

**12 January 2021**

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## **REQUEST FOR QUOTATION (RFQ): OUTSOURCED SECRETARIAL/SCRIBE SERVICES**

### **1. INTRODUCTION**

This is a RFQ, in which the South African Police Service Medical Scheme (“Polmed” / “Scheme”) invites Service Providers to submit quotations and functional proposals regarding their interest in being appointed as Secretarial Service Providers for a period of one (1) year, renewable annually up to a maximum period of three (3) years, subject to the Service Provider’s satisfactory performance and Polmed’s operational business requirements.

### **2. BACKGROUND AND OVERVIEW OF POLMED**

- 2.1 Polmed is a closed medical scheme registered under the Medical Schemes Act (Act 131 of 1998). Only employees of the South African Police Service, appointed under the South African Police Service Act (Act 68 of 1995), and their dependents are eligible to be members of Polmed.
- 2.2 The Board of Trustees is entrusted with ensuring the optimal operation of the Scheme to the benefit of the members. The Board of Trustees comprises of seven individuals that are elected and seven that are appointed by the National Commissioner.
- 2.3 The Principal Officer, supported by Scheme Management, is responsible for executing the directives of the Board and ensuring that Polmed offers its members an excellent service.
- 2.4 The Board has five Sub-Committees, namely Audit and Risk Committee (ARC), Investment Committee (IC), Clinical Governance Committee (CGC), Human Resource and Remuneration Committee (HRREMCO) and Legal, Policy, Ethics, Complaints and Dispute Resolution Committee (LPECDRC).

### **3. PURPOSE OF THE RFQ**

3.1 Polmed seeks to appoint a suitably qualified Service Provider who is able to demonstrate the necessary capacity, expertise and knowledge to render independent, objective, efficient and professional outsourced secretariat services. To this extent, the purpose of this RFQ is to:

- (a) Invite the above suitably qualified Service Providers/ bidders to submit quotations and functional proposals in respect of the said services;
- (b) Outline Polmed's requirements/ criteria against which the Providers will be evaluated against including Technical, Financial, Socio-economic and Price; and
- (c) Inform Providers of the Quotations/Functional Proposals process.

### **4. APPLICABLE LEGISLATIVE AND REGULATORY FRAMEWORK**

4.1 Polmed functions in a highly regulated environment and to that extent, the Service Provider must be conversant with, amongst others, the following legislative and regulatory framework as they are applicable to Polmed's operations:

- (a) Medical Schemes Act;
- (b) Companies Act (NPC regime);
- (c) Trust Property Control Act;
- (d) Non-Profit Organizations Act;
- (e) Protection of Funds Act / Financial Services Regulation;
- (f) King IV;
- (g) National Health Act.

### **5. SCOPE OF WORK**

5.1 The Service Provider will be required to render services in respect of the following:

#### **5.1.1 Secretarial Services: Management of Board and Sub-Committee meetings (ordinary and special)**

- (a) Prepare relevant documentation (such as attendance registers) for the above meetings;
- (b) Attend and take minutes/scribe at meetings;
- (c) undertake audio recording of all proceedings during meetings;

- (d) Develop and maintain an up-to-date Resolution Registry throughout the contract period;
- (e) Prepare and circulate resolutions and action items within three (3) working days from the date of each meeting;
- (f) Prepare and circulate the minutes within seven (7) working days from the date of each meeting;
- (g) Provide support to Polmed's Legal Unit in respect of servicing the full Board of Trustees as well as Board Sub-Committees in the discharge of their fiduciary duties and general governance responsibilities;
- (h) Assist the Board to discharge their oversight, fiduciary and general governance roles and responsibilities.

#### **5.1.2 Statutory and governance support services as and when required**

- (a) Provide assistance with proxy template and collation/recordal;
- (b) Draft round-robin submissions and resolutions;
- (c) Assist with the development and/or review of:
  - (i) Board Calendars & Annual Work Plans;
  - (ii) Board/ Sub-Committee's Charters and/or related Frameworks;
  - (iii) Board/ Sub-Committee's and/or individual member's performance evaluations;
- (d) Assist with the following:
  - (i) Audit of statutory records and minute books of the Scheme;
  - (ii) Lodgement of annual returns;
  - (iii) General corporate governance and compliance related matters.

## **6. FEES / PRICE QUOTATION**

6.1 The service provider must submit a fee structure/ price quotation based on the above scope of work and at a minimum working on the following assumptions in respect of Secretarial Services:

- (a) 4x Ordinary Board meetings;
- (b) 2x Special Board meetings;
- (c) 4x Audit & Risk Committee meetings;
- (d) 4x Investment Committee meetings;
- (e) 4x HR & Remuneration Committee meetings;
- (f) 4x Clinical Governance Committee meetings;

- (g) 4x Legal Policy Ethics Complaints and Dispute Resolution Committee Meetings;
- (h) 5x Special Board Committee meetings;
- (i) 1x Annual General Meeting.

## **7. CRITERIA/ SPECIAL TERMS AND CONDITIONS**

- 7.1 Polmed supports and recognises Broad-Based Black Economic Empowerment (B-BBEE”) as a tool aimed towards the facilitation of a meaningful participation, sustainability and job creation of designated groups in the South African economy.
- 7.2 To achieve the above policy imperative, Polmed gives access to and maximise opportunities for business enterprises that achieve higher B-BBEE recognition levels, in particular, enterprises with contributor levels 2 and above without compromising quality standards and cost-effectiveness.
- 7.3 The Service Provider must submit:
  - 7.3.1 Certified copy of B-BBEE certificate/ sworn affidavit;
  - 7.3.2 Proof of experience in the provision of Company/ Board Secretarial services. In this regard, experience must be in excess of 3 years;
  - 7.3.3 A list of other staff (at least one plus an alternate) complement to service the requirements of Polmed;
  - 7.3.4 Proof of Accreditation / registration with a professional company secretariat body.
- 7.4 The Service Provider will be required to sign a Service Level Agreement with Polmed prior to the commencement of work.
- 7.5 The appointment will be for an initial period of one (1) year, renewable annually up to a maximum period of three (3) years, subject to the Service Provider’s satisfactory performance and/or Polmed’s operational business requirements.
- 7.6 The Service Provider acknowledges that the services under paragraph 5.1.2 above will be allocated at Polmed’s discretion as and when the service is required.
- 7.7 The Service Provider must not apply a ‘one-size fits all’ approach to Polmed but must be able to model its service offering to the precise needs and dynamics of Polmed.

Kindly send your quotations / functional proposals (**only** in soft copy) to: [juliam@polmed.co.za](mailto:juliam@polmed.co.za)  
and copy: [charlottem@polmed.co.za](mailto:charlottem@polmed.co.za) by latest **16:00 Tuesday, 26 January 2021**.