

THE PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY

Terms of Reference

FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE END-TO-END RECRUITMENT PROCESS FOR A TEMPORARY POSITION OF THE BOARD SECRETARY FOR A PERIOD OF SIX (06) MONTHS

QUOTATION NUMBER: RFP/2021/001420

CLOSING DATE: 15 MAY 2026

CLOSING TIME: 11:00

1. INTRODUCTION

- 1.1. Prospective Recruitment Agencies are invited to submit a quotation with detailed proposal to render the services of a Board Secretary at PSETA for a period of SIX (06) Months.

2. OBJECTIVES OF THE ASSIGNMENT

- 2.1. The Office of the Chief Executive officer is currently responsible to provide efficient and effective secretarial support to the Accounting Authority (AA), AA Sub- Committees and other governance structures.
- 2.2. In the organisational structure, the Office of the Chief Executive Officer is allocated a post to effectively manage and deliver the responsibilities to the PSETA Board.
- 2.3. The position of the Board Secretary is currently vacant and the gap have a huge impact on the service delivery to render the secretariate services or duties to the Accounting Authority (AA), AA Sub- Committees and other governance structures.
- 2.4. Due to the vacancy mentioned above, the OCEO department will be unable to fulfil its duties which includes secretarial support to the Accounting Authority (AA), AA Sub- Committees and other governance structures.

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. Provide skills matrix of the shortlisted candidates.
- 4.2. Provide report of the skills and competency matrix verifications.

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 contract will run for a period of 6 (six) 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

		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 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 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

- 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 will render the proposal disqualified.

Bid applications must be submitted to:

Mr Khutso Moroatshehla via email khutsom@pseta.org.za

Please direct all queries to **Mr Khutso Moroatshehla**

05.05.2026

