

**RFP 20/2016: APPOINTMENT OF A SERVICE PROVIDER FOR PSYCHOMETRIC ASSESSMENT
AND RELATED SERVICES**

QUESTIONS AND ANSWERS

#	QUESTION	ANSWER
A. BRIEFING SESSION QUESTIONS AND ANSWERS – 11 OCTOBER 2016		
1	Is the successful bidder going to be restricted to utilise the assessment tools preferred by SARS as stated under 9.2.5 of the main RFP document?	Yes, however 9.2.5.4, Assessment centre simulations is unspecified; bidders can use their own discretion provided the simulation exercise adequately covers SARS leadership competencies.
2	Does SARS have a specific OPQ report that the successful bidder will utilise?	The outcomes of the OPQ will be used to generate a report that will meet the SARS standard. The basic UCF20 report will provide enough information for the assessor to compile this report.
3	Can we have SARS's sample assessment report?	Yes, SARS' sample assessment report will be uploaded on SARS' website.
4	Under 9.2.2 Verbal feedback, is it a one on one feedback or a telephonic feedback that will be required by SARS?	Usually at least telephone feedback and one-on-one feedback will be required in certain situations.
5	Would SARS be able to provide definitions of competencies to enable bidders to match the simulations specifically to the competencies?	Yes, SARS' leadership competencies definitions will be published on the SARS website for bidders to peruse.
6	Footprint: Are all candidates based in Gauteng and Pretoria or are there candidates in other regions?	The candidates will be assessed in the main centres of South Africa being Cape town, Durban, Bloemfontein, etc. The majority of SARS management is based at SARS Head Office (Pretoria) and Johannesburg.

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7	Does the price include VAT?	Yes, Refer to note no.5 of Annexure B: Pricing Template.
B. ADDITIONAL QUESTIONS RECEIVED AFTER THE BRIEFING SESSION		
8	With regards to a national footprint, how important is it to have physical offices in all the major cities in the country? We have a facility in Cape Town and make use of partner offices in Gauteng. In other parts of the country, we book venues that are suitable for assessment purposes. Is this something workable for you to consider or will you only consider physical offices in all parts of the country.	<p>Provided the tender requirements are adhered to, it is in SARS' interest that the bidder will be able to conduct assessments in the main centres of the RSA. If confidentiality can be guaranteed, it does not necessarily have to be the bidder's own premises.</p> <p>Also note the provisions in the RFP with regard to subcontracting by bidders (Par 12.13).</p>
9	Kindly confirm the grades (senior management/specialist to executive leadership level) of the assessments that you would like us to price for in this RFP.	The assessments will be required for Senior Specialist / Senior Manager (Grade 8A) up to and including Chief Officer level (Grade 9B).
10	Secondly the pricing schedule requires a fee per candidate; however the request (as above) has various levels. Could you please clarify.	The pricing schedule requires a cost per candidate that covers all levels from Senior Manager/Specialist to Executive leadership level and the cost must be all inclusive.
11	As per the point 9.2.5 in the main document of the above mentioned tender, I would like to know, is the MCPA tool a requirement to be utilised or would it be possible to recommend a similar tool at a more cost effective price? We have a preference for using the CPP tool by Magellen.	<p>No. The successful bidder will be restricted to utilise the assessment tools preferred by SARS as stated under 9.2.5 of the RFP document.</p> <p>However 9.2.5.4, Assessment centre simulations is unspecified; bidders can use their own discretion provided the simulation exercise adequately covers SARS leadership competencies.</p>