

# REQUEST FOR PROPOSALS

## DUBE TRADEPORT CORPORATION

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### **PROCUREMENT OF PROVISION OF PSYCHOMETRIC ASSESSMENT SERVICES FOR DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS**

**DTP/RFP/08/COR/08/2025**

Dube TradePort Corporation (DTPC) was created as a provincial public entity to develop Dube TradePort. Refer to [www.dubetradeport.co.za](http://www.dubetradeport.co.za) for more information on DTPC.

Dube TradePort Corporation (DTPC) is seeking to appoint a suitable qualified, specialist service provider to provide the following requirements:

- Providing accurate Psychometric assessments and competency assessments, at differing levels, for the purposes of recruitment and selection, leadership and management development, talent management identification and development processes for potential candidates and DTPC employees;
- Training of HR professionals and Managers on psychometric assessments and how to interpret results of the assessment reports, when required; and
- Ad hoc specialist consulting services on psychometric assessments, key competencies, alignment and other general specialist consulting, as and when required.

### **EVALUATION OF THIS BID**

All proposals will be evaluated in various stages – compliance and functionality will be assessed and thereafter all responsive proposals will be evaluated in accordance with the PPPFA regulations, 2022 using the 80/20 preference points system.

The 20 preference points (Specific Goals) will be allocated to the following as included in the bid document:

- I. Enterprises who are SMMEs (10 points).
- II. Enterprises who are South African owned (10 points)

### **REQUESTS FOR DOCUMENTS & ENQUIRIES**

Bid documents will only be available from **3 December 2025 to 15 December 2025, AND 12 January 2026 to 16 January 2026** during the weekdays (Mon – Fri) between 08h30 and 16h00. Documents will not be available physically but will be e-mailed to all companies that purchased bid documents. A non-refundable document fee of **R250.00** (Two hundred and fifty rands) must be paid via EFT, proof of payment must be emailed for the Bid Documents. No cash will be accepted, and proof of payment must be emailed to [tenders@dubetradeport.co.za](mailto:tenders@dubetradeport.co.za). Please allow 2 days for funds to be reflected in the account. DTPC will only release documents once the payment has been cleared in its bank account. Payments must contain the reference, **"RFP/08/COR/08/2025"** and must clearly identify the Bidder, e.g. "ABC Consortium". Electronic versions of these documents will only be available via email on confirmation and/or proof of payment.

#### **Dube TradePort Corporation banking details:**

Bank: ABSA; A/C No: 405 687 3817; Branch Code: 632 005; A/C Name: Dube TradePort Corporation; Account type: Current.

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A **COMPULSORY** briefing session meeting **(virtual)** for service providers, who have paid for and received the Bid Documents via email will be held via Microsoft Teams **(virtually)** on **19 January 2026 at 13:00**.

Enquiries should be directed via email: [tenders@dubetradeport.co.za](mailto:tenders@dubetradeport.co.za).

### **CLOSING TIME & DATE FOR SUBMITTING RESPONSES**

Proposals must be submitted at the DTPC offices on or before **11h00**, South African time on **30 JANUARY 2026**. Documents should be clearly marked **"PROCUREMENT OF PROVISION OF PSYCHOMETRIC ASSESSMENT SERVICES FOR DUBE TRADEPORT CORPORATION FOR A PERIOD OF THREE (3) YEARS"**.