

INVITATION TO BID

The Services Sector Education and Training Authority (Services SETA), a statutory body established in terms of the Skills Development Act of 1998) which has a licence period that expires 31 March 2030, seeks to appoint service providers for the provision of the services listed below:

Bid No.	Bid Description	Closing Date
PROC T678	APPOINTMENT OF A SERVICE PROVIDER FOR AN ORGANISATIONAL STRUCTURE REVIEW, ORGANISATION-WIDE BUSINESS PROCESSES MAPPING AND JOB GRADING PROCESS	12 November 2025 @ 11h00am

NB: Services SETA is in a process of automating its procurement process and bidders are requested to onboard on D365 for tendering purpose (Below is the date for onboarding session):

Date and time	Teams Link
21 October 2025 @ 11h00am	https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWY3NjMyODctNzgwZC00ZjFhLTgwM-jQtNTAxMWUxMTIzY2Zm%40thread.v2/0?context=%7b%22Tid%22%3a%22e6cf5c66-c2fc-4ed2-90ee-23ae191f6885%22%2c%22Oid%22%3a%22cab082b5-7f47-4be4-9fae-9bf3c2b82ff5%22%7d

EVALUATION CRITERIA FOR ALL ABOVE BID/PROPOSALS REQUIREMENTS: • Bidders will be evaluated on functionality and only bidders who obtain prescribed minimum requirements will be further evaluated on price and specific goals • The 80/20 Preferential Procurement Policy Framework Act (PPPFA) and Regulations shall apply • All proposals received will be evaluated according to bid/proposal documents evaluation criteria / requirements • Successful service providers may be subject to the vetting process before appointment by the Services SETA. Bid documentation, detailed scope of work will be available on the Services SETA website <http://www.serviceseta.org.za/index.php/suppliers/active-tenders> All enquiries regarding bids should be in writing and may be directed to the email address: tenders@serviceseta.org.za by no later than 11:00 AM on the 31 October 2025. No late submissions will be considered. Submissions should be delivered into the bid box or couriered to: Senior Manager: Supply Chain Management, Ristone Office Park, 15 Sherborne Rd, Parktown, Johannesburg. The bid box is open during office hours: Monday – Thursday: 08:00 AM - 04:00 PM and Friday: 08:00 AM - 03:00 PM.

