

THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

Terms of Reference

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ENTERPRISE ARCHITECTURE SERVICES TO THE PSETA

BRIEFING SESSION: MICROSOFT TEAMS

[https://teams.microsoft.com/meet/311891678731007?p=wAjP9ody
oHtn9UxwZX](https://teams.microsoft.com/meet/311891678731007?p=wAjP9odyoHtn9UxwZX)

DATE: 25 MAY 2026

TIME: 11:00

RFP NUMBER : RFP/2021/1419

CLOSING DATE: 01 JUNE 2026

CLOSING TIME: 11:00

1. BACKGROUND

The purpose of the overall project is to establish an integrated digital ecosystem that will strengthen, integrate, coordinate, and improve efficiencies in the governance and management of the post-school education and training (PSET) system. The main objective of the project is to ensure that data sets are interoperable, well synchronised and used effectively as sources of information for planning and improving efficiency in the PSET system.

In light of this desired end goal, a state of readiness, maturity assessments, as well as gap analyses of PSETA's technology, people, processes and information is required with a specific focus on:

- Enterprise Architecture

All of the above are underpinned by good governance, optimised business processes and effective change management.

2. OBJECTIVES

PSETA seeks to appoint a qualified and expert service provider to update and/or develop an appropriate and up-to-date Enterprise Architecture (EA) that will provide reliable architecture information, and develop a realistic roadmap as well as a detailed and costed implementation and mitigation plan.

3. SCOPE OF PROJECT

The envisaged tasks will take place at the PSETA Head Office in Hillcrest, Pretoria.

The scope of the project will include the following:

3.1. Development of the ICT Architecture

In terms of the development of the EA, the service provider is expected to perform the following activities, at a minimum:

- **Prepare and Initiate Architecture Work** – The service provider should execute activities required to meet the business directive for a new enterprise architecture, including the definition of a PSETA-specific architecture framework and the definition of architecture principles.
- **Create Architecture Vision** - The service provider should define the scope, identify the stakeholders, create the Architecture Vision, and obtain approvals.
- **Develop Business Architecture** - The service provider should describe the Baseline Business Architecture and develop a Target Business Architecture to support an agreed Architecture Vision. A gap analysis between the Baseline and Target Business Architectures is required.
- **Develop Information Systems Architecture** - The service provider should develop an Information Systems Architecture for PSETA, including the development of Data and Application Architectures. A gap analysis between the Baseline and Target Information Systems Architectures is required.
- **Develop Technology Architecture** - The service provider should develop a Technology Architecture mapping application components to a set of technology components, which represent software and hardware components, available from the market or configured within PSETA into technology platforms. A gap analysis between the Baseline and Target Technology Architectures is required.

4. DELIVERABLES

The deliverables from the engagement must comply with the following standards and best practice:

- The Government-wide Enterprise Architecture (GWEA) Framework
- TOGAF

In addition, the deliverables for each area of the scope must include the items listed below.

4.1. Enterprise Architecture

The deliverables for the ICT Architecture should include the following:

- Architecture scope
- Architecture statement of work, principles and vision
- Architecture Framework
- Architecture Gap Analysis
- Enterprise Architecture governance model and associated frameworks

5. PROJECT/ CONTRACT PERIOD

The contract period for this assignment (excluding the implementation support) will be for a period of up to ten (06) months from the date of the last signature.

6. SUBMISSION REQUIREMENTS

- 6.1. Provide evidence that the service providers are experts within these fields and, as such, have the necessary experience and industry

certification:

- Enterprise Architecture; and
- Project Management.

6.2. Evidence that the proposed team is certified current members of the relevant professional bodies and have the appropriate experience and qualifications issued by professional bodies, including the following as a minimum:

- TOGAF/GWEA or
- Zachman EA Certification

6.3. Company profile that includes:

- A detailed list of completed contracts/projects with references of similar work undertaken. The list of references must include the company's name, contract description, contract date, contact persons, and contact details.
- PSETA reserves the right to contact a minimum of 4 references provided by the bidder
- The experience and expertise of the bidder. Bidders are required to provide detailed CVs of the team leader and members

6.4. Bidders are required to provide a technical proposal and project plan that clearly outlines how the company proposes to render these services, including details of deliverables, deadlines, roles and responsibilities, transfer of skills, project close-out and reporting, which should include all the documentation, information and knowledge that has been created during the project is required. The bidder is required to provide an overview and a brief description of the major tasks involved in the implementation, the overall resources needed to support the

implementation effort (such as hardware, software, facilities, materials, and personnel), any site-specific implementation requirements, etc. Bidders should provide milestones on how they intend to achieve the subcomponents of the deliverables. Any variance from the timelines proposed in this ToR should be explained.

6.5. A detailed cost breakdown (VAT inclusive) should be provided.

NOTE: Failure to comply with submission requirements disqualifies the submission.

7. EVALUATION CRITERIA

7.1. Stage 1: Compliance with minimum requirements:

All bidders will be examined to determine compliance with the request for proposal requirements and conditions. Non-compliant bidders will be eliminated for further evaluation.

7.2. Stage 2: Evaluation on functionality:

The evaluation will be conducted by an evaluation panel that will evaluate all proposals independently in terms of the evaluation criteria for functionality, which will be made up of 100 points as follows.

FUNCTIONALITY	MAX POINTS
1. Company years of experience in the provision of EA review services and track record	25

<ul style="list-style-type: none"> ▪ 1 to 5 similar projects completed with references (3 contactable references) = 1 	
<ul style="list-style-type: none"> ▪ 6 to 9 similar projects completed with references (6 or more contactable references) = 3 	
<ul style="list-style-type: none"> ▪ 10 + similar projects completed with references (10 or more contactable references). = 5 <p>Signed and dated reference letters are needed.</p>	
2. Methodology / Approach	50
2.1. Development of the EA and ICT Implementation and Mitigation Plans	
<ul style="list-style-type: none"> ○ Lack of understanding of the Terms of Reference = 1 	
<ul style="list-style-type: none"> ○ Limited understanding of the Methodology/Approach to accomplish the tasks (i.e., Prepare and initiate architecture work, Create architecture vision, Develop business architecture, Develop information systems architecture, Develop technology architecture) – see sections 3.1, 3.2, 4.1 and 4.2) = 3 	
<ul style="list-style-type: none"> ○ Good understanding of the Methodology/Approach to accomplish the tasks (i.e., Prepare and initiate architecture work, Create architecture vision, Develop business architecture, Develop information systems architecture, Develop technology architecture) – see sections 3.1, 3.2, 4.1 and 4.2) = 5 	
3. Team members experience	25
3.1. Expertise, qualifications and competency of project team members in rendering similar services	

<ul style="list-style-type: none"> Team leader has less than 5 years' experience in rendering ICT reviews and the team members have less than 3 years' experience (successfully completed 3 or less ICT review projects) = 1 	
<ul style="list-style-type: none"> Team leader has more than 7 years' experience in rendering ICT reviews and the team members have more than 5 years' experience (successfully completed 3 or more ICT review projects) = 3 	
<ul style="list-style-type: none"> Team leader has 10 or more years' experience in rendering ICT reviews and the team members have more than 7 years' experience (completed 5 or more ICT review projects) = 5 	

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	5	

Bidder who has 51% to 100% youth ownership		
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

8. FORMAT OF THE BID SUBMISSION

- 10.1. Company profile indicating all the requirements as per the evaluation criteria.
- 10.2. Proposals must be submitted in 3 copies, 1 original and 2 copies.
- 10.2. Team member names and roles.
- 10.3. CVs and certified copies of qualifications.
- 10.4. Track record and experience. Three signed reference letters of similar work reflect clients' telephone numbers and links or images of the work.
- 10.5. A valid Tax compliance status (TCS) PIN or proof of exemption from SARS.
- 10.6. Certified copy of BB-BEE certificate or affidavit
- 10.7. Copy of the registration document of the organisation (CIPC);
- 10.8. All Standard Bidding Documents (SBD) must be completed and signed.

9. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

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 Condition of Contract (each page signed/ initialled)

NB: Failure to submit documents requested in section 9 will disqualify the proposal.

Bid proposals must be submitted to:

Ms Ursula Mathonsi

Manager: Supply Chain Management

The PSETA

Ground Floor, Woodpecker Building, Hillcrest Office Park, Lynwood, Pretoria

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