

**FINANCIAL SECTOR CONDUCT AUTHORITY
QUESTION AND ANSWERS**

FSCA202526-T009-APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO PROVIDE EXECUTIVE COACHING SERVICES



The following questions were received by the Financial Sector Conduct Authority (FSCA) on bid FSCA2025/26-T009 and are responded to accordingly:

NO.	QUESTION	RESPONSE
1.	1.1 I would like to get clarity on the total number of people that will be part of the coaching. Could you please break it down with number of people per level. This is important for us to work on the pricing. Please assist.	Numbers are not determined. This is on a needs basis. You can base your pricing per team coaching session and what you charge for individual one-on-one coaching.
2.	Please clarify the following:	
	2.1 What will the frequency of coaching sessions be?	The service required is on a need's basis, as need the need arise.
	2.2 Please be so kind to confirm the correct closing date as the coversheet states 28 October 2025 and the SBD1 document states 29 October 2025	The closing date has been extended to 04 November 2025, please this has been updated on the FSCA website and National Treasury's etenderportal.
3	I would like to get clarity on the total number of people that will be part of the coaching. Could you please break it down with number of people per level. This is important for us to work on the pricing. Please assist.	Numbers are not determined. This is on a needs basis. You can base your pricing per team coaching session and what you charge for individual one-on-one coaching.
4	4.1 We are in the process of responding to the above-mentioned tender. However, we would like to confirm whether the attached certificates of the representative (in conjunction with	In line with paragraph 25.1 of the tender document, bidders must be registered with relevant professional coaching bodies such as HPCSA, ICF, COMENSA, PCMA, or equivalent and proof of such registration may be submitted as part of the bid documentation. The FSCA reserves the

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	university degree and postgraduate qualification) would suffice or meet the minimum mandatory requirement? 4.2 The certificates are recognised by FASSET and not necessarily by the professional bodies that are listed as an example on the RFQ (HPCSA, ICF, COMENSA, PCMA). The representative have also conducted coaching services and mentoring before as well.	right to verify all registrations with the respective professional bodies. In line with paragraph 30 item B.1 bidders are required to submit detailed CVs of the subject matter expert/s with executive coaching experience and relevant qualifications (minimum NQF 8).
5	I have a question relating to: 27. Contract Condition (page 15) 27.2 The bidder must submit certified copies of academic qualifications. Question: if the consultant/coach lives in another Province, can he/she send us the certified copies of their qualifications via email for us to print and submit, or must we submit the ORIGINAL certified copies?	Certified copies will be required from the successful bidders at contracting stage. However, for evaluation purposes, the FSCA will consider even uncertified copies.
6	6.1. I am writing to confirm whether the questions regarding pricing were addressed specifically, the number we should quote for as discussed during the briefing meeting. Should the quotation be per individual and per team?	Numbers are not determined. This is on a needs basis. You can base your pricing per team coaching session and what you charge for individual one-on-one coaching.
	6.2. Additionally, the response regarding certified copies was not entirely clear. Could you please confirm whether we need to certify the certificates?	Certified copies will be required from successful bidders during the contracting stage. However, for evaluation purposes, the FSCA will consider even uncertified copies.

NO.	QUESTION	RESPONSE
7	May we kindly raise a question on the assessments: Your requirement - perception inventories to assess effectiveness and impact on the FSCA's culture, engagement and performance – this would be a customised survey aligned to FSCA Culture, Values, etc, correct?	Yes,
8	I have the following questions of clarity:	
	8.1. I read that we could submit the proposal either through an email or by delivering to your offices. In the event where I opt to submit through an email, how do we handle the soft and hard copies as prescribed?	In line with paragraph 4.1 of tender document, bid documents may either be posted (preferably by registered mail) or placed in the bid box or couriered to the physical address. Bids submitted by means of e-mail, telex facsimile, electronic or similar means shall not be considered