

BID DOCUMENT

RFQ NUMBER: FIC/RFB/PSYCHOMETRIC ASSESSMENTS/07/2025/26

ISSUE DATE: 10 OCTOBER 2025

**COMPULSORY BRIEFING
SESSION DATE:** 22 OCTOBER 2025 AT 14:00

CLOSING DATE: 4 NOVEMBER 2025

TIME: 11:00

DESCRIPTION: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF
A SERVICE PROVIDER TO PROVIDE PSYCHOMETRIC
ASSESSMENTS SERVICES FOR THE FINANCIAL
INTELLIGENCE CENTRE FOR A PERIOD OF FIVE YEARS

**SUBMITTING
BIDS:** One (1) original and an electronic copy (*preferably on memory
stick*) of the RFB document must be handed in / delivered to:

**TENDER BOX
FINANCIAL INTELLIGENCE CENTRE
BYLSBRIDGE OFFICE PARK
CNR JEAN AVENUE & OLIVENHOUTBOSCH
HIGHVELD EXT 73 CENTURION
HIGHVELD
CENTURION**

Bidders are required to request an ACCESS PIN CODE from
Pelisa.Landule@fic.gov.za and present their identity documents and/or
valid driver's license at the main gate in order to gain entry within the FIC
offices.

CSD NUMBER:

DOCUMENTS IN THIS BID DOCUMENT PACK

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PART A: SBD 1 INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FINANCIAL INTELLIGENCE CENTRE					
BID NUMBER:	FIC/RFB/PSYCHOMETRIC ASSESSMENTS/07/2025/26	CLOSING DATE:	4 NOV 2025	CLOSING TIME:	11:00
DESCRIPTION:	REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE PSYCHOMETRIC ASSESSMENTS SERVICES FOR THE FINANCIAL INTELLIGENCE CENTRE FOR A PERIOD OF FIVE YEARS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT					
RECEPTION, FINANCIAL INTELLIGENCE CENTRE					
BYLS BRIDGE OFFICE PARK, CNR JEAN AVENUE & OLIEVENHOUTBOSCH (13 CANDELA STREET, HIGVELD EXT 73)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Pelisa Landule		CONTACT PERSON	Pelisa Landule	
TELEPHONE NUMBER	012 641 6052		TELEPHONE NUMBER	012 641 6052	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Pelisa.Landule@fic.gov.za		E-MAIL ADDRESS	Pelisa.Landule@fic.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		CENTRAL SUPPLIER DATABASE No:	MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B: TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED - (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</p> <p>1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.</p> <p>1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD 7).</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p> <p>2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."</p>

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

PART C: SPECIAL CONDITIONS OF CONTRACT

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

The General Conditions of Contract (GCC) will form part of this BID documents and may not be amended.

Special Conditions of Contract (SCC) relevant to this BID, compiled separately for this BID (if applicable) will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

Copies of the GCC are available from the website

<https://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/general%20conditions%20of%20contract.pdf>

SPECIAL CONDITIONS THAT THE BIDDER NEEDS TO TAKE NOTE OF:

1 FRAUD AND CORRUPTION

- 1.1 All service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.
- 1.2 **Note:** Bidders should refrain from engaging with individuals who claim to represent the FIC and who offer to secure favourable outcomes of bids. Read this notice <https://www.fic.gov.za/2025/07/18/advisory-fic-procurement-process/> for more information.

2 NEGOTIATION

- 2.1 The Financial Intelligence Centre has the right to enter into negotiation with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.
- 2.2 The Financial Intelligence Centre shall not be obliged to accept the lowest of any bid, offer or proposal in part or in whole.
- 2.3 All respondents will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties. The designated responsible person of the Financial Intelligence Centre is the Supply Chain Manager or his/her written authorised delegate.

3 REASONS FOR REJECTION

- 3.1 The Financial Intelligence Centre shall reject a proposal for the award of a contract if the recommended bidder/tenderer has committed a proven corrupt or fraudulent act in competing for the particular contract.
- 3.2 The Financial Intelligence Centre may disregard the BID of any bidder/tenderer if that bidder/tenderer, or any of its directors:
 - 3.2.1 Have abused the SCM system of the Financial Intelligence Centre.
 - 3.2.2 Have committed proven fraud or any other improper conduct in relation to such a contract.
 - 3.2.3 Have failed to perform on any previous contract and the proof exists.
- 3.3 Such actions shall be communicated to the National Treasury.

4 PAYMENTS

The Financial Intelligence Centre (FIC) will pay the service provider the Fee as set out in the final contract. No additional amounts will be payable by the FIC to the Contractor.

- 4.1 The Contractor shall from time to time during the currency of the contract invoice The Financial Intelligence Centre for the services rendered. No payment will be made to the contractor unless an invoice complying with section 20 of the VAT Act No 89 of 1991 has been submitted to the FIC.
- 4.2 Payment shall be made into the bidder/tenderer's bank account normally 30 days after receipt of an acceptable, valid invoice. (Banking details must be submitted as soon as this BID is awarded).
- 4.3 The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other amounts of money required to be paid in terms of applicable law.

5 PRESENTATION / DEMONSTRATION

The FIC reserves the right to request site visit/presentations/demonstrations from the short-listed bidder/tenderers if needed.

PART D: TERMS OF REFERENCE/MINIMUM SPECIFICATION FOR THE WORK

1. BACKGROUND TO THE FIC

- 1.1. The Financial Intelligence Centre (FIC) was established in 2002, through the promulgation of the Financial Intelligence Centre Act, 2001 (Act 38 of 2001) (FIC Act), with the purpose of *inter alia* identifying the proceeds of unlawful activities and combating money laundering and the financing of terrorism.
- 1.2. The FIC is South Africa's national financial intelligence unit tasked to provide financial intelligence to relevant stakeholders including law enforcement, intelligence agencies and the South African Revenue Service. Furthermore, the FIC Act introduces a regulatory framework which requires certain categories of business to register with the FIC, takes steps regarding client identification, keep records, appoint a compliance officer, provide relevant training, have internal rules and submit various types of intelligence reports to the FIC.
- 1.3. South Africa is a member of the international anti-money laundering and counter financing of terrorism standard-setting body, the Financial Action Task Force. At a regional level, South Africa is a member of the Eastern and Southern Africa Anti-Money Laundering Group. The FIC is a member of the Egmont Group – an organisation of more than 170 financial intelligence units which provides a platform for the secure exchange of financial intelligence to assist in the combating of money laundering and terrorist financing.

2. BACKGROUND TO THE REQUIREMENT

- 2.1 The FIC uses the results of psychometric assessments in conjunction with other data sources such as interviews, screening questionnaires, application forms, academic results and other selection methods, to make talent acquisition, development and deployment decisions.
- 2.2 Other data sources such as performance history, career aspirations, interests, personal development plans, employee potential as well as organisational critical competency needs are used, in conjunction with psychometric assessment outcomes for talent management decisions.
- 2.3 The FIC has a talent management strategy which consists of four strategic pillars namely, talent acquisition, talent development, talent deployment and talent retention:

Talent acquisition	Enhances the way prospective candidates are assessed to ensure the utmost suitability of prospective candidates for the positions they have applied for.
Talent development	Offers opportunities for employees to realise their career aspirations with emphasis on: <ul style="list-style-type: none"> • Career development and growth approach • Developing capabilities for the future • Ensuring effective management capabilities • Focusing on development of critical skills
Talent deployment	Enables vertical and lateral career pathways, employee promotions and strategic transfers.
Talent retention	Retains talent and fosters a loyal and engaged workforce.

3. OBJECTIVE

- 3.1 The FIC requires an experienced service provider to provide psychometric assessments for prospective candidates and/or its incumbent employees.
- 3.2 The FIC seeks to appoint an experienced service provider to provide appropriate batteries of psychometric assessments for:
- Prospective candidates to determine job suitability (talent acquisition).
 - Current employees, to identify talent gaps and future workforce needs as well as, for example, to identify developmental areas and/or assess employee potential for development, deployment and/or retention purposes.

4. SCOPE OF WORK

- 4.1 The psychometric assessment services will be required on an *ad hoc* basis, as and when assessments are required for development and recruitment.
- 4.2 The following services are required:

- | |
|--|
| <ul style="list-style-type: none"> • Identify appropriate and relevant assessment batteries across all operational levels up to executive management level. |
| <ul style="list-style-type: none"> • Provide online and/or on-site psychometric assessments for all levels of operations across all nine provinces. |
| <ul style="list-style-type: none"> • Provide technical and/or skills assessments as and when required. |

<ul style="list-style-type: none"> • Provide psychometric test batteries to assess employee potential to inform the development and/or deployment of employees and the creation of talent pools (e.g. talent management and succession planning etc.).
<ul style="list-style-type: none"> • Uncovering potential team conflicts and areas for improvement in team collaboration through psychometric assessments.
<ul style="list-style-type: none"> • Provide user friendly, individual or group assessment reports with recommendations to HR and management.
<ul style="list-style-type: none"> • Train HR and management on the interpretation of assessment reports.
<ul style="list-style-type: none"> • Provide an online digital platform to conduct assessments.
<ul style="list-style-type: none"> • Provide assessment feedback and reports to prospective candidates or employees when required.
<ul style="list-style-type: none"> • Provide assessment reports within five working days of completion of assessments.
<ul style="list-style-type: none"> • Regular meetings with HR as agreed.

5. DURATION OF THE CONTRACT

5.1 The duration of the contract is for five years.

6. COMPULSORY VIRTUAL BRIEFING SESSION:

Date:	22 October 2025
Time:	14:00 – 15:00
Venue/ Platform	Microsoft Teams
Link to the Meeting:	Compulsory Briefing Session - REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF SERVICE PROVIDER TO PROVIDE PSYCHOMETRIC ASSESMENTS SERVICES FOR THE FINANCIAL INTELLIGENCE CENTRE FOR THE PERIOD OF FIVE YEARS Meeting-Join Microsoft Teams

PART E: EVALUATION PROCESS

7. EVALUATION PROCESS

7.1 Pre-Selection (Gate 0):

The Supply Chain Management business unit will conduct pre-selection on the following requirements:

No.	Item	Requirement	Mandatory or Non-mandatory
1.	Central Supplier Database.	Bidders must be registered on the Central Supplier Database (CSD) that can be accessed via National Treasury Website – www.csd.gov.za prior to submitting a bid.	Mandatory
2.	Valid B-BBEE Certificate or Sworn Affidavit.	Current/valid copy of a B-BBEE Certificate issued by SANAS Accredited BEE Verification Agencies OR A sworn affidavit as prescribed by the B-BBEE codes of good practice. Failure of a bidder to provide a valid B-BBEE certificate/sworn affidavit will forfeit points for specific goals.	Non-mandatory
3.	Standard Bidding Document (SBD) 1 form – Invitation to Bid.	Failure to complete, sign and submit SBD 1 form will result in disqualification.	Mandatory
4.	Standard Bidding Document (SBD) 4 form – Bidders Disclosure.	Failure to complete, sign and submit SBD 4 form will result in disqualification.	Mandatory
5.	Standard Bidding Document (SBD) 6.1 form – Preference Points Claim Form.	Failure to complete, sign and submit SBD 6.1 form will result in points being forfeited for specific goals.	Non-mandatory

No.	Item	Requirement	Mandatory or Non-mandatory
6.	Pricing Proposal	Completed pricing proposal in accordance with the provided format in Annexure A .	Mandatory
7.	Proof of Registration with the Health Professions Council of South Africa (HPCSA).	Must be registered members of the HPCSA and provide valid proof of registration. NB: This should be provided annually.	Mandatory
8.	Attendance of a Virtual Compulsory Briefing Session.	Bidders who do not attend the compulsory briefing session will be disqualified.	Mandatory

NOTE:

- A bidder who fails to comply with mandatory requirements No. **1, 3, 4, 6, 7 and 8** will be disqualified from the evaluation process.
- A bidder who fails to comply with mandatory requirement No. **2** and **5** will forfeit preference points for specific goals or B-BBEE points.

The FIC evaluation process will follow different stages or gates. Bidders must note that, **bids will be scored according to the following points system:**

	Maximum Points Achievable	Minimum Threshold
Gate 1 – Desktop Technical Evaluation	65	45
Gate 2 – Online Presentation	35	15
OVERALL COMBINED POINTS	100	60

GATE 1: TECHNICAL (FUNCTIONALITY) EVALUATION (65 POINTS):

All bidders are required to respond to the technical evaluation criteria scorecard.

Only Bidders that have met the Pre-Qualification Criteria in (Gate 0) will be evaluated in Gate 1 for functionality.

Gate 1: **DESKTOP TECHNICAL EVALUATION** - Bidders will be evaluated out of 65 points and are required to achieve minimum threshold of 45 points out of 65 points in Gate 1 to qualify for Gate 2. Bidders who do not meet this threshold will be disqualified and will not be invited to Gate 2: **PRESENTATION: ON THE ONLINE DIGITAL ASSESSMENT PLATFORM**

7.2 TECHNICAL/ FUNCTIONAL SCORING CRITERIA

No.	Criteria	Weight	Reference Page No./ Section in Proposal
1.	TRACK RECORD AND EXPERIENCE The bidder must provide a company profile indicating evidence of seven years or more experience in delivering online and face-to-face psychometric assessments for all operational roles up to executive management level. (Information to be presented in the company profile)	10	
2.	PROPOSED METHODOLOGY The bidder must provide a detailed methodology for conducting online and on-site psychometric assessments, describing how the required scope of work will be executed, which must include the following: <ul style="list-style-type: none"> • End-to-end assessment process for online and in person psychometric assessments, outlining applicable practices for talent acquisition, retention and talent development assessments. • Timelines and communication protocols followed when engaging with FIC and its candidates and employees. • How feedback is provided to recruiting line managers and HR regarding candidates' compatibility with the role for which they are applying. • Interpretation and report (Samples of four anonymised reports to be provided covering all aspects above (i) for an employee in a 	30	

	management position, (ii) for an employee in a functional position, (iii) for a prospective functional employee and (iv) for a prospective management level employee.		
3.	<p>TEAM CAPACITY</p> <p>Bidders' capacity to execute the scope of work:</p> <ul style="list-style-type: none"> • Detailed CVs of minimally six resources who have valid industrial psychology and/or psychometry qualifications, who will be assigned to the FIC contract. • Of the six resources, the lead resource to have a valid industrial psychology and/or psychometry qualification - or an equivalent NQF Level 8 qualification. • The lead resource to have a minimum of eight years' experience as an industrial psychologist and/ or psychometrists • The remaining resources to each have the necessary qualifications as outlined above and minimally five years' experience as psychologists and/or psychometrists. <p>NB: Bidders must clearly specify who the lead resource will be.</p>	15	
4.	<p>CONTACTABLE REFERENCE LETTERS</p> <p>The bidder must provide three contactable reference letters from three different organisations, where they are currently or have previously provided psychometric assessments for operational levels up to executive management level within the last five years (as at the closing date of the bid).</p> <p>The letters must contain ALL the following information:</p> <ul style="list-style-type: none"> • Be on an official client letterhead dated and signed • Client name and contact details 	10	

	<ul style="list-style-type: none"> • Contract description and services rendered indicating satisfaction of services rendered • Contract period (start and end dates). <p>Note: The FIC reserves the right to contact references provided.</p>		
TOTAL		65	

Table below explains the rating guideline for the evaluation of functional criterion:

Requirements	POINTS = 0	POINTS = 1	POINTS = 2	POINTS = 3	POINTS = 4	POINTS = 5
TRACK RECORD AND EXPERIENCE The bidder must provide a company profile indicating evidence of seven years or more experience in delivering online and face-to-face psychometric assessments for all operational roles up to executive management level. (Information to be presented in the company profile)	Less than 7 years' company experience.	N/A	N/A	7 years' company experience.	8 years' company experience.	9 years or more company experience.
PROPOSED METHODOLOGY The bidder must provide a detailed methodology for conducting online and on-site psychometric assessments, describing how the required scope of work will be executed, which must include the following: <ul style="list-style-type: none"> • End-to-end assessment process for online and in person psychometric assessments, outlining applicable practices for talent acquisition, retention and talent development assessments. • Timelines and communication protocols followed when engaging with FIC and its candidates and employees. • How feedback is provided to recruiting line managers and HR regarding candidates' compatibility with the role for which they are applying. • Interpretation and report (Samples of four anonymised reports to be provided covering all aspects above (i) for an employee in a management position, (ii) for an employee in a functional position, 	Detailed methodology or required samples not provided.	N/A	N/A	N/A	N/A	The required samples provided detailing the methodology on how the scope of work will be executed as required.

Requirements	POINTS = 0	POINTS = 1	POINTS = 2	POINTS = 3	POINTS = 4	POINTS = 5
(iii) for a prospective functional employee and (iv) for a prospective management level employee.						
TEAM CAPACITY Bidders' capacity to execute the scope of work: <ul style="list-style-type: none"> Detailed CVs of minimally six resources who have valid industrial psychology and/or psychometry qualifications, who will be assigned to the FIC contract. Of the six resources, the lead resource to have a valid industrial psychology and/or psychometry qualification - or an equivalent NQF Level 8 qualification. The lead resource to have a minimum of eight years' experience as an industrial psychologist and/ or psychometrists The remaining resources to each have the necessary qualifications as outlined above and minimally five years' experience as psychologists and/or psychometrists. NB: Bidders must clearly specify who the lead resource will be.	Less than six resources provided or irrelevant.	N/A	N/A	N/A	N/A	Minimally six resources, who each have the necessary qualifications and experience as specified to successfully perform the scope of work
CONTACTABLE REFERENCE LETTERS The bidder must provide three contactable reference letters from three different organisations, where they are currently or have previously provided psychometric assessments for operational levels up to executive management level within the last five years (as at the closing date of the bid).	No reference letters provided as specified.	N/A	N/A	N/A	N/A	Three contactable reference letters provided with all details provided, as specified.

Requirements	POINTS = 0	POINTS = 1	POINTS = 2	POINTS = 3	POINTS = 4	POINTS = 5
<p>The letters must contain ALL the following information:</p> <ul style="list-style-type: none"> • Be on an official client letterhead dated and signed • Client name and contact details • Contract description and services rendered indicating satisfaction of services rendered • Contract period (start and end dates). <p>Note: The FIC reserves the right to contact references provided.</p>						

7.2 GATE 2: ONLINE PRESENTATION AND SYSTEM DEMONSTRATION:

- a) Only bidders that have achieved a minimum threshold of **45 points out of 65 points** in Gate 1 will be evaluated in Gate 2 for presentation.
- b) Bidders will be evaluated out of **35 points** and are required to achieve minimum threshold of **15 points out of 35 points**.
- c) The Bidder will be required to provide an online or in person demonstration of the online digital assessment platform and the following will be evaluated, and will be scored by the FIC based on pre-selected criteria indicated below:

No.	Presentation Criteria or Areas to be Evaluated	Comply/ Not Comply	Points
1.	Types of assessments offered		10
2.	Platform functionality		10
3.	Security and data security		5
4.	Reporting and analytics		5
5.	Administration		5

Any proposal not meeting a minimum threshold of **15 points out of 35** on presentation and system demonstration will not be considered further for evaluation on price and preference (in terms of the 80/20 preference point system).

8. AWARDING OF POINTS FOR PRICE AND SPECIFIC GOALS

Only qualifying quotations who have complied with the minimum compliance requirements will be evaluated in terms of the 80/20 preference points system, whereby 80 points will be for price only and 20 points for preference points based on Specific Goals as set out in the preference point claim form.

- a) The percentage scored for price shall be calculated as follows:
- b) A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

- Preference points for Specific Goals will be awarded according to the table indicated in the preference points claim form.

9. ADJUDICATION

The relevant award structure will consider the recommendations and make the final award. The successful respondent will usually be the service provider scoring the highest number of points. The FIC has the right to enter into negotiations with a prospective contractor regarding any terms and conditions, including price(s), of a proposed contract.

10. PRICING SCHEDULE

Bidders are required to provide a detailed and comprehensive price proposal and indicate their fees that will be charged for five (5) years.

No.	Item Description	Rate per position Year 1 Inc. VAT	Rate per position Year 2 Inc. VAT	Rate per position Year 3 Inc. VAT	Rate per position Year 4 Inc. VAT	Rate per position Year 5 Inc. VAT	Total Rate Per Position Inc. VAT
1.	To conduct the psychometric assessment, comprehensive reports and feedback sessions for senior positions						
2.	To conduct the psychometric assessment, comprehensive reports and feedback sessions for general management positions						
3.	To conduct the psychometric assessment, comprehensive reports and feedback sessions for Executive positions						
4.	To conduct the psychometric assessment, comprehensive reports and feedback sessions for junior positions (as and when required by FIC)						
5.	Any other costs						
TOTAL UNIT RATES FOR 5 YEARS INC. VAT							R

11. VALIDITY PERIOD OF PROPOSAL

- 11.1 Validity period from date of closure is **90** days.
- 11.2 Bids submitted will be valid for the duration of the contract entered into with the successful bidder.
- 11.3 Bidders may be requested to extend their validity period of their proposal for a specified additional period. In such instances, bidders will not be allowed to change any aspect of their tender, unless they are able to demonstrate that the proposed change(s) is as a direct and unavoidable consequence of FIC's extension of the validity period.

PART F: STANDARD BIDDING DOCUMENTS OVERLEAF

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

- 1.1 The following preference point system is applicable to invitations to this tender:
- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included);

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

- 1.3 Points for this shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

- 1.4 The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

- 1.6 The FIC requires of a tenderer to substantiate any claim in regards to preferences, by submitting their current/valid B-BBEE certificate or a sworn affidavit as prescribed by the B-BBEE codes of good practice.

2. DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**Rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**The Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80/20 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations 2022, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below that shall be supported by proof / documentation as stated in the conditions of this tender:

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The B-BBEE Certificate is used as a measurement instrument for FIC's specific goals:	20 Maximum	
B-BBEE Status level of contributor: 1	20	
B-BBEE Status level of contributor: 2	18	
B-BBEE Status level of contributor: 3	14	
B-BBEE Status level of contributor: 4	7	
B-BBEE Status level of contributor: 5	4	
B-BBEE Status level of contributor: 6	2	
B-BBEE Status level 7 – 8 and non-compliant contributors	0	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.2. Name of company/firm.....

4.3. Company registration number:

4.4. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

