

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

### **Terms of Reference**

**APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE COPYWRITING,  
EDITING AND PROOFREADING SERVICES FOR THE STRATEGIC PLAN,  
ANNUAL PERFORMANCE PLAN AND ANNUAL REPORT FOR A PERIOD OF  
THIRTY-SIX (36) MONTHS**

**RFP/2021/001422**

**CLOSING DATE: 26 MAY 2026**

**CLOSING TIME: 11:00**

**Bontle  
Lerumo**

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Bontle Lerumo  
Date: 2026.05.13  
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## **1. INTRODUCTION**

- 1.1. Public Service Sector Education and Training Authority (PSETA) is established in terms of section 9(1) and (2) of the Skills Development Act (Act No. 97 of 1998 as amended). The Skills Development Act is the enabling legislation and guides PSETA operations as a Sector Education and Training Authority (SETA), as set out in section 10 of the Act.
- 1.2. The PSETA seeks the services of a service provider to conduct copywriting, editing and proofreading services for the PSETA strategic plan, annual performance plan and annual report.

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

- 2.1. The PSETA seeks the services of a service provider to conduct copywriting, editing and proofreading services for the PSETA strategic plan, annual performance plan and annual report.
- 2.2. The appointed service provider will be required to:
  - Review, edit and enhance the content of the PSETA Strategic Plan, Annual Performance Plan and Annual Report to ensure clarity, coherence, consistency and conciseness.
  - Ensure that all documents are professionally written, well-structured and free from grammatical, spelling, punctuation and formatting errors.
  - Verify the accuracy and consistency of data, figures, terminology, abbreviations, acronyms, references, annexures and appendices across all documents.
  - Ensure that technical terminology is appropriately explained and that unnecessary jargon is minimised.
  - Apply PSETA's corporate identity and style guidelines, including formatting requirements relating to fonts, headings, numbering, tables, captions and layout.
  - Ensure compliance with applicable legislative and governance frameworks, including the Revised Framework for Strategic Plans and Annual Performance Plans (2019), the Public Finance Management Act, 1999 (Act No. 1 of 1999), and the National Development Plan 2030.
  - Enhance the readability, accessibility and overall quality of the documents for diverse audiences, including DHET, Parliament, sector stakeholders and the public.

- Conduct cross-checking and fact-checking of numerical data and content against source documents provided by PSETA.
- Ensure that all mandatory sections and compliance requirements are included in the relevant documents.
- Conduct a final quality assurance review of the designed/layout versions of the documents, including PDF versions, prior to publication or submission.
- Submit edited documents in both tracked-changes and clean Microsoft Word versions.
- Accommodate at least three (3) rounds of revisions and incorporate comments from PSETA management and stakeholders within agreed turnaround times.
- Edited Draft: Clean, track-changed, and final versions of the report in MS Word.
- Style Guide Compliance Report: Summary of adjustments made to align with PSETA's guidelines.
- Ensure a comprehensive, coherent Strategic Plan, Annual Performance Plan and Annual Report
- Final Review Note: A brief report highlighting unresolved issues (if any).

### **3. TIMELINES OF THE APPOINTMENT**

- 3.1. The appointment's duration will be for a period of 36 months from the date of appointment as agreed by both parties in the contract.

### **4. PRICING**

- 4.1. Detailed costing aligned to the deliverables should be submitted. The proposed project costs must be all-inclusive.
- 4.2. The PSETA reserves the right to negotiate the selection/prioritization of deliverables in line with the contract price.

### **5. COSTING**

- 5.1. 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 same. PSETA reserves the right to negotiate the price.

## 6. PROPOSAL EVALUATION AND APPOINTMENT OF SERVICE PROVIDER

7.1. 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.

7.2. The evaluation will be based on:

		Points
<b>Price</b>		<b>80</b>
<b>Special goals</b>		<b>20</b>
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	
<b>Total</b>		<b>100</b>

## 8. FORMAT OF THE BID SUBMISSION

8.1. Proposals must be submitted electronically.

8.2. Submission of all applicable documents as indicated below:

- 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.

## 9. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

9.1. 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 Central Supplier Database.
- General Conditions of Contract (All pages must be signed or initialed)
- Three contactable references for similar work conducted.

**NB: Please note that failure to submit documents requested on section 9.1 will render the proposal disqualified. The tender is valid for 90 days from the closing date.**

**Bid applications must be submitted to:**

**Mr Khutso Moroatshehla**

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

Please direct all queries to **Mr Khutso Moroatshehla** via email on [khutsom@pseta.org.za](mailto:khutsom@pseta.org.za)