



**REQUEST FOR INFORMATION FOR THE PROVISION OF PSYCHOMETRIC
ASSESSMENT TOOLS AT AIRPORTS COMPANY SOUTH AFRICA SOC LIMITED
(ACSA)**

Issue Date : 20 January 2022

Closing Date : 03 February 2022

Tender Reference Number : COR6775/2021/RFI



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1 BACKGROUND

As part of the recruitment process, Organisation Effectiveness department provides psychometric services to the organisation for recruitment, selection and development purposes.

Airports Company South Africa (SOC) Limited (ACSA) had contracted with EOH from April 2019 for a period of 36 months. Due to the effect of covid-19, the organisation had to implement a recruitment moratorium. The services of EOH were not utilised for over 16 months.

As a result, EOH requested for an early termination of their services. The contract was terminated 31 October 2021.

2 OBJECTIVES

Airports Company South Africa (SOC) Limited (ACSA) would like to bring the psychometric services in-house, noting that the organisation has employed registered professionals to manage the administration of psychometric tools in accordance with the HPCSA.

3 SPECIFICATION

Our requirement is for an off-the-shelf tool. The following tools would be used for recruitment, selection and development. The request is to enquire on the cost the organisation would incur to purchase the below tools or the right to administer the below tools with the psychometric houses.

Personality Assessment Tool:

- Occupational Personality Questionnaire (OPQ)
- 15FQ+

Integrity Assessment Tools:

- Work-related Risk and Integrity Scale (Wrisc)
- IP200

Cognitive Assessment Tools:

- Evalex
- Critical Reasoning Test Battery (CRTB)
- Clerical Test Batter (CTB2)
- Cognitive Process Profile (CPP)

TOOL	PSYCHOMETRIC HOUSE
OPQ	SHL
15FQ+	PsyTech International
Wrisc	JVR
IP200	Integrity International



Evalex	Evalex Talent Solutions
CRTB	Psytech International
CTB2	Psytech International
CPP	Cognadev

4 INSTRUCTIONS TO RESPONDENTS

4.1 Clarifications

Formal enquiries and clarifications with respect to this RFI should be submitted to the email below:

Portia.Motsieloa@airports.co.za

4.2 RFI Closing Date and Time

The RFI closing time and date is **11h00 on 03 February 2022**.

Responses should be submitted to the following address on or before the closing date and time.

a) E-mail:

The bid document must be submitted to the e-mail address below:

Portia.Motsieloa@airports.co.za

No late submissions will be considered. Respondents are therefore advised to submit their responses on time.

4.3 RFI Process Timelines

Procurement Activities	Date
RFI Advertised	20 January 2022
Last Date for Questions	31 January 2022
Closing Date	03 February 2022
Reviewing RFI Responses	04 February 2022

4.4 Structure of The Response Document

Respondents should ensure that the document is structured in a logical manner. The following proposed sections are recommended:

- a) Company Information
- b) Pricing.

4.5 Reviewal or Evaluation of RFI Responses

EVALUATION CRITERIA	YES	NO
Provision of 1x Electronic Copy		
Company Information		
Provide indicative pricing		

5 ENQUIRIES

Enquiries can be directed to the email address Portia.Motsieloa@airports.co.za

6 TERMS AND CONDITIONS

The following terms and conditions are applicable to this RFI process.

- ❖ Costs are estimates for budget purposes only. There is no commitment on the part of either the vendor or ACSA; or any obligation by ACSA to the vendor. This will allow ACSA to more easily formulate a budget based on a comparison and extraction of information from all respondents. Unlike an RFP where a single vendor is selected, each RFI response will be a potential contributor to part of the overall specification formulation, budget and other.
- ❖ All responses will be kept confidential and not be available for public knowledge
- ❖ Any irregularities or lack of clarity in the RFI should be brought to ACSA's attention as soon as possible so that corrective addenda may be furnished to prospective respondents.
- ❖ Alterations, modifications or variations to a proposal may not be considered unless authorized by the RFI or by addendum or amendment.



- ❖ Proposals may be withdrawn by written notice received prior to RFI closure.
- ❖ ACSA reserves the right to stop this process.

7 RETURNABLE DOCUMENTS AND SCHEDULES

The following section provides more detail in terms of information required (in addition to main response document) from potential suppliers.

7.1 Company Information

Basic information on your entity is required for evaluation purposes.

7.2 Indicative Pricing Schedule

Please provide an indicative cost per unit for the proposed Psychometric Assessment Tool.

ITEM DESCRIPTION	TOTAL (excluding Value Added Tax at 15% ZA)