



South African Reserve Bank

**Procurement Section  
370 Church Street  
Pretoria**

**Tender No.ND/04-2012**

**Project Name: Psychometric and assessment centre services for the South  
African Reserve Bank**

**Closing date: Friday, 4 May 2012 at 10h00**



South African Reserve Bank

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## Invitation to Tenderers



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## Invitation

The South African Reserve Bank (the Bank) wishes to invite and contract service providers for the provision of psychometric assessments and assessment centre services for the Bank for a three-year duration.

Eligible parties are hereby invited to tender by furnishing the following:

- Company profile containing, *inter alia*, company experience as a service provider for the same services, demonstrable capacity to do the work, registration with the Health Professions' Council of South Africa (HPCSA);
- Proof of accreditation to conduct psychometric assessments using the assessment tools listed below:-

Baron Eqi

CPA

MCPA

IRIS

OPQ

HOGAN PERSONALITY INVENTORY

CPP

Assessment Centres for management and leadership positions

APIL-B

IP 200

COPAS

- A valid BBBEE certificate.

Your tender must be an original document clearly marked "**original**", accompanied by **four (4)** copies thereof, clearly marked "**copy**" (five documents in total). The documents must be enclosed in a sealed envelope bearing the applicable tender headings and tender numbers, as well as the due date and closing time.

Tenders should be deposited in the **tender box** at the Bank's Head Office, **370 Church Street (CBD), Pretoria**.

Service providers are to note that it remains their responsibility to ensure the timeous delivery of these documents. If courier services companies are used for delivery of the documents, please give specific instructions for the documents to be deposited in the tender box and **not through the Bank internal mailing system.**  
**Tenders not deposited in the tender box will not be accepted.**

Tenders shall remain valid for a period of 120 (one hundred and twenty) days from the closing date for the submission of tenders, during which period it may not be amended or withdrawn. However, the Bank reserves the right to amend or withdraw the tender at any time during the tender process, and tenderers would, however, be advised accordingly in writing.

Kindly note that short-listed service providers will be subjected to a security vetting process in accordance with the Security Vetting Policy of the Bank and/or enabling legislation .

Applications will be received until **10:00** on **Friday, 4 May 2012.**

**Late submissions will not be considered.**

Enquiries: Ms Noluthando Deyi at e-mail address: [Noluthando.Deyi@resbank.co.za](mailto:Noluthando.Deyi@resbank.co.za).



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## **Section 1**

### **Conditions of tender**



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## Conditions of tender

### 1.1 Introduction

- 1.1.1 The Bank will select a service provider among those which have responded based on set criteria as specified in this tender.
- 1.1.2 Please note that (i) the costs incurred or losses suffered by the tenderer in preparing and submitting the proposal, and of negotiating the contract, including a visit to the Bank, are not reimbursable as a direct cost of the assignment; and (ii) the Bank is not bound to accept any of the proposals submitted.
- 1.1.3 The Bank's policy requires that tenderers provide professional, objective, and impartial advice and at all times hold the Bank's interests paramount, without any consideration for future work.
- 1.1.4 It is the Bank's policy to require that tenderers observe the highest standard of ethics during the execution of such tender. The Bank will reject a tender for award if it determines that the service provider recommended for the award has engaged in corrupt or fraudulent activities in competing for the tender in question.

### 1.2 Clarification and amendment of the tender documents

- 1.2.1 Tenderers may request a clarification of any information in the tender before the submission date. Any request for clarification must be sent in writing (by e-mail) to the following person at least 48 hours before the closing date: [Noluthando.Deyi@resbank.co.za](mailto:Noluthando.Deyi@resbank.co.za) or fax number (012) 313-4046.
- 1.2.2 At any time before the submission of tender, the Bank may, for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the tender. Any amendment shall be issued in writing through addenda.

1.2.3 Addenda shall be sent by e-mail to all invited tenderers and will be binding on them. The Bank may at its discretion extend the deadline for the submission of tenders.

### 1.3 Preparation of tender

1.3.1 Tenderers are requested to submit the tender written in English.

1.3.2 In preparing the tender, tenderers are expected to examine the documents constituting this tender in detail. Material deficiencies in providing the information requested may result in rejection of a tender.

1.3.3 While preparing the tender, tenderers must ensure that the majority of the key professional staff proposed are permanent employees of the service provider, or have an extended and stable working relationship with it.

### 1.4 Submission of tender

1.4.1 Tenderers are warned that if the conditions set out hereafter are not closely adhered to, it may result, at the sole discretion of the Bank, in the tender not being accepted for consideration.

1.4.2 The original tender shall contain no interlineations or overwriting, except as necessary to correct errors made by the service provider itself. Any such corrections must be initialled by the persons or person who sign(s) the proposals.

1.4.3 Tenders have to be submitted on the official forms included in the tender documents and preferably not be qualified by the tenderer's own conditions of tender.

1.4.4 Each tenderer is required to return the complete set of tender documents, which was obtained from the Bank, with all the required information supplied and complete in all respects. **NB: where requested to provide specific information, please provide same and refrain from referring to some attachment or other pages unless you have been specifically requested to do so. Failure to adhere to this will negatively affect your scoring and could lead to disqualification.**

1.4.5 Tenderers are instructed to strictly adhere to the numbering used in the tender document to facilitate ease of evaluation.

1.4.6 Tenderers are to note that it remains the responsibility of the tenderers to ensure the timeous delivery of the tender.

## 1.5 **Completion of tender**

1.5.1 The forms included in the tender documents are drawn up so that essential information has to be furnished. The tender document contains forms of tender to be completed by the tenderer in every detail, in ink.

## 1.6 **Signing of tender**

1.6.1 The person duly authorised thereto shall sign the tender.

## 1.8 **Procurement process**

1.8.1 The Evaluation Committee of the Bank (the Evaluation Committee) evaluates the tender on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria. Each responsive proposal will be given a score.

1.8.2 A tender shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum score pre-determined by the Evaluation Committee.

## **1.9 Tender evaluation criteria**

1.9.1 Tenders will be evaluated based on, *inter alia*, the following criteria:

- 1.9.1.1 Experience and/reputation as a service provider in conducting such programmes;
- 1.9.1.2 Organisational capacity to deliver and take responsibility for the completion of the service;
- 1.9.1.3 Industry specific accreditation;
- 1.9.1.4 Registration with the HPCSA as psychologists;
- 1.9.1.5 Accreditation by assessment tool developers to use the assessment tools listed on page 3 of this document;
- 1.9.1.6 Qualifications and experience of psychologists/psychometrists;
- 1.9.1.7 BBBEE status;
- 1.9.1.8 Price.

## **1.10 Negotiations**

1.10.1 The aim of negotiation is to reach agreement on all points. Negotiations will include a discussion of the tender. The Bank and the firm appointed will then work out final Terms of Reference indicating activities, staff, logistics, and reporting, etc. The agreed work plan and final Terms of Reference will then be incorporated in the "Description of Services". Special attention will be paid to getting the most the firm can provide within the available budget and to clearly defining the inputs required from the Bank to ensure satisfactory implementation of the service.

## **1.11 Awarding of contract**

1.11.1 The contract will be awarded following negotiations. After negotiations are completed, the Bank will promptly notify other tenderers on the shortlist that they were unsuccessful.

## 1.12 Confidentiality

1.12.1 Information relating to the evaluation of tenders and recommendations concerning awards shall not be disclosed to the service providers who submitted the proposals or to other persons not officially concerned with the process, until the successful service providers have been notified.



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## **Section 2**

### **Notes to tenderers**



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## Notes to Tenderers

### 2.1 Price to include

- 2.1.1 Where applicable, the total price shall be deemed to include any and all things and matters necessary for the complete and satisfactory execution and completion of the services to be provided whether or not specifically referred to in the document.
- 2.1.2 Apart from the Form of Tender (Appendix A), tenderers should provide a break down of costs.

### 2.2 Increase and decrease of costs

- 2.2.1 Where applicable, the quotation price shall be all inclusive on a fixed price basis and no alteration shall be made to the total price.

### 2.3 Quality assurance

- 2.3.1 The Bank's Project Manager will agree with the service provider on set standards of quality acceptance.

## 2.4 **Tender**

2.4.1 The tender is required to comprise the following:

2.4.1.1 Form of Tender (Appendix A);

2.4.1.2 Detailed cost breakdown;

2.4.1.3 Company profile;

2.4.1.4 Proof of accreditation;

2.4.1.5 BBBEE certificate;

2.4.1.6 Please attach your standard terms and conditions of contract.



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### **Section 3**

## **Scope of Work/Specification/ Terms of Reference**

### **3.1 Terms of reference/scope of work/specification**

3.1.1 The scope of work for the required service includes assessment for recruitment and selection, career development, succession management and promotion purposes. Where necessary, Levels of Work Audits will be conducted to determine the complexity inherent in various jobs. The Bank will submit a written request in the form a Request Form (this will form part of the Statement Of Work), including a competency profile and a job profile to determine the inherent job requirements and the relevant competencies in order of importance; a schedule indicative of assessment batteries to be used for the various jobs will be provided to the service provider, the assessmnet battery will also be stipulated in the content of the Request Form to ensure that all candidates are assessed on the same battery for the specified job. In addition, all the logistical arrangements including the date of assessment, the number and details of candidates, the venue and duration of assessment as well as the feedback date will be in the Statement Of Work.

3.1.2 The Bank will sign the Statement Of Work. The Service Provider will be expected to countersign the Statement Of Work to confirm receipt and acceptance to execute and deliver the services requested.

3.1.3 Once the contersigned Statement Of Work has reached the Bank, the relevant candidates will be informed of the assessments and bookings will be made 72 hours in advance of the confirmed assessment date.

3.1.4 All psychometric assessment and assessment centers must be administered by a Registered Psychologist. In the case wherein such administration is condcuted by a Registered Psychometrist, supervision of the process by a Registered Psychologist must be prearranged by the Service Provider.

3.1.5 Feedback on the assessments conducted given to the selection panel and candidates must be done by a Registered Psychologist. The records supplied by the Service Provider to the Bank in the form of assessment reports must

contain registration details of the Psychologist responsible for the provision of such feedback.

The Bank has a network of branches across the country. The service provider responsible for the assessment services requested as per the Statement of Work must be in a position to provide services in the following locations which are within reach of the Bank's premises:

- Johannesburg
- Pretoria
- Cape Town
- Durban
- East London
- Port Elizabeth
- Bloemfontein



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## **Section 4 Breakdown of costs**



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**Breakdown of costs**

**Detailed cost breakdown must be provided and attached herewith and signed by the service provider.**

**A company letterhead and VAT registration must be provided at the top of each page of the breakdown list of costs and the pages must be initialled. Please insert this page at the end of the cost breakdown and sign it.**

Signed: \_\_\_\_\_  
(for and on behalf of the tenderer who by signature hereof warrants authorisation hereto)

Date: \_\_\_\_\_



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## **Appendix A Form of Tender**



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### Appendix A

Employer: The South African Reserve Bank  
 Street address: 370 Church Street, Pretoria  
 Telephone number: 012-313 4665  
 Supplier: \_\_\_\_\_  
 Contact person: \_\_\_\_\_  
 Postal address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

	<i>Psychometric and assessment centre services for the South African Reserve Bank</i>
<b>The tender sum</b>	
<b>14% VAT</b>	
<b>TOTAL:</b>	

Amounts in words

.....  
 .....

**Signed:** \_\_\_\_\_

(For and on behalf of the tenderer who by signature hereof warrants authorisation hereto)

**Date:** \_\_\_\_\_

**VAT Number:** \_\_\_\_\_

**Tax Number:** \_\_\_\_\_