

FIC/RFB/PSYCHOMETRIC ASSESSMENTS/07/2025/26

Compulsory Virtual Briefing Session

Q & A

22 October 2025 at 14:00

Venue/Platform: Microsoft Teams

QUESTIONS AND ANSWERS

NO.	QUESTION	RESPONSE
1.	How should additional costs, such as travel or feedback sessions, be reflected in the pricing schedule?	All additional costs, such as travel, feedback sessions, or other indirect expenses, must be included in the unit rate per position. Bidders must use the official pricing schedule template and, if needed, submit a detailed version on their company letterhead that matches the format in the Bid document. Any costs not part of the unit rate should be listed under “any other costs” in the template.
2.	What are the expected volumes of assessments per level?	No fixed volumes can be provided; it depends on recruitment needs and talent development processes. The entity is small, with less than 400 staff.
3.	Can assessments be conducted virtually/online?	Yes, but for certain assessments, especially at management level, face-to-face may be required to ensure integrity. The appointed service provider must assure the integrity of online assessments.
4.	How do you handle submission via courier?	Please instruct your courier companies to deposit your bid submission into the tender box that is located in the physical address stated on page 1 of the tender document.
5.	Obtaining access codes?	Bidders are advised to request access codes at least one day prior to their scheduled Tender delivery at FIC by emailing

		Pelisa.Landule@fic.gov.za, as each access code remains valid for only 24 hours from the time of issuance.
6.	Do report outputs need to align with FIC's competency framework?	Yes, the appointed service provider will receive FIC's behavioral competencies to correlate with their assessment batteries.
8.	What information will be shared to help classify the appropriate assessment batteries?	The appointed service provider will receive FIC's dictionary of behavioral competencies and career ladder information to correlate with their tools.
9.	Can the bid document be completed electronically?	Yes, but mandatory documents must be signed as required. Furthermore, the submission must be physically dropped at FIC Centurion Offices and be accompanied by an electronic submission in a USB.
10.	What is the minimum team capacity required?	Six qualified resources are required as per the advertised Bid Document.

Note: Bidders are reminded that attendance at the compulsory briefing session is a mandatory requirement. If your company did not attend this session, your proposal will not be considered for evaluation.