



03 JUNE 2026

NOTICE TO TENDERERS NO. 1

TENDER NO: 245S/2025/26

DESCRIPTION: PROVISION OF PSYCHOMETRIC AND BEHAVIOURAL ASSESSMENT INSTRUMENTS TO THE CITY OF CAPE TOWN

CLOSING DATE OF TENDER: 25 JUNE 2026

CLARIFICATION MEETING DATE: 01 JUNE 2026

TENDER BOX NUMBER: 227

Tenders should take note of the following:

This "Notice to Tenderers" forms an integral part of the Contract and is to be bound into the Tender Document and returned with the tender submitted.

The purpose of this Notice is to provide additional information on the items listed below:

1. Non-Compulsory Clarification Meeting – Minutes and Presentation
2. Clarification regarding commencement of Contract Period
3. Clarification regarding estimated usage volumes and training quantities
4. Clarification regarding submission format and supporting evidence requirements
5. Clarification regarding mandatory core assessment requirements

1. **Non-compulsory briefing session – presentation and minutes**

Your attention is specifically drawn to the attached minutes of the non-compulsory clarification meeting held on **01 June 2026 at 10h00**, together with the presentation shared during the session.

2. **Clarification regarding commencement of Contract Period**

A question was raised regarding when **Year 1** of the pricing schedule will commence.

Tenderers are advised that: **Year 1 pricing shall commence from the contract commencement date following completion of the tender process.**

The **anticipated commencement date is 01 January 2027**, subject to final award and conclusion of the procurement process.

3. **Clarification regarding estimated usage volumes and training quantities**

Questions were raised regarding anticipated assessment volumes and number of employees requiring training.

Tenderers are referred to page 36 of the tender document, under Section C5 – Specifications, where estimated annual usage volumes are provided for guidance purposes.

This includes estimated volumes relating to:

- General assessment battery usage per annum
- Individual assessment volumes across listed assessment categories
- Indicative training requirements for employees requiring assessment tool/system training

These figures are estimates only and do not constitute a guarantee of work on tender.

4. **Clarification regarding submission format and supporting evidence requirements**

Tenderers are reminded of the following submission requirements:

- The completed tender document must be submitted as an original hard copy.
- Supporting evidence relating to assessment system functionality, specifically video evidence demonstrating system functionality as required under the evaluation criteria, may be submitted electronically via USB/flash drive.
- Tenderers must ensure all schedules are completed in full and in accordance with the instructions provided in the tender document and provide supporting evidence where applicable.

Failure to submit required information may impact functionality scoring or responsiveness.

5. **Clarification regarding mandatory assessment requirements**

A question was raised regarding whether tenderers may submit, where one of the required core assessments is unavailable and an alternative assessment is proposed.

Tenderers are advised that the City requires one supplier capable of providing **all seven (7) core assessments** as stipulated in the specifications.

These include:

1. Verbal Ability / Reasoning
2. Numerical Ability / Reasoning
3. Inductive / Abstract Reasoning
4. Emotional Intelligence
5. Learning Potential
6. Speed and Accuracy
7. Personality Questionnaire

Tenderers must therefore be able to provide all seven core assessments as part of their submission.

General Reminder to Tenderers

Tenderers are reminded of the following important compliance requirements discussed during the clarification meeting:

- Tenderers **must not** alter or amend the pricing schedule.
- Alternative pricing schedules may **not** be submitted.
- Prices must be completed **in full** for Year 1, Year 2 and Year 3 in Rand values.
- Tenderers may **not** submit their own terms and conditions or amend the City's Special Conditions of Contract.
- All schedules and required supporting documentation must be completed and submitted in accordance with the tender requirements.

Failure to comply with the above may result in the tender being declared non-responsive

Yours Faithfully,



.....
For Director: Supply Chain Management

WRITTEN ACKNOWLEDGEMENT OF RECEIPT FOR 245S/2025/26 – NOTICE 1

At on this Day of 2026.

Signature:

Name of Signatory:
(In ink and capitals)

TENDERER:
(Legal Name of tendering entity in ink and capitals)