

The following questions were received by the Financial Sector Conduct Authority (FSCA) on bid FSCA2026/27-T006 and are responded to accordingly:

NO.	QUESTION	RESPONSE
1.	I am writing to you to enquire about the submission of the bid document. Page 13, paragraph 24.5 states to select a category and to submit a proposal per category. We intend to bid for both categories. May you please clarify must we submit an initialled, filled in and signed bid document, company profile, reference letters and CV per category we are bidding for? Pertaining to submission, do we submit an original, copy and memory stick per category?	Bidders are required to submit two (2) printed copies, one (1) original and one (1) copy and one electronic copy (as indicated in paragraph 4.3 of the published document, however all the supporting documents must be included in the bid document for each category selected. Bidders are further advised to refer to paragraph 30 for details relating to the functional evaluation (desktop evaluation) process.
2.	Following our attendance at the briefing session, we would appreciate clarification on the following matters: 2.1. How many panel members does FSCA intend to appoint for each category, number of Chairperson and number initiators? 2.2. What turnaround times are expected for reports and findings?	There is no limit on the number of panelists to be appointed for each category. All bidders who have progressed through all the stages of evaluation and met the minimum requirements will be appointed to the panel. The successful bidders shall liaise directly with the person delegated by the FSCA in respect of turnaround times, handling of all forms of reports pertaining to any particular assignment.

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	2.3. When a hearing has to be conducted in person, how are panel members expected to travel, and how are travel costs treated? The tender document appears to indicate only hourly rates and does not provide guidance on the treatment of travel and related disbursements. Could you therefore confirm whether the following may be charged at our company's standard rates and/or actual cost incurred: • Kilometres travelled by private vehicle (per-kilometre rate); • Flights booked for attendance; • Accommodation booked for attendance; and • Any copying and printing required in relation to the hearing?	Where necessary, the travel and other related costs may be discussed and negotiated with the successful bidders in line with the FSCA travel policy framework upon assignment of work.
	2.4. Will unsuccessful panel members receive feedback on evaluation outcomes?	Yes
3.	3.1. I refer to the TOR. Can we complete it electronically and sign electronically or must it be completed in pen, by hand?	Bid documents may be completed in any form.
4.	4.1. Kindly please advise if it is possible to request for the presentation of the briefing session for the abovementioned tender.	The FSCA did not keep the record of the non-compulsory briefing session.