

11 July 2021

To whom it may concern

Dear Sir/Madam

## **INVITATION AND SCOPE FOR A PROPOSAL**

**APPOINTMENT OF CONSULTANT TO SELECT A PREFERRED SERVICE PROVIDER FOR THE OPTOMETRY NETWORK SERVICES TO POLMED BENEFICIARIES FOR AN INITIAL CONTRACT PERIOD OF THREE (3) YEARS, AFTER WHICH THE CONTRACT MAY BE ANNUALLY RENEWABLE FOR AN ADDITIONAL TWO (2) YEARS**  
**REFERENCE NO: POLMED/Consultant2021/C001**

The South African Police Medical Scheme (POLMED) hereby invites suitably qualified Consultants to assist the Board Technical Evaluation Committee in rendering the following services:

- Preparation of tender documentation and adverts, including the Request for Proposal. The documentation will provide selection criteria and a scoring system.
- Analysis of proposals and short-listing of finalist/s.
- Interview with finalist/s.
- Final evaluation and selection.

In your Proposal you need to provide proof of successful compliance to the following **mandatory criteria**:

- a) Be a South African company;
- b) Demonstrate relevant experience by the proposed team members in delivering on similar projects;
- c) Suitable qualifications of the proposed team;
- d) Financial Stability of the company;
- e) Provide full quote to finalize the project. Quote must include all costs and be VAT inclusive;
- f) Have a minimum of 5 (five) years' experience in procuring similar services for organisations in South Africa;
- g) Provide a current tax clearance certificate issued by the South African Revenue Service;
- h) Have recognized and established Black Economic Empowerment credential;
- i) Stipulate details of all previous contracts with Polmed, if any.

All proposals will be evaluated on Procurement knowledge, relevant experience, BEE credentials and price.

The closing date for submission of proposals is Monday 26 July 2021, at 12:00, at Polmed House, Crestway Office Park, Block A, 20 Hotel Street, Lynnwood, Pretoria, Tel. (012) 818-7500.

Yours Faithfully

**POLMED**