderated and is supported by a moderation report.
- f) The instruments/tools must comply with the Qualification Assessment Specification for the occupational qualification.

4.2 The Assessment Panel

The appointed Assessment panel should include the provision of the following services:

- Examiners, Invigilators, Assessors and Moderators during the assessment period.
- The Assessment Centers may be in provinces throughout the country; however the Marking Centre will be in Pretoria, Gauteng.

The scope of work also covers the following:

4.2.1 Examiner

- Set up the assessment tools using the PSETA assessment databank.
- Moderate the assessment instrument before assessment takes place.

4.2.2 Chief Invigilators and Invigilators:

Invigilating the roll-out of the day of the assessment which includes the following:

- Ensuring that all learners are in receipt of Assessment Instrument/Question Paper,
- Preventing possible irregularities during the assessment,
- Preventing possible administrative failures,
- Ensuring all examination scripts are collected from all candidates and reach the Marking Centre within specified timelines.

4.2.3 Markers:

- Marking of the learner scripts upon completion of the assessments.
- Attend memo discussion meetings scheduled by PSETA.
- Complete consolidated assessment learner feedback report per PSETA template.
- Always adhere to assessment principles.
- Provide individual learner feedback on each script,
- Complete consolidated assessment report as per PSETA template,
- Meeting marking deadline per PSETA schedule.
- Compile a Markers Report,
- Attend results approval meetings with CEP members,
- Ensure security of the learner scripts,
- Adhere to PSETA assessment policies and procedures.

4.2.4 Moderator:

Moderation for the occupational qualification as follows:

- Attend memo discussion meetings scheduled by PSETA.
- Moderate sampled learner scripts in line with supplied memorandum.
- Attend results approval meetings with CEP members.
- Ensure safe keeping of scripts.
- Meeting moderation deadline per PSETA schedule.

- Adhere to PSETA assessment policies and procedures.

5. COMPETENCY AND EXPERTISE REQUIREMENTS

- 5.1 The Assessment Service Provider should meet the following requirements:
Assessors and Moderators must be registered with the PSETA for Public Administration Qualification on NQF Level 6 or above, with proven experience in assessments and moderation.
- 5.2 The Examiners must be subject matter experts in Public Service sector with the experience in education, training and development practices.
- 5.3 Chief Invigilators should have invigilation experience.
- 5.4 Invigilators must have attended QCTO and PSETA invigilation training.

6. TIMELINES OF THE APPOINTMENT

- 6.1 The services of the assessment service provider will be required for the period of three years from the date of appointment.

7. QUALITY AND REPORTING REQUIREMENTS

- 7.1 The appointed service providers will report directly to the Quality Assurance Manager, or any other delegated representative, as and when required.

8. EVALUATION PROCESS

The evaluation will be based on:

8.1. FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 70 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 not be evaluated further on price.

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 on any of the services/items priced is required to be provided.
- 9.3. The PSETA reserves the right to negotiate the selection/prioritisation of deliverables in line with the contract price.

10. EVALUATION PROCESS

- 10.1. The evaluation will be based on:

Phase 1: Functionality Evaluation		
Phase 2: Preferential Point System	Points allocated for specific goals	Points
Price		80
Special goals		20
Black owned company	8	
Women	4	
Youth	5	
Disability	3	
Total	20	100

- a. The bids will be evaluated on 80/20 principle with 80 points being allocated for price and 20 points allocated for specific goals.

- b. The applicant with the highest total number of points will be awarded the contract.

10.2. PHASE 1 – FUNCTIONALITY EVALUATION

- 10.3.1 Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of 100 points that will be awarded for functionality before they are considered further.
- 10.3.2 Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.
- 10.3.3 The functionality criteria together with the maximum points to be awarded are set out below:



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

CRITERIA	EVALUATION GUIDE	SCORE GUIDE	WEIGHT
History of successful delivery of the same or similar project(s).	<p>Number of QAS Addendums with the following information:</p> <ul style="list-style-type: none"> List of QAS Addenda produced. List of Occupational qualification Assessment Instruments produced. Reference letter on participation in a QAS addendum development project. 	<p>1 = No list of QAS Addenda, Occupational qualification instruments and supporting reference letter provided</p> <p>2 = List or letter mentioning 1 to 2 QAS Addenda and Assessment Instruments and supporting reference letter provided.</p> <p>3 = List or letters mentioning 3 QAS Addenda or Assessment Instruments and supporting reference letter provided.</p> <p>4 = List or letters mentioning 4 QAS Addenda or Assessment Instruments and supporting reference letter provided.</p> <p>5 = List or letters mentioning 5 or more QAS Addenda or Assessment Instruments and supporting reference letter provided.</p>	40



Assessment Tools Team Member Qualifications and Experience.	<ul style="list-style-type: none"> • Comprehensive CV • Copies of qualifications relevant to Public Service sector • Registered Assessor with PSETA • 5 years or more working experience in the Public Service Sector 	<p>1= At least 1 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p> <p>2= At least 2 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p> <p>3 = At least 3 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p> <p>4 = At least 4 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p> <p>5 = 5 or more years in experience, PSETA registration and Public Administration qualification at NQF Level 7</p>	<p>20</p>
Skills and Qualifications	Moderator and Examiner <ul style="list-style-type: none"> • Comprehensive CV • Copies of qualifications relevant to Public Service sector • PSETA Registration as a Moderator • 5 years or more working experience in the Public Service Sector 	<p>1= At least 1 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p> <p>2= At least 2 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p> <p>3 = At least 3 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p> <p>4 = At least 4 years' experience, PSETA registration and Public Administration qualification at NQF Level 7</p>	<p>20</p>

		5 = 5 or more years' experience, PSETA registration and Public Administration qualification at NQF Level 7	
	Assessor (Marker) <ul style="list-style-type: none"> • Comprehensive CV • Copies of qualifications relevant to the Public Service sector • PSETA Registration as an Assessor • 5 years or more working experience in the Public Service Sector 	1= At least 1 years' experience, PSETA registration and Public Administration qualification at NQF Level 7 2= At least 2 years' experience, PSETA registration and Public Administration qualification at NQF Level 7 3 = At least 3 years' experience, PSETA registration and Public Administration qualification at NQF Level 7 4 = At least 4 years' experience, PSETA registration and Public Administration qualification at NQF Level 7 5 = 5 or more years in experience, PSETA registration and Public Administration qualification at NQF Level 7	20
TOTAL			100

11. FORMAT OF THE BID SUBMISSION

TECHNICAL PROPOSAL

- 11.1 Proposals must clearly provide the name of the organization
- 11.2 Bidders must submit 2 copies of the proposal and one original.
- 11.3 Itemised annual budget with justification for amount
- 11.4 Certified copies of relevant qualifications,
- 11.5 Submission of all applicable documents as indicated below:
 - Certified copies of the director's ID's document,
 - Valid Tax compliance status (TCS) PIN or proof of exemption from SARS,
 - Copy of the registration document of the organization (CIPC), and
 - Copy of the Central Supplier Database registration.

12. IMPORTANT INFORMATION FOR BIDDERS

- 12.1 A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 12.2 All Standard Bidding documents (SBD) documents must be completed and signed.
 - SBD 1
 - SBD 4
 - SBD 6.1
 - Proof of registration on Central Supplier Database.
 - General conditions of contract (all pages must be initialed)

NB: Please note that failure to submit documents requested on section 12 (12.3) will render the proposal disqualified.

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building

Board members: Mr Thulani Tshefuta (Chairperson) | Ms Christelene Brink | Mr Lewis Nzimande | Ms Gaolape Anastacia Seokolo
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Ms Nomabandla Silinyana | Mr Marcus Ramakgale

CEO: Ms Bontle Lerumo

Hillcrest Office Park, Lynwood

Pretoria

By no later than 08 February 2024 at 11:00

No late applications will be accepted.

No electronic bid applications will be accepted.

The Validity periods of the bids is 90 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