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THE PUBLIC SERVICE SECTOR EDUCATION TRAINING AUTHORITY

TERMS OF REFERENCE

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT BASIC COLLECTIVE BARGAINING SKILLS TRAINING FOR THE PSETA COLLECTIVE BARGAINING COUNCIL (CBC) MEMBERS.

RFP NUMBER: RFP/2021/001538

CLOSING DATE:

CLOSING TIME:

1. INTRODUCTION

The Public Service Sector Education and Training Authority (PSETA) is a Sector Education and Training Authority (SETA) established by 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.

2. OBJECTIVES OF THE ASSIGNMENT

2.1. Within the PSETA, there is a bargaining structure referred to as the Collective Bargaining Committee ("CBC"). This structure was created through a recognition agreement entered into between PSETA and the recognised trade union within the workplace. The CBC is the committee where the PSETA, as the employer and trade union representatives negotiate on bargaining issues and other matters of mutual interest of employees

2.2. The PSETA seeks to enhance the capacity of its CBC members through targeted skills development intervention. Effective collective bargaining is essential for maintaining sound labour relations, promoting fair workplace practices, and achieving sustainable agreements between labour and management.

2.3. In order to meet this objective, PSETA seeks to appoint a competent and qualified legal service provider with proven expertise in labour law, negotiation, and collective bargaining to facilitate Basic Collective Bargaining Skills Training sessions for CBC members.

2.4. The objectives of the training are to:

- 2.4.1 Enhance CBC members' understanding of the legal framework governing collective bargaining in South Africa.
- 2.4.2 Strengthen negotiation, communication, and conflict resolution skills.
- 2.4.3 Improve CBC members' ability to interpret and apply labour legislation, including the Labour Relations Act (LRA).
- 2.4.4 Foster constructive and effective engagement between labour and management during bargaining processes.
- 2.4.5 Promote consistency and compliance with organisational labour relations policies and practices.

3. SCOPE OF WORK/SPECIFICATION

3.1. The appointed service provider will be required to:

a) Design and develop a Basic Collective Bargaining Skills Training Programme tailored to the CBC members' roles and levels of understanding.

b) Deliver interactive and practical training sessions using case studies, role plays, and real-life examples.

c) Provide training materials and reference guides to all participants.

d) Assess and evaluate the learning outcomes of participants.

e) Submit a comprehensive post-training report, including recommendations for further development.

4. PROJECT DELIVERABLES

4.1. The successful panel members must deliver the following:

a) Training Programme Outline and Materials.

b) Facilitation of Training Sessions.

c) Attendance Registers and Evaluation Forms.

d) Post-Training Report summarising key learning outcomes, participant feedback, and recommendations.

5. COMPETENCIES AND SKILLS SET REQUIRED

5.1. Prospective legal service providers must demonstrate:

a) A minimum of five (5) years' experience in labour law, industrial relations, and collective bargaining.

b) Proven track record of providing labour relations training or advisory services to public sector or private organisations.

c) Knowledge and understanding of South African labour legislation, including the Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), and related legal frameworks.

d) Registration with the relevant professional bodies (e.g., Legal Practice Council).

e) Availability of qualified facilitators with legal and industrial relations expertise.

6. TIME FRAME

6.1. The services of the appointed service provider will be required from the date of appointment

6.2. The duration of the envisaged training will be for duration of a minimum of three (03) to a maximum of five (05) days depending on the scope of work to be covered or number of modules.

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 professional fees, venue hire, travel expenses, disbursements and VAT).

7.2. 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.

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:

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		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

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)

NB: Please note that failure to submit documents requested on section 9 and 10 will render the proposal disqualified.

27 August 2026

