 <p>Transport Education Training Authority <i>Driven by Vision</i></p>	<p>TERMS OF REFERENCE</p>
<p>Purpose:</p>	<p>The appointment of the professional minute-taking service provider for the remainder of the 2026/2027.</p>

1. OVERVIEW OF TETA

The Transport Education and Training Authority (TETA) was re-established by the Minister of Higher Education and Training for the period 01 April 2020 to 31 March 2030. TETA is classified as a National Public Entity under schedule 3A of the Public Finance Management Act of 1999 (PFMA).

2. BACKGROUND

TETA requires the services of a suitably qualified and experienced professional minute taking service provider to support its governance and operational structures for the remainder of the 2026/27 financial year.

The successful service provider will be required to review, correct, refine, and finalise draft minutes prepared during Quarter 1 of the 2026/27 financial year and provide professional minute taking services for governance and operational meetings scheduled during Quarter 2, Quarter 3, and Quarter 4 of 2026/2027

The services are required to ensure the accurate recording of proceedings, resolutions, decisions, and action items arising from meetings of the Accounting Authority, Board Committees, Chambers, Executive Management, and other governance and operational structures. The appointment will support effective

governance, accountability, record management, and compliance with applicable legislative and governance requirements while ensuring the continuity and integrity of TETA's official records.

3. PROJECT PURPOSE

Appoint the professional minute-taking service provider for the remainder of the 2026/2027.

4. SCOPE OF THE ASSIGNMENT

TETA wishes to invite proposals from suitably qualified and experienced service providers for the provision of professional minute taking, recording, transcription, and related governance support services for Board, Committee, Chamber, and Management meetings.

The scope of work shall include, but not be limited to, the following:

4.1 Recording and minute taking of meetings for the following structures:

- Board
- Board EXC
- Governance and Strategy Committee (G&S)
- Audit and Risk Committee
- Finance and Human Resources Committee
- Chamber Committee
- Board Assessment Workshops
- Strategic Planning Sessions
- Annual General Meetings (AGM)
- Executive and Management Meetings (EMM)
- Any additional governance or management meetings as may be required by TETA.

4.2 Review and Finalisation of Existing Minutes

The service provider shall review, correct, refine, and finalise draft minutes prepared during Quarter 1 of the 2026/27 financial year to ensure that the records accurately reflect discussions, resolutions, decisions, and action items and comply with TETA's governance standards

4.3 Minute Taking and Drafting

- Prepare comprehensive, accurate, and professional minutes of meetings.
- Capture key discussions, decisions, resolutions, recommendations, and action items.
- Ensure that minutes are concise, factual, and aligned with governance best practices.

- Incorporate comments received from TETA and prepare revised versions where required.
- Submit draft minutes within five (5) to seven (7) working days following each meeting, unless otherwise agreed with TETA.

4.4 Action and Resolution Tracking

- Prepare action lists arising from each meeting.
- Maintain and update resolution registers where applicable.
- Include a Board Resolution Register in each set of Board and Committee minutes, where required.
- Clearly identify responsible persons and implementation timelines arising from resolutions and action items.

4.5 Management of Meeting Records

- Submit audio recordings of each meeting to TETA immediately following the meeting.
- Maintain confidentiality and security of all meeting recordings, documents, and information.
- Ensure that all meeting records are provided in editable and PDF formats as required by TETA.
- Assist with the incorporation of amendments and preparation of final approved minutes.
- Ensure that approved minutes are signed by the authorised Chairperson and relevant officials and are submitted to TETA for record keeping and archiving purposes.

4.6 Quality Assurance

- Accurately reflect the proceedings of meetings.
- Meet professional minute taking standards and governance requirements.
- Are grammatically correct and professionally formatted.
- Comply with TETA's templates, governance frameworks, and record management requirements.
- Are delivered within the agreed turnaround times.

4.7 Confidentiality

The service provider shall maintain strict confidentiality regarding all information, discussions, records, resolutions, and documentation obtained during the performance of the services and shall not disclose such information to any third party without the prior written consent of TETA.

NB. TETA will arrange a briefing session with the successful service provider.

5. COST PROPOSAL

The service provider must at least indicate the following costs for the assignment:

Meetings Item	Number of meetings	Number of hours per meeting	Rate per Meeting	TOTAL
1. Board meetings	6	5-8 hours	R	R
2. Board EXCO	3	4	R	R
3. Governance and Strategy (G & S)	3	5	R	R
4. Audit and Risk	3	5	R	R
5. Finance and HR	3	5	R	R
6. Chamber committee meetings	24	5	R	R
7. Board Assessment Workshops	1	5-8	R	R
8. Strategic Plan Session	2	10 hours day	R	R
9. Annual General Meeting (AGM)	1	4	R	R
10. Executive and Management Meetings (EMM)	10	5	R	R
11. Other (specify)				
11.1 Board Ad-hoc	15	5-8	R	R
11.2 Board subcommittees Ad- Hoc	25	5	R	R
Minute Drafting without meeting attendance (from recordings)				
Meeting Item	Number of meetings	Rate per meeting	TOTAL	
1. Board committee meetings	7	R	R	
2. Board meeting	3	R	R	

3. Chamber meetings	8	R	R
BID PRICE EXCLUDING VAT	R		
VAT AMOUNT	R		
TOTAL BID PRICE INCLUDING VAT	R		

N.B. The only resources that will be considered are those that were evaluated by TETA for these assignments.

6. REPORTING FRAMEWORK AND SCHEDULING

The successful service provider will be reporting to the office of the Company Secretary on all aspects of the services to be rendered.

7. MANDATORY REQUIREMENTS

Bidders who fail to meet the following mandatory requirements will be disqualified at Pre-Compliance Phase:

Criterion	Requirement
Pricing / Costing Schedule	<ul style="list-style-type: none"> Submit the Pricing Proposal / Costing Schedule Electronic submission via email to supply Chain Department.
Declaration of Interest (SBD 4)	<ul style="list-style-type: none"> The bidder must fully complete and sign the Declaration of interest form electronically or in black ink.
SARS Pin / CSD Supplier Number	<ul style="list-style-type: none"> The bidder must submit a SARS Pin with expiry date to assist with verification of Tax Affairs. If SARS Pin is not submitted provide CSD Supplier Number
Central Supplier Database Registration	<ul style="list-style-type: none"> The bidder must be registered as a supplier with Treasury on www.csd.gov.za. (Please attach proof).
Experience of Nominated Resource/s in Board minute taking	<ul style="list-style-type: none"> Must have at least 5 years' experience in Board minute taking services. <p>NB. Complete Experience Schedule Annexure A and B of the RFB Document and this experience has to be reflected in the CV / Profile of the nominated resource.</p> <p>NB: Adherence to date format compulsory</p>

8. EVALUATION REQUIREMENTS

This Request for Quotation will be evaluated based on Price and Specific Goals only.

8.1. Price and Specific Goals Evaluation

TETA applies the provisions of the **Preferential Procurement Policy Framework Act, (Act no.5 of 2000)** and the **Preferential Procurement Policy Framework Act Regulations of 2022**.

Preferential points will be allocated using 80/20 as follows: Criteria	Points
Price	80
Specific Goals	
B-BBEE status of level contributor	10
Other Specific Goals	10
Total	100

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Rand value of tender under consideration

P_{\min} = Price of lowest acceptable tender

7.1.2 Specific Goals Evaluation

The following Table will be used to allocate the scores as this is an 80/20 bid:

B-BBEE Status Level of Contributor	Number of Points (80/20)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non-compliant contributor	0
Other Specific Goals	10
1. Who had no franchise in national elections before 1983 and 1993 Constitutions	3
2. Who is a female	3

B-BBEE Status Level of Contributor	Number of Points (80/20)
3. Who has disability	2
4. Who is young (youth)	2

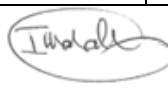
NB: The bid will be awarded to a bidder who scores the total highest points on Price and B-BBEE unless there is a compelling reason not to award the bid to the highest point scorer.


NB. The total price to be used for evaluation purposes will be the total bidding price for all costed items on Professional Fees.

9. CONTRACT PERIOD

The period of the service required cannot be established at the moment based on other factors that may affect the processes.

10. APPROVAL

RECOMMENDATION BY THE USER DEPARTMENT				
	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Recommended		Not recommended		
COMPANY SECRETARY	Adv. Ishmael Malale	Signature:		Date: 08 June 2026

APPROVAL BY SCM				
	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Approved		Not Approved		
SCM ACTING MANAGER	Mr. Zukisani Mangaliso	Signature:		Date: 11 June 2026

ANNEXURE A: SCHEDULE OF EXPERIENCE OF THE NOMINATED RESOURCE (COMPLETE PER RESOURCE)

NOMINATED RESOURCE NAME: _____

TOTAL NUMBER OF YEARS OF EXPERIENCE PROVIDING BOARD MINUTE TAKING SERVICES: _____

No.	Name of Institution	Project Description	Project Start Date (dd/mm/yyyy)	Project End Date (dd/mm/yyyy)	Name of Reference	Contacts Details of Reference	
						Telephone No.	Email Address
1							
2							
3							
4							
5							
6							

NB: Compulsory completion of the experience schedule for the nominated resource.

NB: Adherence to date format compulsory

ANNEXURE B: SCHEDULE OF EXPERIENCE OF THE NOMINATED RESOURCE (COMPLETE PER RESOURCE)

NOMINATED RESOURCE NAME: _____

TOTAL NUMBER OF YEARS OF EXPERIENCE PROVIDING BOARD MINUTE TAKING SERVICES: _____

No.	Name of Institution	Project Description	Project Start Date (dd/mm/yyyy)	Project End Date (dd/mm/yyyy)	Name of Reference	Contacts Details of Reference	
						Telephone No.	Email Address
1							
2							
3							
4							
5							
6							

NB: Compulsory completion of the experience schedule for the nominated resource.

NB: Adherence to date format compulsory