

## **THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY**

### **Terms of Reference**

**APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF THE TEMPORARY PERSONAL ASSISTANT TO THE CHIEF OPERATIONS OFFICER FOR PERIOD OF TWO (02) MONTHS.**

**RFP NUMBER: RFP/2021/001415**

**CLOSING DATE: 13 MAY 2026**

**CLOSING TIME: 11:00**

## **1. INTRODUCTION**

- 1.1. The PSETA is looking a prospective Recruitment Agencies to submit a quotation with detailed proposal to render the services of a PA to the COO for a period of Two (02) Months.

## **2. OBJECTIVES OF THE ASSIGNMENT**

- 2.1. In the organisational structure, the PSETA has 64 funded approved positions and the position of the Personal Assistant to the COO is available on the structure.
- 2.2. The position of the Personal Assistant to the COO reports directly to the Chief Operations Officer and the position vacant.
- 2.3. The main functions of the PA to the COO are to provide strategic administrative and executive support to the Chief Operating Officer (COO), including coordinating operational activities, managing high-level stakeholder engagement, consolidating reports, and ensuring the effective functioning of the COO's office.

## **3. SCOPE OF WORK/SPECIFICATION**

The scope of work covers the following:

- 3.1. Source out the relevant candidates to fill the position with the required skills and qualifications.
- 3.2. Conduct the full verification process to the possible candidates.
- 3.3. Interview the candidates and select the best as per the advertisement.
- 3.4. Send the four CVs to PSETA for perusal and select the best candidate.

## **4. PROJECT DELIVERABLES**

- 4.1. Complete screened CVs that is ready for placement.
- 4.2. Report indicating the top recommended candidates with skills matrix.

## **5. COMPETENCIES AND SKILLS SET REQUIRED**

The service provider should have the following attributes:

- 5.1. An excellent and proven track record in sourcing out high-level skilful candidates.
- 5.2. Proven record of verifying candidates for recruitment.

5.3. Reference letters indicating full details of organisations delivered the similar services.

## **6. TIME FRAME**

6.1. The duration is two (02) 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 salary as per the advert, placement fee, advertising fee, service fee, disbursements and VAT). The PSETA requires 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. Failure to provide price as requested will result in disqualification.

7.2. The service provide should pay the candidate monthly salary equivalent to the amount on the advertisement.

## **8. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER**

8.1. The proposals 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. The evaluation will be based on:

The evaluation will be based on

|  |   | <b>Points</b> |
|--|---|---------------|
| <b>Price</b>   |   | <b>80</b>     |
| <b>Special goals</b>   |   | <b>20</b>     |
| Black owned company<br>Bidder who has 51% to 100% black people ownership | 8 |               |
| Women<br>Bidder who has 51% to 100% women ownership                      | 4 |               |
| Youth  | 5 |               |

|   |   |            |
|---|---|------------|
| Bidder who has 51% to 100% youth ownership                    |   |            |
| Disability<br>Bidder who has 51% to 100% disability ownership | 3 |            |
| <b>Total</b>  |   | <b>100</b> |

## 9. FORMAT OF THE BID SUBMISSION

- 9.1. Proposals must be submitted electronically.
- 9.2. 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)
  - Three contactable reference letters for similar work conducted, the letters must be on a client's letter and signed.
  - Membership certificates with APSO or similar certificates.

NB: Please note that failure to submit documents requested on section 10.1 will render the proposal disqualified.

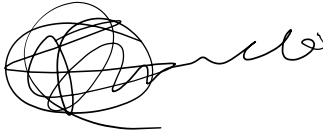
**Bid applications must be submitted to:**

**Ms Lungile Mokoena**

email on [lungilem@pseta.org.za](mailto:lungilem@pseta.org.za)

Please direct all queries to **Ms Lungile Mokoena** via email on [lungilem@pseta.org.za](mailto:lungilem@pseta.org.za)

**05.05.2026**

A handwritten signature in black ink, consisting of a circular scribble followed by a series of loops and a final flourish.