



RFP Description	Request for proposals for an appointment of a Service Provider for Board/Company secretary services to POLMED
RFP Reference	POLMED003/2024/BOARD SECRETARY
Name of institution	South African Police Service Medical Scheme ('POLMED')
Date of advertisement	10 April 2024
Opening date for submissions	18 April 2024 All prospective bidders are to submit their documents together with the completed forms electronically via email to procurement@polmed.co.za
Briefing Session Information	Briefing Session: 17 April 2024 Venue: Teams Meeting Time: 14h00 Request for meeting link to be sent to procurement@polmed.co.za
Bid submission deadline	26 April 2024 Submissions will be closed to prospective bidders on 26 April 2024 at 12h00. All submissions submitted past this deadline will be disregarded. RFP submissions are to be submitted electronically via email to procurement@polmed.co.za OR through the tender box situated at POLMED House in Lynwood.
Obtaining bid documents	RFP documents can be obtained from the POLMED website under "Procurement" at www.polmed.co.za , alternatively these documents may be requested from procurement@polmed.co.za
Important information	It is the prospective bidder's responsibility to obtain documents in time so as to ensure responses reach POLMED timeously. POLMED will not be held responsible for any delays in submissions. No extensions will be granted.

