



South African Police Service Medical Scheme

Request For Bid – Optometry Services Provider

Date published: 8 September 2021

Reference number	Polmed/Optometry/2022
Name of institution	South African Police Service Medical Scheme ('Polmed')
Description	Appointment of a preferred service provider for the Optometry Network Services to Polmed beneficiaries for an initial contract period of three (3) years, after which contract may be annually renewable for an additional two (2) years
Queries submission closing date	Tuesday, 14 September 2021 at 12h00
Submission closing date	Thursday, 23 September 2021 at 12h00
Briefing session	None
Procurement process	Procurement process administered by 3ONE Consulting Actuaries herein after referred to as the <i>appointed consultant</i>

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Accreditation	Accreditation granted in terms of section 58(3) of the Medical Schemes Act by the Council established by Section 3 of the Act or, if applicable, any other compulsory accreditation required in terms of any relevant legislation, regulations or rules regulating the Bidder including any compulsory registration with a professional body and “Accredited” shall have a corresponding meaning
Authorised representative	Person/ legal entity authorised by the Board of Trustees or by its delegate, the Principal Officer of Polmed, to represent Polmed from time to time
Award	Conclusion of the procurement process and final notification to this effect to the successful Bidder
B-BBEE	Broad-Based Black Economic Empowerment Act, Act No. 53 of 2003 and the Codes of Good Practice issued thereunder by the Department of Trade and Industry
Beneficiaries	The principal members of Polmed and their registered dependants and “Beneficiary” shall have a corresponding meaning
Bid	A formal submission by a Bidder in response to this RFB document
Bidder	An entity or entities submitting a bid as above in response to this RFB, and includes a Bidder consortium
Board	The duly elected Board of Trustees of Polmed
BTEC	Board Tender Evaluation Committee
Contractor	Contracting entity with whom Polmed will conclude a formal contract and service level agreement subsequent to the final award of the contract based on this Request for Bid
Council	The Council for Medical Schemes established in terms of Section 3 of the Medical Schemes Act 131 of 1998
CPI	The Consumer Price Index Published in its publication P0141 (or any substitute publication) by Statistics South Africa (or its successor in title)
CSD	Central Supplier Database
Dependant	A person who qualifies as a Child Dependant or as an Adult Dependant of a Member in accordance with the definitions in the Scheme Rules
dti	Department of Trade and Industry, a national Government department
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice
May be deemed non-responsive	Bidder will not immediately be excluded from further evaluation without consideration of the detail. Clarification may be requested from the bidder in such instance.
Medical Schemes Act	The Medical Schemes Act, Act No 131 of 1998, as amended from time to time and any regulations published in terms thereof

Member	Any person registered as a principal member of Polmed, who enjoys benefits in terms of the Rules, but will exclude Suspended Members, with effect from the date of suspension, for purposes of the calculation of the Bidder's monthly service fees
Original bid	The submitted electronic version of the document, including all details relating to the application of the bidder, provided the scanned or PDFed document is signed electronically or in original ink by a person duly authorised by the bidder.
PO	Principal Officer
Polmed	The South African Police Service Medical Scheme being a medical scheme registered under the Medical Schemes Act 131 of 1998
POPI	Protection Of Personal Information
Procurement Policy	Procurement Management, based on the terms and conditions in the prevailing Procurement Policy, read with the Terms of Reference of the BTEC as approved by the Board of Polmed, and which Policy is applicable to this RFB
QSE	Qualifying small enterprise in terms of the codes of good practice
RFB	Request for Bid for the procurement of optical/optometry provider services, on the terms and conditions contained in this bid document
Scheme Rules	The Rules registered by the Council in terms of Section 32 of the Medical Schemes Act, (Act No 131 of 1998)
SLA	Service Level Agreement entered into between Polmed and the preferred Bidder setting out the terms and conditions for the services to be contracted
Statistics South Africa	The department contemplated in Section 4(1) of the Statistics Act 6 of 1999, amended from time to time
TOR	Terms of Reference
Trustees	The members of the Board of Trustees of Polmed, as constituted in terms of the Rules to manage Polmed
Valid document	A document containing authentic information conforming to legally binding status and is enforceable by the executing authority on the bidding authority whether in an original, copied, reproduced, photo, faxed or in electronic format and that has bearing to transaction(s) with Polmed. Such submission must be valid at the closing date and time of submission
Will be deemed non-responsive	Bidder will immediately be excluded from further evaluation

Bidders are to ensure that they have received all pages (pp. 38) of this document, which consist of the following two sections:

Section A

Note: Documents in this section are for information and/ or instruction to Bidders and must not be returned with bids.

- ☐ Section A-1: Bid Submission Conditions and Instructions
- ☐ Section A-2: Terms of Reference
- ☐ Section A-3: Evaluation Process

Section B

Note: Documents in this section must be completed and returned or supplied with bids.

- ☐ Section B-1: Proposal Checklist
- ☐ Section B-2: Special Conditions of the Bid
- ☐ Section B-3: Invitation to Bid
- ☐ Section B-4: Pricing Schedule
- ☐ Section B-5: Declaration of Interest
- ☐ Section B-6: Declaration of Bidder's Past SCM Practices

1.1 Fraud and corruption

- 1.1.1** All Bidders are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

1.2 Clarifications/ queries

- 1.2.1** Any clarification required by a bidder regarding the meaning or interpretation of any part of the Terms of Reference or any other aspect concerning the bid, is to be requested in writing (e- mail) at polmed@3one.co.za by **not later than 14 September 2021 at 12h00**. The clarifying information will be made available to all bidders by no later than 17 September 2021 at 12h00 via the Polmed website www.polmed.co.za.

- 1.2.2** The bid number must be mentioned in all correspondence.

- 1.2.3** Telephonic requests for clarification will not be accepted.

1.3 Submitting bids

- 1.3.1** One (1) electronic version of the submission shall be submitted via email to polmed@3one.co.za by **no later than 23 September 2021 at 12h00**.

- 1.3.2** Only bids that are submitted as aforesaid will be accepted as valid and responsive. Bidders will receive acknowledgement that the Bid has been received, inclusive of the time and date received.

- 1.3.3** All bids submitted to Polmed on time will become the property of Polmed and will as not be returned to the Bidder. **Polmed will make all reasonable efforts to keep proposals confidential. Proprietary information should be identified as such in each bid.**

1.4 Late bids

- 1.4.1** Bids received late will not be considered. Bids received late shall remain unopened. Bidders are therefore strongly advised to ensure that bids be submitted allowing enough time for any unforeseen delays.

- 1.4.2** The official Telkom time (Dial 1026) will be used to verify the exact closing time.

- 1.4.3** Bids submitted via any other mechanism other than set out above shall be deemed to be invalid and/ or non-responsive.

1.5 Format in which bids are required

- 1.5.1** Bidders must complete all the necessary documents and undertakings required in this bid document. Bidders are advised that their proposal should be concise, written in plain English and simply presented. Bidders are to set out their submission in the format prescribed hereunder.

1.6 Prescribed bid format

1.6.1	Part 1: Proposal Checklist
1.6.1.1	Bidders must complete, sign, and return the “Proposal Checklist”.
1.6.1.2	Bids submitted without the Proposal Checklist may be deemed to be non-responsive.
1.6.2	Part 2: Special Conditions of Bid
1.6.2.1	Bidders must sign and return the “Special Conditions of the Bid”.
1.6.2.2	Bids submitted without the signed “Special Conditions of the Bid” will be deemed to be non-responsive.
1.6.3	Part 3: Invitation to Bid
1.6.3.1	Bidders must complete, sign, and return the full “Invitation to Bid” document.
1.6.3.2	Bids submitted without the “Invitation to Bid” will be deemed to be non-responsive.
1.6.4	Part 4: Pricing Schedule
1.6.4.1	Bidders must complete and return the “Pricing Schedule”.
1.6.4.2	All costs related to this assignment are to be allowed for in the pricing schedule, in the format prescribed, and must be returned as part of the submission.
1.6.4.3	A Pricing Schedule with any one of the specified elements omitted from the costing will be considered non-responsive.
1.6.4.4	Value Added Tax (VAT) must be included and shown separately.
1.6.4.5	Bids submitted without a “Pricing Schedule” will be deemed to be non-responsive.

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1.6.5	Part 5: Declaration of Interest
1.6.5.1	The Bidder must complete, sign and return the “Declaration of Interest” form on behalf of all parties to the bid.
1.6.5.2	Bids submitted without a completed and signed “Declaration of Interest” will be deemed to be non-responsive.
1.6.6	Part 6: Declaration of Bidder’s Past Supply Chain Management Practices
1.6.6.1	The contracting entity must complete and return the “Declaration of Bidder’s Past SCM Practices” on behalf of all parties to the bid.
1.6.6.2	Bids submitted without a completed and signed “Declaration of Bidder’s Past SCM Practices” will be deemed to be non-responsive.
1.6.7	Part 7: SARS Tax Clearance Certificate(s)
1.6.7.1	A valid original / certified copy of the SARS Tax Clearance Certificate must accompany the bid and must be valid at the date of bid closure; or a tax compliance status PIN document, as issued by SARS, will also be accepted.
1.6.7.2	In case of a consortium / joint venture, or where sub-contractors are utilised, a valid original / certified copy of their SARS Tax Clearance Certificate for each consortium/ joint venture member and/or sub-contractor (individual) must be submitted. A tax compliance status PIN document as issued by SARS, for each stakeholder, will also be acceptable.
1.6.7.3	Where no tax clearance exists for any party noted above, a letter from SARS needs to be provided for that party, indicating that satisfactory arrangements have been made with SARS to meet the party’s tax obligations.
1.6.7.4	Bids submitted without the above will be deemed to be non-responsive.
1.6.8	Part 8: Company Registration Certificates
1.6.8.1	The Bidder must be a South African entity and must submit a copy of its “Certificate of Confirmation” issued by the Companies and Intellectual Properties Registration Office (CIPRO) or Companies and Intellectual Property Commission (CIPC). Other forms of proof that will be regarded as acceptable if the Certificate of Confirmation is not available, are the Certificate of Incorporation or the Certificate of Director Amendments (COR 39) also issued by CIPRO/ CIPC and which also shows enterprise information and active directors and confirms the registration of the company. In addition to the above, bidders may also submit proof of registration with the Government’s Central Supplier Database (CSD) as an additional item of information which is not compulsory.

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1.6.8.2	In cases where the Bidder, by law, does not require registration, such as sole proprietors, partnerships, etc. a letter to this effect must be provided.
1.6.8.3	Bids submitted without the required certificate or letter for the Bidder will be deemed to be non-responsive.
1.6.9	Part 9: VAT Registration Certificate
1.6.9.1	The Bidder must submit a certified copy of its VAT registration certificate (VAT103), if applicable. Where the bidder forms part of a consortium or joint venture, a VAT certificate in respect of each of the members of the consortium and/or joint venture must be included. A tax compliance status PIN document, as issued by SARS, will also be accepted.
1.6.9.2	In cases where the Bidder, by law, does not require to be registered for VAT, a letter to this effect must be provided.
1.6.9.3	Bids submitted without the required certificate or letter for the Bidder will be deemed to be non-responsive.
1.6.10	Part 10: Proof of Financial Soundness
1.6.10.1	As a minimum requirement, the Bidder is required to submit confirmation of financial soundness to prove that it is a going concern. Audited Financial Statements for the most recent financial year-end and preceding financial year-end, or as an alternative a letter from a registered auditor containing appropriate extracts of two years of recent Annual Financial Statements is also acceptable. The latest (or most recent) financial year-end for this purpose would be considered to be the most recent financial year-end of the bidding entity, excluding any date within six months of the date of the bid submission, allowing therefore for six months for completion of the financial statement auditing process. Any deviations from the above, or material impact on the financial soundness of the bidding entity must be documented and explained by a registered auditor.
1.6.10.2	Bids submitted without the required proof of financial soundness for the Bidder will be deemed to be non-responsive.

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1.6.11	Part 11: Valid B-BBEE certificate or other valid documentary evidence
1.6.11.1	Bidders must provide proof, in the form of a certificate, of their level contributor status in terms of the B-BBEE Act and the Codes of Good Practice issued by the dti or the approved sector codes issued in terms thereof. Such certificate must be issued by a South African National Accreditation System (SANAS) accredited B- BBEE verification agency or an IRBA accredited auditor. If a party to the bid is not a large enterprise as defined in the Codes, it may provide other proof of its status, which proof must be legally allowable and may be in the form of a certificate issued by a registered auditor or an Accounting Officer (as contemplated in the Close Corporations Act, Act No 69 of 1984) or a sworn affidavit (only in terms of the new Codes of Good Practice).
	<i>Note: Polmed reserves the right to validate the accreditation status of the verification agency used.</i>
	The bidder, or each joint venture/ consortium member, must provide proof of its level contributor status in terms of the B-BBEE Act and the Codes of Good Practice issued by the dti in October 2013, as amended. The proof submitted must be valid at the closing date of the submission. All proof which is aligned with the Codes of Good Practice will be considered.
1.6.11.2	The name of the bidding entity must appear on the certificate.
1.6.11.3	Should the bidding entity be a consortium or a joint venture, each party to the consortium or joint venture should submit a certificate or such other proof which is legally acceptable and in which case it must be indicated what percentage of work each entity will be responsible for (provided for in the pricing schedule addendum).
1.6.11.4	In order to be awarded points for B-BBEE status, the certificate(s) must be valid as at the date and time of the closing of the bid.
1.6.11.5	Should no certificate(s) or an invalid certificate(s) be submitted for the relevant parties to the bid, zero points will be awarded for B-BBEE status during the evaluation process.
1.6.11.6	In line with paragraph 17 of the Special Conditions of Bid, bidders must indicate on a separate page, at least which one additional B-BBEE initiative it will promote towards achieving Polmed's objectives of promoting broad-based black economic empowerment. This element will be considered, but not scored.
1.6.12	Part 12: Accreditation
1.6.12.1	The bidder is requested to provide proof of any accreditation credentials, including any compulsory accreditation required in terms of any relevant legislation or a professional body. A valid copy of the accreditation credentials must be submitted and valid at the closing date and time of the bid.

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1.6.12.2	The bidding entity must maintain its accreditation for the duration of the contract.
1.6.12.3	Bidders are to note that any accreditations submitted will be considered, however do not fall under the minimum requirements for this bid.
1.6.13	Part 13: Company Profile
1.6.13.1	The Bidder must submit an overall company profile including the number of staff and the growth in the number of members serviced over the last five years.
1.6.13.2	Bids submitted without a company profile will be deemed to be non- responsive.
1.6.14	Part 14: Experience in this field
1.6.14.1	Bidders must indicate the number of years they have been rendering optometry services of a similar nature. Bidders that do not submit their experience will be assumed to have zero experience.
1.6.14.2	<p>Bidders must submit and return in this part, details of similar contracts, with a focus on at least the past 12 months. This detail should at least include the following:</p> <ul style="list-style-type: none"> • Client name • Basic description of the service rendered • Contract duration • Total size of the client where it is a medical scheme, i.e. the number of principal members managed and the number of beneficiaries serviced for that client
1.6.14.3	Bids submitted without the required information will be deemed to be non-responsive.
1.6.15	Part 15: Resources
1.6.15.1	Bidders must submit a staffing plan that includes the key roles as well as the size of the teams that would be required to supply these services to Polmed. The plan must also show which of the roles will be dedicated to Polmed only and which will be shared. The skills and experience of the staff that would be put into key roles should be detailed.
1.6.15.2	Bids submitted without the required information will be deemed to be non-responsive.
1.6.16	Part 16: Response to Terms of Reference Requirements
1.6.16.1	Bidders must develop, complete, and return their response to the Terms of Reference (TOR) requirements.

1.6.16.2	Bidders must include in their response, at minimum, all points outlined in the TOR. Bidders must clearly indicate where they have added points in addition to the points that are stated in the TOR. There is no restriction on the format of the response, but bidders should focus on submitting their response in a clear, organised and concise manner.
1.6.16.3	Bids submitted without a response to the TOR requirements will be deemed to be non- responsive.
1.6.17	Part 17: Methodology and Approach
1.6.17.1	Bidders must , in addition to their response to the Terms of Reference in Part 16, provide an overall view of the solution proposed and in particular address at least the undermentioned if not covered in this format in the Terms of Reference criteria responses. This part of the submission is restricted to a maximum of <i>10 pages</i> .
1.6.17.2	<input type="checkbox"/> Describe your overall integrated solution that is being proposed, with particular reference to at least the interface required with the administration service provider. The bidder should identify any possible problems that might hinder delivery and indicate how they will avoid or overcome such problems. <input type="checkbox"/> Provide details on the bidder's capabilities to take on and set up a Scheme of a similar size to Polmed. Please also indicate the scalability of the bidder's operations, resources and structures. <input type="checkbox"/> Please provide a motivation as to why the bidder is suitable to act as a strategic and business partner to Polmed. <input type="checkbox"/> Describe and detail any parts of the proposed solution which may be outsourced to other providers and how this will be managed. <input type="checkbox"/> Provide any results from member satisfaction surveys undertaken or industry reviews for similar contracts of the bidder. <input type="checkbox"/> Describe impacting legislation and how legislative compliance on all levels of this assignment will be ensured. <input type="checkbox"/> Describe how systems and controls will be managed and reviewed, inclusive of internal audit arrangements. <input type="checkbox"/> Describe how quality assurance reviews will be performed objectively against performance by the Contractor.
1.6.17.3	Bids submitted without the required information will be deemed to be non- responsive.
1.6.18	Part 18: Project Plan (limited to 5 pages)
1.6.18.1	Provide your proposed approach and timelines for service transition, migration, and implementation. Please cover all business activities that form part of your proposed solution.

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1.6.18.2	Bidders must supply a risk register setting out the possible risks related to the handover from the current administrator to the Contractor as well as the proposed mitigatory measures which will be implemented for such risks.
1.6.18.3	Please describe your approach to knowledge and skills transfer
1.6.18.4	Describe the implementation and migration team that you will provide as part of your solution. Please ensure you provide details of all proposed roles and responsibilities.
1.6.18.5	Describe how you propose to manage change on an ongoing basis. Include details on and experience of the proposed staff and resources responsible for change management. Also, highlight any project management approaches, techniques that will be applied. Examples should be provided of where this has been done in the past.
1.6.18.6	Bids submitted without the required project plan will be deemed to be non- responsive.

2.1 Objective

The objective of the 2021 bid process is for Polmed to appoint a contractor to render optical/optometry services to Polmed in accordance with the Medical Schemes Act 131 of 1998, its regulations, the registered Rules of Polmed and the principles of sound corporate governance. The contract will be established for a period of three (3) years commencing 1 January 2022, with the option to renew the contract annually for an additional two (2) years.

2.2 Background

The South African Police Service Medical Scheme (Polmed/the Scheme) was formed to cater for the healthcare needs of employees of the South African Police Service (SAPS) appointed under the South African Police Act, Act No. 68 of 1995. The Scheme is a not for profit restricted medical scheme registered in terms of the Medical Schemes Act, Act No. 131 of 1998 and its rules are registered with the Council for Medical Schemes (CMS) in terms of the Act.

Polmed's structure consists of a Board of Trustees that direct the Scheme's activities. The Board of Trustees consists of 14 members, seven of whom are designated by the National Commissioner and seven elected by members. The duties and responsibilities of the Board of Trustees are regulated by the Rules of the Scheme and the Medical Schemes Act, 131 of 1998, as amended. The Board of Trustees has a number of Board committees that are designed to allow every Trustee to play a role in the governance of the Scheme.

These committees have their own Chairpersons and meet on a regular basis to deal with issues that are relevant to them and issues that have been delegated to them by the Board. Trustees have the fiduciary responsibility of looking after the Scheme's funds on behalf of members.

2.3 Polmed strategic objectives

Polmed's core strategic objectives are:

- To ensure members are able to receive appropriate healthcare through benefit provision and management.
- The provision of sustainable healthcare through a focus on prevention and primary healthcare services.
- To ensure a well-informed stakeholder base.
- To remain a sustainable Scheme within a changing business environment.
- To ensure that Scheme resources are effectively leveraged in order to optimise performance.

2.4 Polmed membership

Polmed had 174,447 members and 502,631 beneficiaries as at 31 December 2020, with an average age of beneficiaries of 28.27 years. The majority of Polmed's members are in South Africa, however, there are a few members based in Namibia.

2.4.1 Membership distribution by plan

Polmed currently has two registered benefit plans. The plan distribution of the existing scheme beneficiaries as at 31 July 2021, is as follows:

Marine Plan	312,531 (63%)
Aquarium Plan	185,350 (37%)

More detailed information on the Polmed benefit plans can be obtained by visiting the Polmed website at www.Polmed.co.za.

2.5 Financial information

Financial information for the year ending 31 December 2020 is as follows:

Net Contribution Income	R10.8 billion
Claims paid	R9.6 billion
Net Surplus	R1.1 billion
Solvency	47.85%
Claims ratio	90.53%

2.6 Current service environment

Polmed has contracted with a number of third-party providers in order to support its strategic goals and service delivery to its members. The current service environment for Polmed is reflected in the table below.

Main Service Area	Sub-Service Area (Current Provider in Brackets)
Administration Services	
	Processing Functions (Medscheme)
	Risk Management Functions (Medscheme)
	Client Management Services (Medscheme)
Managed Care Services	
	Disease Risk Management (Medscheme)
	Medical Advisory Services (Medscheme)
	Network Management (Medscheme)
	Client Management Services (Medscheme)
	Capitated Optometry Network (PPN)
	Emergency Medical Services – Call Centre (Netcare 911)
	Wellness Program (Medscheme – Wellness Odyssey)
Independent 3rd Party Providers	
	Provider Profiling (Medscheme)
	Actuarial Services (Insight Actuaries and Consultants)

2.7 Bid process

This bid process is open to any optical/optometry service provider in the South African market. Polmed seeks to partner with a contractor who is committed to an integrated approach to the provision, management and administration of optical/optometry data and services. The provider should have the expertise to integrate networks and stakeholders across clinical, administration and managed care providers.

In addition, the service provider needs to provide innovative solutions in an ever-changing environment and assist with ensuring that Polmed remains sustainable and effective.

Polmed is committed to the financing and provision of sustainable healthcare to the SAPS employees and their dependants. Therefore, the bid process will not only consider the cost and effectiveness of the provision of services in 2022 but will also consider the ability of the service provider to partner with Polmed in the achievement of this goal. For sustainable healthcare, Polmed believes that primary prevention should be a key focus. The service provider is required to demonstrate their ability to integrate a service delivery framework with a strong focus on primary healthcare delivery and beneficiary satisfaction.

2.8 The services and scope required

Bidders are required to submit a proposal for all the services mentioned below, making provision for interfacing with third-party service providers. The scope outlined below is service-orientated, however the bidder should include a member- and outcome-based approach as well.

The administrator and managed care providers may be separate providers and as such, integration and real-time interfacing between providers is an essential component of the services required.

The service provider will report to the designated functional representative on all matters pertaining to this contract and will report at regular intervals as agreed upon. Penalties will apply when the contract and service level agreements are not adhered to.

The services within this tender are broken down into the sections below.

2.8.1 Minimum requirements

Bidders are required to meet the minimum requirements set out below in order to be considered as a service provider for the RFB process. The bidder must complete, sign and/or return the following:

- Proposal Checklist
- Special Conditions of the Bid
- Invitation to Bid
- Pricing Schedule component of the Bid
- Declaration of Interest
- Declaration of Bidder's Past Supply Chain Management Practices
- Proof of being a registered South African company
- Confirmation of compliance with Tax and VAT
- Proof of financial soundness
- Have knowledge and understanding of the optical healthcare business and environment.

2.8.2 Processing functions

The processing functions required are broken down into claims management and IT and data management.

Claims management

This function includes all the activities relating to claims and the management thereof. The service provider must be able to provide the volume of claims validated by their system, the number of users and the technology utilised by the system.

The service provider needs to be able to demonstrate efficient initial validation of the claims authorized prior to final claim's payment/adjudication. The system must also be able to cater for ad-hoc requests on short notice. The system must also be able to monitor the progress of claims until it is settled by Polmed's Administrator.

The service provider must be able to come up with cost-containment interventions, including but not limited to Case Management and Strategic purchasing (i.e. prescription spectacle lenses, contact lenses, frames etc).

The service provider must at all times maintain comprehensive records relating to pre-authorisations and claims and make the records available, upon reasonable notice by Polmed for inspection.

IT and data management

This function includes ensuring system and technology integration, functional capabilities of the IT structures and data warehouses, as well as confidentiality of data. The service provider should host and maintain:

- Appropriate, effective, flexible, and current IT systems and structures.
- A data warehouse that will effectively support and host the Polmed database. This should include capabilities that integrate with the Polmed data warehouse and data requests.
- Database integration capabilities to ensure effective integration of data across various data sources.
- Interfacing with the various Polmed service providers, in particular with the administrator and managed care provider and various provider networks.
- Current protocols and procedures to ensure the confidentiality and integrity of the Polmed data.
- Annual reviews, testing and reports on the IT control environment and structures.

The service provider should maintain effective Cyber Security practices and be in a position to be compliant to POPI regulation. Furthermore, the service provider should be able to demonstrate sound disaster management, including but not limited to data management principles.

The service provider should assist Polmed with all reasonable requests for information by, but not limited to, the CMS, the National Treasury Department and the Auditor General. In addition, the service provider should provide monthly operational reports on the IT system and data warehouse.

2.8.3 Fraud waste and abuse

The service provider must be able to demonstrate capabilities of fraud prevention as well as fraud, waste and abuse management. The services provider will be responsible for enhancing fraud, waste and abuse awareness. They will also be required to identify fraud and waste as well as make recoveries.

2.8.4 Client management functions

This function relates to the effective communication and integration between the Scheme and the Board of Trustees, members and providers. The service provider should:

- Provide a centrally managed call centre, for members and providers that is operational between 7:30 and 17:00 on business days, with English as the primary language and two additional official languages.
- Maintain a query management system, with accumulating and capturing of queries via post, email, fax or calls and redirecting the calls and queries to the relevant stakeholders. These stakeholders will include other service providers of the Scheme, as well as the Scheme itself.
- Provide customer relationship management reports.
- Be able to show real time numbers and status of calls processed through their system. The system must also be able to cater for ad-hoc requests on short notice as well grant specific access to the Scheme when required.
- Ensure efficient running of the standalone call centre.
- Be able to resolve network and non-network complaints from service providers.

2.8.5 Additional requirements

In addition to the functions and processes listed above, the service provider should ensure that the following additional requirements are satisfied:

- The service provider must conduct their services in full compliance with the Medical Schemes Act 131 of 1998; the Regulations of the aforementioned Act; the registered rules of the Scheme; their accredited and professional requirements and the principles of sound corporate governance.
- The service provider must be able to conduct pre-authorisation processes.
- The service provider must pre-authorize optical benefits essential to cater for the basic needs of Polmed members & beneficiaries who require corrective eyewear.
- The service provider needs to be able to provide the Scheme with relevant cost-efficient but good quality benefit design recommendations.
- The service provider needs to ensure that the level of care for benefits offered is appropriate as stipulated by the Regulator and in line with the Scheme rules and approved optical benefits.
- The service provider must provide the medical scheme with monthly, quarterly as well as ad-hoc operational reports of services rendered, complaints received and all exception to the Rule cases. Reports to management of Polmed may also be requested from time to time.
- The service provider must be able to ensure good quality and cost-efficient products are provided to Polmed's beneficiaries.
- The service provider must provide written standard operating procedures and adhere to professional ethics.
- Develop a network of Optometrists with a national footprint that will adhere to the agreed tariffs and services.
- The service provider must confirm that the confidentiality is maintained and must describe the procedures to be followed in that regard. Confidentiality must be maintained in all respects.
- The service provider to provide track record of geographic spread of optometric practices nationwide contracted.
- Empowerment of historically disadvantaged individuals should be described.
- Service providers are to provide information on any innovations or value-added benefits (that are not listed as part of the requirements above) that would differentiate their service offering from their competitors.

2.9 General

- 2.9.1** The service provider must note that it is a condition of the bid that only one bidder can be accepted to render this service
- 2.9.2** The service provider to note that Polmed's optical benefit to members is available on a two-year benefit cycle
- 2.9.3** The service provider must abide by the agreed Service Levels Agreement based on the terms of the contract
- 2.9.4** The bidders to provide full details of experience in the field and current work.
- 2.9.5** The bidders must accept that confidentiality must be maintained in respect of all information handled and supplied.
- 2.9.6** The bidders must undertake to liaise with officials at Polmed, as well as key individuals at the medical scheme administrator

2.10 Propriety of right/ security of data

- 2.10.1** The intellectual propriety and ownership of all materials and products developed in the execution of the contract will be vested with Polmed in electronic form and hard copies.
- 2.10.2** Materials and products may not be made available to any unauthorized person or sold for profit without prior written consent from Polmed.
- 2.10.3** No media release concerning the tender, or any other information relating to the tender, or concerning the award of the tender may be made by the tenderer without prior consultation and written approval from Polmed's Principal Officer.

Bidders **must take note** of the evaluation process that will be followed. The phases of evaluation will be as noted below and in the order that is herein described.

3.1 Compliance with the minimum requirements

All bids duly lodged as specified in this RFB will be examined to determine compliance with procurement requirements and conditions (**refer to Section 2.8.1 Minimum requirements**). Bids with deviations from the stipulated requirements/ conditions will be eliminated from further consideration.

3.2 Evaluation of functionality

All remaining bids will be evaluated functionally as per the evaluation criteria and weights in the table shown below. Polmed reserves the right to determine technical sub-criteria and to weigh each of those criteria; ultimately adding up to the overall weight of 60 points allocated to functionality.

Functionality criteria	Points allocated
Technical response to terms of reference	25
Ability to render services in other official languages	5
Bidder's experience	10
Client service history	5
Project plan submission suitability	5
Volume of claims processed on a monthly basis	5
Bidder provider network and national footprint	5
Total points allocated to functionality	60

Bidders that score less than 70% of the points available for functionality will be eliminated from further consideration. Points will therefore not be awarded for their cost proposals or for preference.

3.3 Evaluation of price

The price evaluation criteria will be calculated by applying the undermentioned formula to each pricing component, and contributes 20 points towards to the total 100 points scoring criterion.

The lowest acceptable bid/proposal (adjusted or not) will obtain the maximum points allocated for the price component/ price. All other bids/ proposals with higher prices (adjusted or not) will obtain pricing points based on the following formula:

$$P_x = \frac{P_{min}}{P_t} \cdot P_w$$

Where:

P_x = points scored for prospective bidder x for price/ price component by bid/proposal under consideration

P_{\min} = lowest acceptable price/ price component of bid/proposal

P_t = Price/ price component of bid/proposal under consideration

P_w = percentage or weight allocated for the price/ price component

3.4 Preferential procurement evaluation

The proof pertaining to the bidder's level contributor status in terms of the B-BBEE Act will be required to verify and calculate the prospective bidder's / bidder's points under this section.

Bidders will be allowed to score a maximum of 20 points related to the level contributor status as per the evaluation criteria and weights specified in the table below.

B-BBEE level status indicator	Score
Level one	
Scores obtained for large and QSE organisations respectively	20
Level two	
Scores obtained for large and QSE organisations respectively Scores obtained for at least 51% black owned QSEs and at least 51% black owned EMEs respectively	18
Level three	
Scores obtained for large and QSE organisations respectively	16
Level four	
Scores obtained for large and QSE organisations respectively as well as EME with less than 51% black ownership	12
Level five to six	
Scores obtained for large and QSE organisations respectively	8
Level seven to eight	
Scores obtained for large and QSE organisations respectively	4
Non-compliant contributor	0

The bidder's individual score based on the above criteria will be allocated their total preferential procurement points up to a maximum of 20.

3.5 Consolidated evaluation criteria

The criteria indicated above including their weights are demonstrated as follows to result in an overall score for each respective bidder out of one hundred (100) available points.

Criteria	Points allocated
Functionality	60
Price	20
Preferential procurement	20
Total	100

3.6 Bidder presentations

Polmed or its authorised representatives reserve the right to call any shortlisted Bidder for a presentation regarding any aspect of its bid. Should Polmed decide to call for presentations, shortlisted Bidders invited to present will be notified of the date, time, venue and their allocated time slot at least three (3) days in advance (bidders shall be notified by no later than Friday, 8 October 2021 for their presentations on Tuesday, 12 October 2021). Under no circumstances will a presentation by any Bidder constitute an award or promise / undertaking to award the contract.

3.7 Adjudication of the bid

Polmed's relevant award structure will consider the recommendations of the bid evaluation committee(s) and make the final award. Polmed reserves the right to award the contract to one or more providers or not to award the contract at all.

B-1: Proposal Checklist

(To be returned with proposal as Part 1)

NOTE: This page reflects a summary of the requirements of the bid document. Information not submitted in the relevant part, may not be considered for evaluation purposes.

Part in which information must be returned	Part Description	Have you structured your bid in the required format? Tick v in the relevant block below	
		YES	NO
1.	Proposal Checklist		
2.	Special Conditions of the Bid		
3.	Invitation to Bid		
4.	Pricing Schedule		
5.	Declaration of Interest		
6.	Declaration of Bidder's Past Supply Chain Management Practices		
7.	Proof of Tax Compliance		
8.	Company Registration Certificates		
9.	Proof of VAT Compliance		
10.	Proof of Financial Soundness		
11.	Valid B-BBEE certificate or other valid documentary evidence		
12.	Accreditation		
13.	Company Profile		
14.	Experience in this field		
15.	Resources		
16.	Response to Terms of Reference Requirements		
17.	Methodology and Approach		
18.	Project Plan		

I/we declare that the accompanying documentation contains all the documents as listed in the parts above. I/we acknowledge that any part or document not submitted may render my/our bid to be deemed non-responsive and may therefore be rejected for evaluation purposes at the sole discretion of Polmed.

Name of bidder: _____

Signature of bidder: _____

Date: _____

B-2: Special Conditions of the Bid

(To be returned with proposal as Part 2)

1	General
1.1	Bidders must clearly state if a deviation from these “Special Conditions of the Bid” are offered and the reason therefor. If a deviation is offered, the paragraph reference must be indicated in a supporting appendix.
1.2	Proposals submitted without the full “Special Conditions of the Bid” with the completed and signed last page may be considered non-responsive.
1.3	Polmed shall not be liable for any expense incurred in the preparation and submission of a bid.
1.4	No entity may be involved, whether directly or indirectly, in more than one bid. Failure to comply with this requirement may, within the sole discretion of Polmed, result in disqualification of the relevant Bidder.
2	Bid Submission Conditions and Instructions and Evaluation Process
2.1	The “Bid Submission Conditions and Instructions” as well as the “Evaluation Process” as per Sections A-1 and A-3 have been noted.
3	Special Conditions of the Bid
3.1	The “Special Conditions of the Bid” as per Section B-2 of this RFB must be accepted.
3.2	Non-adherence to this requirement may deem your bid non-responsive.
4	Negotiating and contracting
4.1	A bid will constitute a binding offer which offer will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a definitive Agreement and other related transaction documents are concluded between Polmed and the preferred Bidder.
4.2	Polmed or its authorised representatives have the right to enter into negotiation with one or more Bidders regarding any terms and conditions, including price(s), of a proposed contract.

B-2: Special Conditions of the Bid

4.3	Polmed shall not be obliged to accept the lowest or any quotation, offer or proposal.
4.4	Negotiation with one or more preferred Bidders will take place subsequent to the relevant stakeholders in Polmed considering the recommendations of the BTEC.
4.5	Polmed reserves the right to select another preferred Bidder in the event that negotiations with the originally selected preferred Bidder prove unsuccessful and/or are unduly delayed.
4.6	Upon final selection and notification of the preferred Bidder, a process of final negotiations will commence. Negotiations will be used to agree the SLA in an effort to arrive at a comprehensive binding SLA that will govern the relationship between Polmed and the Successful Bidder.
4.7	Under no circumstances will negotiation with any Bidders, including with the preferred Bidder, constitute an award or promise/ undertaking to award the contract.
4.8	Polmed reserves its rights to conduct a due diligence on a shortlisted Bidder should it deem it to be necessary.
5	Access to information
5.1	All Bidders will be informed of the status of their bid once the procurement process has been concluded.
5.2	Requests for information regarding the bid process will be dealt with in line with the Polmed Procurement Policy and relevant legislation.
5.3	The appointed consultant will facilitate such communication on behalf of Polmed.
6	Reasons for rejection
6.1	Polmed shall reject a proposal for the award of a contract if the Bidder has committed a corrupt or fraudulent act in competing for the particular contract.
6.2	Polmed may disregard the bid of any Bidder if that Bidder, or any of its directors: <ul style="list-style-type: none"> • Have abused the Procurement system of Polmed. • Have committed fraud or any other improper conduct in relation to such system. • Have failed to perform on any previous contract and the proof exists.

B-2: Special Conditions of the Bid

7	Cancellation of procurement process
7.1	Polmed reserves the right to amend, modify or withdraw this RFB at any time, without prior notice and without liability to compensate or reimburse any person.
8	Contract period
8.1	The contract term shall be for a duration of three (3) years. The contract shall commence on 1 January 2022 or any other date agreed in writing between the parties during negotiations.
8.2	Prior to the expiration of the contract period, Polmed may elect to renew this Agreement for an additional period of two (2) years.
9	Non-compliance with delivery terms
9.1	As soon as it becomes known to the Bidder that he/ she will not be able to deliver the services within the delivery period and/ or against the quoted price and/ or s specified, the Principal Officer of Polmed or the delegate must be given immediate written notice to this effect. Polmed reserves the right to implement remedies including termination as provided for in the Contract.
10	Penalties
10.1	Polmed will invoke financial penalties based on non-performance in accordance with the penalty clauses which will be finalised as part of the contract negotiations and included in the final contract.
11	Legislative compliance
11.1	Bidders must be compliant with all legislation impacting on this environment covered by the scope of the project and not only the Medical Schemes Act.
12	Price adjustments
12.1	Should the contract still proceed after the first year, the fees and rates for the subsequent years shall be adjusted year-on-year with not more than the average annual CPI for the month, three months preceding the starting month of the contract of the renewed contract (i.e. should the renewed contract start in January, the CPI for the previous October) shall be used as per Statistical Release P0141, Table B. Such adjusted fee and rate shall then be fixed for the further period of twelve months.

B-2: Special Conditions of the Bid

12.2	Should the number of principal members per month increase exponentially and outside of the noted sliding scales, Polmed reserves the right to renegotiate the contractual rates.
13	Additional information and requirements
13.1	During evaluation of the bids, additional information and any supporting documentary evidence may be requested from Bidders in writing. Replies to such requests must be submitted in writing within 3 (three) working days or as otherwise indicated.
13.2	No additional information will be accepted from any individual bidder without such information having been requested.
14	Confidentiality
14.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.
15	Intellectual property rights
15.1	All intellectual property created during the execution of this contract as part of its deliverables shall belong to Polmed, but the bidder shall however retain all of its intellectual property rights in respect of any and all of its models, methodologies or the like of a common or generic nature supplied or developed by the bidder in the conduct of its business, before, during or after the agreement established as a result of this bid process.
15.2	In the event that the bidder, any of the sub-contractors or any of its team members or any project team member would like to use information or data generated by the project, for academic or any other purpose, prior written permission must be obtained from the Principal Officer.
15.3	This paragraph shall survive termination of this Contract.
16	Copyright
16.1	Copyright of all documentation relating to this bid belongs to Polmed. No bidder may disclose any information or documentation to other persons without the written approval of the Principal Officer or his/her delegate.

B-2: Special Conditions of the Bid

17	Preferential procurement
17.1	Polmed shall not do business with non-compliant contributors.
17.2	Tenderers who fail to submit proper B-BBEE Recognition Level verification certificates will not receive points for B-BBEE.
17.3	If a bidder loses its B-BBEE Contributor Status at any time or a change has occurred which could lead to its status being different, Polmed must be informed in writing within 30 days and Polmed reserves the right to require of the bidder to improve and rectify its status within an agreed period; failing which, Polmed may cancel the contract.
17.4	Written contracts concluded between Polmed and an accepted contractor will contain a clause providing for: <ul style="list-style-type: none"> • An undertaking by the contractor that, with effect from the date of signature, it will be in possession of a valid B-BBEE Recognition Level Verification Certificate; • An undertaking by the contractor that, for the duration of the Agreement, it agrees to maintain its B-BBEE Contributor Status Level to, at least, that of a particular status level
17.5	When it is detected that a preference has been obtained on a fraudulent basis, Polmed will act against the tenderer to whom the contract has been awarded. Such action may include the following: <ul style="list-style-type: none"> • Recovery of all costs, losses or damages it has incurred or suffered as a result of that tenderer's conduct; • Cancellation of the contract and the claim of any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation; • Impose a financial penalty more severe than the theoretical financial preference associated with the claim which was made in the tender; and • Restrict the contractor, its shareholders and directors from obtaining business from Polmed for a period not exceeding 10 years.
17.6	Bidders must indicate at tendering stage at least which one additional B-BBEE initiative it will promote towards achieving Polmed's objectives of promoting broad-based black economic empowerment.
	This initiative will be considered for applicability, but will not be scored per se.

B-2: Special Conditions of the Bid

	It will however be negotiated with the preferred bidder at contracting stage and must be acceptable to Polmed. The cost of this initiative is for the account of the contractor. The framework within which this initiative must fall must either be the use of one or more sub-contractors rendering a core component of the service that will be at least level 4 contributor status. The promotion of this initiative must expand year-on-year during the contract period. It may also include a component of skills development. These initiatives must be able to be monitored and must be measurable; details of which will be confirmed and agreed during negotiation.
18	Warranties
18.1	The Bidder warrants that it is able to conclude an Agreement to the satisfaction of Polmed and that it will not be involved in any manner in activities which conflict with the obligations of the contractor to provide the contracted services.
19	Ownership and transfer of data
19.1	The Contractor acknowledges that all raw claims and other related data remains the property of Polmed.
19.2	All data that can reasonably be deemed to be the property of Polmed and data that should be considered necessary for Polmed to conduct its business must be handed over to a third party as and when required by Polmed.
19.3	Data must be transferred in agreed formats with corresponding quality standards.
19.4	The Contractor must allow Polmed access to data within reasonable periods through relevant project and execution plans.
19.5	The handover period for data to a third party will be determined during the contracting stage but will be for a period not exceeding six (6) months.
20	Retention
20.1	On termination of the agreement the Contractor shall, on demand, hand over all documentation provided as part of the service and all deliverables, etc., without the right of retention, to Polmed.
20.2	No agreement to amend or vary a contract or order or the conditions, stipulations or provisions thereof shall be valid and of any force and effect unless such agreement to amend or vary is entered into in writing and signed by the authorised contracting parties. Any waiver of the requirement that the agreement to amend or vary shall be in writing, shall also be in writing.

B-2: Special Conditions of the Bid

21	Agreement to be concluded
21.1	The Agreement and SLA will be negotiated with the preferred bidder. The fee schedule, based on the Pricing Schedule in this Bid document, will be included in the formal contract between Polmed and the Contractor.

I/we **offer/do not offer** a deviation. I/we **attach/do not attach** our deviation as an appendix to this Part 2 of my/our bid. I/we agree that if no appendix detailing our deviation is attached to this Part 2 of my/our bid, it will be construed that I/we accept all the above- mentioned “Special Conditions of the Bid”.

Name of bidder: _____

Signature of bidder: _____

Date: _____

B-3: Invitation to Bid

(To be returned as Part 3)

You are hereby invited to respond to the bid of Polmed

Bid reference number:	Polmed/Optometry/2021
Closing date:	24 September 2021 at 12h00
Queries and questions closing date:	14 September 2021 at 12h00
Email submissions address:	polmed@3one.co.za
Description	Appointment of a preferred service provider for the Optometry Network Services to Polmed beneficiaries for an initial contract period of three (3) years, after which contract may be annually renewable for an additional two (2) years
Validity	Offer to be valid for 90 days from the closing date of the bid

The successful bidder will be required to fill and sign a written formal contract and SLA.

Bidders should ensure that bids are delivered to POLMED before the closing date and time to the correct email address. If the bid is late, it will not be accepted for consideration.

All bids must be submitted on the official bid forms (not to be retyped).

Bids that do not comply with the minimum requirements will not be considered for evaluation.

All bidders are to furnish the following particulars and include in their submission (failure to do so may result in disqualification of the bid)

Name of bidder:

VAT registration number:

Company registration number:

Income tax reference number:

Company PAYE number:

Company UIF number:

Company address:

Contact details of bidder:

Name:

Position:

Email:

Cell / telephone number:

B-3: Invitation to Bid

In case where the bidder is a consortium/joint venture, provide the following details on all parties to the consortium/joint venture members except the contractor covered above: Should more space be required, please add the detail as an attachment to this document.

Entity name:

VAT registration number

Tax Clearance certificate submitted?
(YES/ NO):

Entity name:

VAT registration number

Tax Clearance certificate submitted?
(YES/ NO):

Entity name:

VAT registration number

Tax Clearance certificate submitted?
(YES/ NO):

Entity name:

VAT registration number

Tax Clearance certificate submitted?
(YES/ NO):

Names of subcontractors to be used:

Entity name:

VAT registration number

Tax Clearance certificate submitted?
(YES/ NO):

Entity name:

VAT registration number

Tax Clearance certificate submitted?
(YES/ NO):

Entity name:

VAT registration number

Tax Clearance certificate submitted?
(YES/ NO):

Entity name:

VAT registration number

Tax Clearance certificate submitted?
(YES/ NO):

B-3: Invitation to Bid

Contact details of responsible person who will act on behalf of the bidding entity for this bid:

Contact details of bidder:

Name:

Position:

Email:

Cell / telephone number:

Domicilium

Polmed chooses the following as its domicilium citandi et executandi for all purposes of and in connection with the final contract:

Crestway Office Park, Block A (Polmed House), 20 Hotel Road, Persequor Park, Lynnwood, Pretoria

The Bidder must indicate its domicilium citandi et executandi for all purposes of and in connection with the final contract.

I/We have examined the information provided in your bid documents and offer to undertake the work prescribed in accordance with the requirements as set out in the bid document. The prices quoted in this bid are valid for the stipulated period. We confirm that the information provided in the response is true and correct. We confirm that this bid will remain binding upon us and may be accepted by you at any time before the expiry date.

Name of bidder:

Signature of bidder:

Date:

Are you duly authorised
to commit the bidder?

Name of authorised
signatory:

Capacity:

B-4: Pricing Schedule

(To be returned as Part 4)

Name of bidder:	
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The bidder must complete and submit the pricing schedule below based on both benefit plans. The pricing schedule below must be completed in respect of the 2022 per member per month management fee. Bidders are also expected to demonstrate an expected rate per tariff (expressed in 2021 terms) based on the tariff codes and descriptions listed below. The pricing schedule attached is for the period **1 January 2022 to 31 December 2022**.

Number of registered principal members in good standings at the end of each calendar month	Administration fee for service per member per month (excluding VAT)	VAT @ 15%	Total administration fee per member per month (including VAT)
Up to 175,000 members			
Between 175,001 and 185,000 members			
More than 185,000 members			

B-4: Pricing Schedule

(To be returned as Part 4)

The information below is required to inform the calculation of the bidder's B-BBEE score and will form the basis for work breakdown on which Polmed will contract. **Only in the event that the bidder is a joint venture/ consortium**, the following information must be furnished in order to be entitled to be awarded points for B-BBEE.

Number	Name of consortium/ joint venture member	Percentage (%) of the contract value managed and/or executed by the consortium/ joint venture member
1		
2		
3		
4		
5		

Note: Should no breakdown per entity to the bid be submitted where the bidder is a joint venture/ consortium, zero points will be awarded for B-BBEE.

B-5: Declaration of Interest

(To be returned as Part 5)

Any legal person, including persons employed by Polmed and/or the appointed consultant, or persons having a kinship with persons employed by Polmed and/or the appointed consultant including a blood relationship, may make an offer or offers in terms of this bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by Polmed and/or the appointed consultant, or to persons connected with or related to Polmed and/or the appointed consultant it is required that the contractor on behalf of the bidder, or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

- The bidder is employed by Polmed and/or the appointed consultant; and/or
- The bidder is a management board member of Polmed and/or the appointed consultant; and/or
- The legal person on whose behalf the bid document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

1	Are you or any person connected with the bidder, employed by Polmed and/or the appointed consultant?	YES	NO
1.1	If so, state particulars:		
2	Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by Polmed and/or the appointed consultant and who may be involved with the evaluation and or adjudication of this bid?	YES	NO
2.1	If so, state particulars:		
3	Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by Polmed and / or the appointed consultant who may be involved with the evaluation and or adjudication of this bid?	YES	NO
3.1	If so, state particulars:		

B-5: Declaration of Interest



Declaration

I the undersigned (full name) _____ certify that the information furnished above is correct. I accept that Polmed may act against me should this declaration above be false.

Name of bidder:

Signature:

Date:

Position:

B-6: Declaration of Bidder's Past SCM Practices

(To be returned as Part 6)

This declaration will be used by institutions to ensure that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.

The bid of any Bidder may be disregarded if that Bidder, or any of its directors have:

- Abused Polmed's supply chain management system;
- Committed fraud or any other improper conduct in relation to such system; or
- Failed to perform on any previous contract.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

1	Is the Bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	YES	NO
1.1	If so, state particulars:		
2	Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access the Register enter the National Treasury's website, www.treasury.gov.za click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number 012-3265445.	YES	NO
2.1	If so, state particulars:		
3	Was the Bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	YES	NO
3.1	If so, state particulars:		
4	Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	YES	NO
4.1	If so, state particulars:		

B-6: Declaration of Bidder's Past SCM Practices



Declaration

I the undersigned (full name) _____ certify that the information furnished in this declaration form is correct. I accept that in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of bidder:

Signature:

Date:

Position:
