

Tender Number: T06/02/21

Tender description: REQUEST FOR PROPOSAL TO CONDUCT TALENT SELECTION PSYCHOMETRIC ASSESSMENTS AND DEVELOPMENT OF PSYCHOMETRIC

Question and Answers Version 1

No.	Question	Type	Answer
1	Please advise whether you will accept a list of our Directors, containing their ID numbers, as opposed to certified copies of each ID? We have over 200 directors, placed all around the country and gathering these during these COVID times will take quite some time.	Commercial	Yes a list of directors with ID numbers will be acceptable
2	Please advise if electronic signature of a duly authorised representative and electronic date stamps would be acceptable for the above mentioned tender?	Commercial	Yes it will be acceptable
3	How many assessments on average would the IDC conduct per month?	Technical	15-20 assesment per month will be conducted.
4	Does the IDC have a preferred assessment that they currently use?	Technical	Yes we do have preferred tools. But, we would like the bidders to propose psychometric assessment that will be best practice for IDC.
5	Is their competency model linked to any current assessment e.g. SHL?	Technical	Yes, we have competency model which we link to assessments and assesement providers such as SHL.
6	Kindly please clarify what is meant by the development of Psychometric assessments? Developing psychometrics is a hugely involved and costly process.	Technical	We mean development assessments, meaning assessments for talent development or for learning and development purposes.
7	Please advise if you would instead, require us to use the existing/current assessments and then develop basic assessments that may test culture fit etc. Culture fit assessments, as an example, are not psychometric assessments.	Technical	We would like to use assessments to assess competency fit, which will assist with culture fit. So, we do not want to develop different culture fit assessments which are not psychometric assessments.
8	We would kindly please require more in-depth detail on the "development element" of the project?	Technical	The development assessments are psychometric assessments for staff or talent development.
9	<p>I would like to request if we are able to deviate from the provided price structure provided by the tender document.</p> <p>I would like to propose that we are able to propose the overall cost for an assessment battery (incl recommended tools, administration, report and feedback) by job level. i.e.</p> <ul style="list-style-type: none"> • executive • senior manager • manager • professional • Jnr admin <p>The reason for my query is that we like to include integrity in all our batteries and our cost is all inclusive.</p> <p>Alternatively, for consistency we complete your price schedule as best possible but add our own too?</p>	Technical	Please provide costs per job level, but also ensure that you break-down the costs for these elements as per our model. It makes it easier for costing and comparing costs with other bidders.
10	How many service providers does the IDC anticipate to appoint?	Technical	We would like to appoint one service provider per category
11	Kindly advise on the information required in the project plan?	Technical	We would like to know assessment steps, service level, and resources for the projects.
12	As the bid will be submitted electronically, can we fill the bid documents electronically?	Commercial	Yes

13	If our information fails to fit on Table (b) Annexure 7, can we type up in the stipulated format and attach?	Commercial	Yes and make reference to where the information will be found
14	Annexure 6 (pg. 42 and 43) – We do not have Directors, we are a close corporation and have members. Kindly confirm that we would fill that information under 6.1 and 6.2 (which refer to shareholders/members) or should we be indicating that elsewhere?	Commercial	Yes please do put in members
15	Pricing – the contract is for 5 years, do we only provide price estimates for year one and should we assume that prices will be reviewed yearly?	Commercial	Pricing should be for five years. Bidders must provide escalations for each year
16	<ul style="list-style-type: none"> • Page 20 – Sample Reports: to confirm, we will need to provide: <ul style="list-style-type: none"> o 3x selection/acquisition sample reports (each report should be for a different tool) o 3x development sample reports (each report should be for a different tool) o 3x group sample reports (each report should be for a different tool) 	Technical	Yes, we confirm that we request 3 reports for each assessment purpose (talent selection, talent development and sample group reports). So, in total we request 9 reports.
17	With regards to the previous question, if we have a particular tool that we use for selection and development, can we provide different reports (i.e. developmental report and selection report) from the same assessment tool?	Technical	Yes, we would like to see the difference between a selection and a development report of the psychometric tools that you are proposing.