

RFP089/2025_QUESTION AND ANSWERS_ APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO DELIVER PSYCHOMETRIC ASSESSMENT SERVICES FOR DBSA.

QUESTIONS AND ANSWERS

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1. In the technical criteria there is a request for a sample report. We have not yet worked with the DBSA, but I assume you have a standardized template for reporting? Are you therefore just wanting to see what we would come up with in terms of reporting?	We want to get an idea of the elements you will ordinarily include in a report. Yes, we do have our own templet
2. I just have one more question regarding the pricing. I note that the pricing schedule only makes provision for the 3 additional assessments. How / where do we then complete our pricing for the core assessments, such as CPP, EQI, 15 FQ etc?	Bidders may amend the indicative pricing table where applicable, provided that any amendments are clearly stated, and the relevant items are specified
3. Given that you're considering 5–7 providers, how do you plan to consolidate the varying pricing structures they may present? Once selected, do you standardize pricing for the successful bidders?	The panel appointment will be based only on mandatory requirements and functionality, not pricing. Once the panel of 5–7 providers is in place, DBSA will issue RFQs for specific training needs. At the RFQ stage, each panel member will submit pricing for that request, and work will be allocated based on the RFQ evaluation criteria (including price and BBBEE). Pricing will be standardized across the panel, unless otherwise specified in the RFQ.
4. Could you share sample reports (for both line management and development) to help us gauge the required level of detail, as this will influence our pricing?	We will share with the selected bidders.
5. Will the contract start in 2025?	Yes, in October 2025



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6. The Psychometric tools have been identified, but there is no space on the Annexure A to complete it. Can we submit an extra pricing schedule for these?	Please confirm how you do this as we would not know. However happy with an annexure.
7. Then the Pricing schedule Annexure A focus on SHL accreditation, please advise on how you would like us to quote on this. 8. The SHL is just the platform with many tools on to utilise. Please advise on how we should complete it.	We want an indication of your registration with SHL
9. I did not get the opportunity to clarify whether or not suppliers may submit RFQs that include alternative assessments to the ones outlined in the tender document?	Only the ones outlined and requested in the RFP.
10.Assessment Tools: The Terms of Reference (TOR) and pre-qualifying criteria list a set of required tools. However, these tools differ from the advantageous tools mentioned in the technical criteria and pricing schedule. Could you please clarify if we should only quote on the advantageous tools listed in the pricing schedule?	Bidders may amend the indicative pricing table where applicable, provided that any amendments are clearly stated, and the relevant items are specified.
11.Equivalent Tools: Should we be required to only quote on the advantageous tools, are we permitted to propose equivalent tools if we do not have the specific accreditations mentioned?	Bidders may amend the indicative pricing table where applicable, provided that any amendments are clearly stated, and the relevant items are specified. Only tools mentioned in the TOR's will be considered
12.SHL Accreditation: The RFP mentions SHL accreditation as one of the required advantageous tools. Since SHL offers various tools, could you specify if there are particular SHL tools required for this project? This will help us quote accordingly.	Bidders may quote for SHL accreditation.
13.Could you please confirm the exact qualification and experience requirements for	Master's Qualification, Experience as per the requirements



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the Team Lead role? How many years do they need to have been a registered Industrial and Organisational Psychologist, if they have over 10 years working in the HR space with a variety of psychometric assessments?	
14. Will the scope involve a set number of individual staff members or teams to be assessed? Could you indicate the expected size and frequency to help us gauge the intensity of work?	Frequency cannot be pre-determined.
15. What is the expected turnaround time for the report writing aspect of the services?	48 hours.
16. Is there an indicative budget or pricing framework available to guide the selection of our final team members in line with DBSA's cost expectations?	Budget is as per the instrument requirements
17. Work Allocation & Panel Rotation • Since DBSA plan to appoint a panel of 5-7, can you outline the mechanism for distributing work among the appointed panel members? • How will RFQs be issued and prioritised and at what frequency (period)? • What factors (beyond specialty) will determine assignments to ensure fair distribution over the 5-year period? • How many such assignments can be expected to be distributed per month/quarter?	• RFQ basis and/or Work will be distributed on a rotational basis • This is based on the recruitment and talent management requirements. • RFQ and/or Based on a rotational basis • Cannot be specified.
18. Local Relevance in Assessments • How important is it to DBSA that psychometric assessments are locally normed and contextualised for South Africa's diverse cultures/population? Above and beyond the stated requirement for specific psychometric tools?	We aim to ensure that assessments are relevant to profiles.
19. What specific evidence or approach would DBSA consider most compelling in demonstrating a service provider's commitment to 'emic' (locally grounded)	We have a battery that has been approved and will continue being utilised to provide a comparative basis for existing profile



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assessment practices? Especially if it involves developing new tools or advanced validation of existing ones?	
20. Candidate Feedback Standards • Could DBSA clarify expectations for providing personalised, actionable feedback to all assessed candidates? • Are there preferred formats or development resources DBSA values?	• We aim to provide feedback to candidates; however, this is being done based on requested. • We have preferred formats which will be shared to successful bidders.
21. Ethical Governance & Assessor Competence • What components does DBSA expect in a measurable ethical governance framework from service providers? • How will this be monitored? • Are there preferred validation studies or reporting formats?	• Use of assessments will be monitored in accordance with HPCSA ethical guidelines. • All reports are monitored and evaluated by the internal Industrial Psychologists • Yes, we have preferred formats.

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