

## Q&A for SACAA/LCPA/00003/2026-2027

1.

Could you please advise if team members must be strictly registered Psychologists or if credentials for Psychometrists registered with the HPCSA are also acceptable? Please clarify if submitting Psychologists together with Psychometrists would suffice for this requirement or if it would lead to disqualification.

|               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |    |    |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|
| Qualification | Submit qualifications of the team of psychologists that will be used to implement these assessments.                                                                                                                                                                                                                                                                                                                                                                                                                                                |    |    |
|               | <ul style="list-style-type: none"><li>• Certified copy of a master's degree in psychology, proof of registration with the HPCSA as a Psychologist, and certification to conduct psychometric assessments. A team of three (3) to four (4) psychologists submitted. <b>(10 Points)</b></li><li>• Certified copy of a master's degree in psychology, proof of registration with the HPCSA as a Psychologist, and certification to conduct psychometric assessments. A team of five (5) or more psychologists submitted - <b>(20 Points)</b></li></ul> | 10 | 20 |

- The team members must have masters degree in psychology. They can also submit proof of registration with HPCSA as psychologist. Proof of registration with HPCSA as a psychometrist can also be accepted.

2. Could you please provide further information regarding the different organisational levels to be assessed (e.g., junior management, specialists, middle management, senior management, executive management, etc.)?

The assessments will be conducted for Specialists, Middle management, Senior Management and Executive Management.

3. With regard to the feedback sessions, will feedback be required for both the candidates' manager and the interview panel, in addition to the candidate feedback session?

Feedback sessions will be required for the candidates and for the HR department. The assessments are not for recruitment purposes but rather for development purposes. Information gathered through the assessments will be used to develop learning programmes for the leaders and specialists.

4. In respect of the completion of Form SBD 3, we would appreciate guidance on how you would like us to structure our pricing, considering the following:
- a. Our assessors are permanently employed, and we therefore do not operate on an hourly or daily rate basis.
  - b. Assessments are invoiced on a per-candidate basis.
  - c. As the scope of work relates to assessment services rather than a project, it is difficult to allocate costs according to project phases or man-days.

This only applies, if applicable, of which not in this case. Please refer to page 12 and 13 of the bid document.

Bidders who score 70 or more points on functionality will be considered for inclusion in the panel. Any bidder scoring less than minimum 70 points will not be considered further.

NB: Appointment to this panel does not in any way guarantee that a service provider will receive work and/ or that a portion of work is due to it, once appointed a quotation process will be followed within the SCM policy. Meaning, since this will be a panel, we will issue RFQ as and when required.

5. Could you please clarify what is meant by "Construction Monitoring Staff" within the context of this RFQ?

We cannot find the construction monitoring staff that they refer to in the RFQ doc.  
The one in the pricing schedule is if applicable, of which not in this case.

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6. Please confirm what type of assessment tools does SACAA prefer as per the following categories. We provide a wide range of assessment tools and your guidance on what you prefer to be quoted on will be useful:

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- One sample assessment tool and one report of **Leadership assessment** (Assessment tool?)
- One sample assessment tool and one report of **Competency assessment** (Assessment tool?)
- One sample assessment tool and one report of **Psychometric assessment** (Assessment tool?)

We are leaving the recommendation of the assessment tools to the bidders and are not wanting to be prescriptive on this. We have provided the context, that the assessments are for leadership development purposes. We are seeking to be more directed and focused on the development of our leaders and so we are wanting to assessment them to objectively identify development needs. This context should then guide in selecting the most appropriate assessment tools to recommend to the SACAA as specialists.

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Also, please confirm the pricing schedule, which refers to an hourly rate rather than a cost-per-assessment rate. Please provide a template for the costing. Or clarify the scope of assessments, i.e., how many assessments need to be quoted for over the 3-year contract?

### **PRICING SCHEDULE** (Professional Services)

**NOTE: ONLY FIRM PRICES IN SOUTH AFRICAN RANDS ('R') WILL BE ACCEPTED**

|                |   |                            |
|----------------|---|----------------------------|
| NAME OF BIDDER | : | .....                      |
| BID NO.        | : | SACAA/LCPA/00003/2026-2027 |
| CLOSING TIME   | : | 11:00 ON : 26 JUNE 2026    |

OFFER TO BE VALID FOR 180 DAYS FROM THE CLOSING DATE OF BID.

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project. R.....
3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

| 4. PERSON AND POSITION | HOURLY RATE | DAILY RATE |
|------------------------|-------------|------------|
| .....                  | R.....      | R.....     |
| .....                  | R.....      | R.....     |
| .....                  | R.....      | R.....     |

5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

|       |        |            |
|-------|--------|------------|
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |
| ..... | R..... | ..... days |

- 5.1. Travel expenses (specify, for example rate/km and total km, class of air travel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

Please confirm the requirement in terms of traveling

Full time construction monitoring staff shall be reimbursed for travelling expenses, for either the return office to site or return home to site journeys, whichever is the lesser. Part time construction monitoring staff shall be reimbursed for either the return office to site or return alternate site to site journeys, whichever is the lesser. Construction monitoring staff engaged in work outside of normal working hours shall be reimbursed for the return home to site journey. Staff other than construction monitoring staff shall only be reimbursed for travelling expenses in respect of trips exceeding 40km per journey (round trip). Payment shall only be made for that portion of the distance that exceeds 40 km.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| TOTAL: R.....                         |       |          |        |

Other expenses, for example accommodation (specify, e.g. Three-star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

| DESCRIPTION OF EXPENSE TO BE INCURRED | RATE  | QUANTITY | AMOUNT |
|---------------------------------------|-------|----------|--------|
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| .....                                 | ..... | .....    | R..... |
| TOTAL: R.....                         |       |          |        |

5.2. Period required for commencement with project after acceptance of bid.....

5.3. Estimated man-days for completion of project.....

5.4. Are the rates quoted firm for the full period of contract? .....

If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.....

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7. Psychometrists in Independent Practice are accredited and licensed by the HPCSA for various assessment tools. Independent Psychometrists are specialist in workplace assessment. We note that the tender requires Psychologists- not Industrial Psychologists or Psychometrists. Would this be a disqualification if the team is mainly Psychometrists in Independent Practice? A Masters Qualification in Pshology does not qualify one to be a specialist in workplace assessments, unless if you are specialized d in this filed i.e. you are a registered Industrial Psychologists or Independent Psychometrists and accredited in the various assessment tools

- Team members must hold a masters degree in psychology (general or industrial/organisational) and must be registered with HPCSA as psychologists. Registration as psychometrics is also accepted.
- 8.** Does SACAA have presence in other provinces or will assessments happen be in Gauteng?
- Yes, SACAA has offices in Cape Town as well. where assessments need to be conducted physically, these will be done in Gauteng.
- 9.** How many employees may need to be assessed? This impacts economies of scale.
- The assessment will be done on the whole leadership team over the three-year period. The number of employees in this team may vary over the period. Current number is sitting at 110
- 10.** Please can you let me know if you consider the application of foreign firms to apply for this tender? Further, what is the value of the tender?
- It is preferred that we use South African companies for this and the amount set for this tender is not to exceed R2Million.