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[www.polmed.co.za](http://www.polmed.co.za)  
[procurement@polmed.co.za](mailto:procurement@polmed.co.za)

**REQUEST FOR PROPOSALS**

**ADVERTISEMENT**

**BID DESCRIPTION:**

APPOINTMENT OF A SERVICE PROVIDER FOR ACTUARIAL SERVICES TO POLMED

**BID NUMBER: POLMED007/2024/ACTUARIAL SERVICES**

**COMPULSORY BRIEFING SESSION:**

**27 SEPTEMBER 2024 AT 10H00**

**CLOSING DATE:**

**04 OCTOBER 2024 AT 12H00**



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## GLOSSARY

Abbreviation	Description
Administrator	The Administrator of the Scheme as envisaged in the Medical Scheme Act.
Authorised representative	Person/ legal entity authorised by the Board of Trustees or by its delegate, the POLMED 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, 2003 (Act No. 53 of 2003) and the Codes of Good Practice issued there under by the Department of Trade and Industry.
Bid	A written offer on the official bid documents and in a prescribed or stipulated form in response to an invitation by POLMED for the provision of services, works or goods.
Bidder	Entity/joint venture/consortium responding to the Request for Proposals.
Board of Trustees	The duly elected and appointed Board of Trustees of POLMED.
CMS/ Council	The Council for Medical Schemes established in terms of section 3 of the Medical Schemes Act.
CoGP	The Department of Trade and Industry B-BBEE Codes of Good Practice.
Contracting Entity/ 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.
DTI	Department of Trade and Industry.
EME	Exempted Micro Enterprise in terms of the Codes of Good Practice.
IP	Intellectual Property.

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Abbreviation	Description
Medical Schemes Act	The Medical Schemes Act, Act No 131 of 1998, and any regulations published in terms thereof.
Member	Any person who is enrolled as a Member of the Scheme and who is a member in terms of the Rules and shall be deemed to include the registered dependents of a Member.
Original bid	Original document signed in ink by the person duly authorised to commit the Bidder. Copies of original document signed in ink by the person duly authorised to commit the Bidder.
PO	Principal Officer.
POLMED	The South African Police Service Medical Scheme being a medical scheme registered under the Medical Schemes Act, 1998 (referred to as the Scheme).
QSE	Qualifying Small Enterprise in terms of the codes of good practice.
RFP	Request for Proposals.
Rules	The registered Rules of the Scheme as defined in terms of the Medical Schemes Act.
SCM	Supply Chain Management.
ToR	Terms of Reference.
Trustees	The members of the Board of Trustees of the Scheme, as constituted in terms of the Rules to manage the Scheme.
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.

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## 1. GENERAL TERMS AND CONDITIONS OF THE BID

### 1.1 FRAUD AND CORRUPTION

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 BRIEFING SESSION

**Compulsory Briefing Session:**

**Date of Briefing: 27 September 2024**

Time: 10:00 – 11:00

Venue: Team's Meeting

**E-mail Reg:** [procurement@polmed.co.za](mailto:procurement@polmed.co.za)

### 1.3 CLARIFICATIONS AND QUERIES

Telephonic requests for clarification will not be accepted. 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 RFP, is to be requested in writing (e-mail) from [procurement@polmed.co.za](mailto:procurement@polmed.co.za). The RFP number must be mentioned in all correspondence.

### 1.4 SUBMISSION OF RESPONSES

Responses to the RFP document must be submitted in the following manner:

#### **Hard Copies Submissions**

The tender box is situated at the reception of the POLMED head office: Crestway Office Park

Block A, 20 Hotel Street Persequor Park Lynnwood

Pretoria

For purposes of this RFP, bids submitted via facsimile will not be considered.

The two (2) envelope system will be followed. One (1) original and one (1) copy of both the technical and financial bid must be submitted in a sealed envelope/ pack. The technical and financial bids must be submitted in separate envelopes. A total of six (6) documents must be submitted. Bidders must indicate on the cover of each document whether it is the original or a copy of the submission.

All bids must be submitted together with an **electronic copy (Memory Stick/USB)** of the entire bid in the format prescribed in section 1.4. the bid document.

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**Failure to submit an electronic copy of the bid will lead to the bid being non-responsive and will be disqualified.**

**Bids should be submitted in a sealed envelope/ pack, marked with:**

- RFP number: POLMED007/2024/ACTUARIALSERVICES
- Closing date and time: 02 October 2024 at 12h00 pm
- The name and address of the bidder.
- Indication if the envelope/ pack relates to the technical or financial response.

#### **Electronic Bid Submissions**

**Failure to comply to the following electronic submission format will invalidate the bid by the closing date and time to [procurement@polmed.co.za](mailto:procurement@polmed.co.za):**

- Part 1- Administrative Documents
- Part 2 - Technical Proposal
- Part 3 - Pricing and B-BBEE Information

The reference number of the bid must be clearly indicated in the subject line.

All bids submitted to POLMED will become the property of POLMED and will as such shall not be returned to the bidder. POLMED will maintain all reasonable efforts to maintain bids in confidence. Proprietary information should be indicated as such in each bid.

### **1.5 LATE SUBMISSIONS**

Bids received late will not be considered. A bid will be considered late if it arrived one (1) second after 12:00PM or any time thereafter. The tender box shall be locked at exactly 12:00PM and bids arriving late will not be considered under any circumstances.

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

Bids received late shall be returned unopened, where possible, to the bidder. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.

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## 1.6 FORMAT OF THE TECHNICAL BID

Submissions by Bidders must be in the following format:

- A: Executive Summary.
- B: Company Profile, Capacity and Geographical Footprint
- C: Company Competency and Expertise
- D: Methodology and Approach
- E: Team Competency and Experience, including CVs and Qualifications
- F: Financial Soundness (Financial Statements)
- G: Investigation by Regulatory Bodies
- H: Client References (Contactable)

## 1.7 VALIDITY OF THE BID

The functional and financial bids must be valid for a period of 90 days from the closing date of this RFP.

## 1.8 DURATION OF APPOINTMENT

The term of the contract will be for a period of 12 months renewable for two years based on performance. POLMED reserves the right to terminate the contract of the service provider on the basis of poor performance, giving the service provider sufficient prior notice thereof in writing.

## 1.9 NEGOTIATING AND CONTRACTUAL OBLIGATIONS

A bid will constitute a binding offer, but such offer will be deemed not to have been accepted, unless and until a definitive contractual agreement and other related documents are concluded between POLMED and the preferred bidder.

POLMED or its authorised representatives have the right to enter into negotiation with one (1) or more bidders regarding any terms and conditions, including price(s), of a proposed contract.

POLMED shall not be obliged to accept the lowest bid price.

POLMED reserves the right to select another Preferred Bidder in the event that negotiations with the originally selected Preferred Bidder prove unsuccessful and/or unduly delayed.

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Upon final selection and notification of the Preferred Bidder, a process of final negotiations will commence. Negotiations will be used to finalise outstanding elements of the SLA in an effort to arrive at a comprehensive binding SLA that will govern the relationship between POLMED and the Successful Bidder.

Under no circumstances will negotiation with any Bidders, including with preferred Bidders, constitute an award or promise/ undertaking to award the contract or be construed as legitimate expectations by such Bidder.

#### **1.10 BIDDER SELECTION**

POLMED reserves the right to select the appropriate service provider based on its requirements.

#### **1.11 ACCESS TO INFORMATION**

All Bidders will be informed of the status of their bid once the procurement process has been completed. Requests for information regarding the RFP process will be dealt with in line with the POLMED SCM Policy and other relevant applicable legislation in terms of access to information.

#### **1.12 BIDDER ENQUIRIES**

All technical and Supply Chain-related enquiries must be sent in writing to [procurement@polmed.co.za](mailto:procurement@polmed.co.za). The RFP number must be mentioned in all correspondence.

#### **1.13 REASONS FOR REJECTION**

POLMED shall reject a bid for the award of a contract if the recommended Bidder is suspected of fraud or improper conduct or has committed a proven corrupt or fraudulent act in competing for the particular contract.

POLMED may disregard the bid of any Bidder if that Bidder, or any of its directors:

- Have abused the Supply Chain Management (SCM) system of POLMED.
- Are suspected of or have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract.
- In case of collusive tendering by the Bidders or any anti-competitive conduct as determined in terms of the Competition Act, 89 of 1998.
- In case a Bidder, a member of the Bidder, has interest (directly or indirectly) in any other Bidder.

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#### **1.14 CANCELLATION OF PROCUREMENT PROCESS**

POLMED reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.

#### **1.15 ADMINISTRATIVE REQUIREMENTS**

Bids submitted by potential service providers must include at least the following mandatory documentation/ information:

- Company registration and shareholding information to support the B-BBEE contribution certificate.
- Valid, original tax clearance certificate or equivalent.
- Service Providers must submit Audited financial statements and or independently reviewed financial statements covering a period of three (3) financial years.
- B-BBEE status level of contribution certification or sworn affidavit.
- Declaration of interest.
- Declaration of bidder's past SCM practices.
- Investigation by regulatory bodies (Confirmation must be in writing on a company's letterhead).
- Signature by a duly authorized representative of the bidder and all pages of the bid documents initialled for correctness.

#### **1.16 COMPANY REGISTRATION AND SHAREHOLDING INFORMATION**

The Bidder must be a South African entity and must submit its company registration details and documentation. Bids submitted without a company registration document will be deemed to be non-responsive.

#### **1.17 VALID, ORIGINAL TAX CLEARANCE CERTIFICATE**

A valid SARS Tax Clearance Certificate must accompany the bid and must be valid at the date of closing of the RFP. In case of a consortium/ joint venture, a valid SARS Tax Clearance Certificate for each consortium/ joint venture member must be submitted.

The following options will be regarded as a valid tax clearance certificate:

- A valid original tax clearance pin certificate printed directly by SARS; or
- A valid tax clearance certificate mailed to the relevant party to the bid and thus printed by the party to the bid and which is accompanied by a PIN through which POLMED may confirm the validity of the certificate on the closing date of the bid.

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Failing to provide a PIN will lead to the verification being done at a later stage which would require that the party to the bid's tax compliance status be measured after the closing date and must be in order on date of measurement.

- Where no valid 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.

Bids submitted without a valid original tax clearance certificate or proof of arrangements made with SARS for each party to the bid will be deemed to be non-responsive.

#### **1.18 B-BBEE STATUS LEVEL**

Proof pertaining to the bidder's level contributor status or sworn affidavit should be provided. Information is available at [www.dti.gov.za](http://www.dti.gov.za).

Failure to provide the B-BBEE Certification **will lead** to the bid being regarded as **non-responsive**.

#### **1.19 DECLARATION OF INTEREST**

The bidder must complete and return the "Declaration of Interest" on behalf of all parties to the bid.

The bidder must fully declare all co-administration or sub-contracting arrangements/ agreements/ financial interest between the organisation and other entities, including POLMED and its service providers.

Irrespective of the "Declaration of Interest" form, the bidder must submit a full declaration of relationships between the bidder and other service providers in the healthcare industry (including POLMED). If no such relationships exist, the bidder must indicate this in their submission in terms of this requirement.

Bids submitted without a completed and signed Declaration of Interest will be deemed to be non-responsive.

#### **1.20 DECLARATION OF BIDDER'S PAST SCM PRACTICES**

The bidder must complete and return the "Declaration of bidder's past Supply Chain Management practices" on behalf of all parties to the bid.

Bids submitted without a completed and signed "Declaration of bidder's past Supply Chain Management practices" form may be deemed to be non-responsive.

#### **1.21 INVESTIGATIONS BY REGULATORY BODIES**

The bidder is to confirm that it is not being investigated by any regulatory bodies irrespective of the nature of the investigation. If it is being investigated, the respective

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details are to be supplied as part of this submission.

**1.22 SIGNATORY BY DULY AUTHORISED REPRESENTATIVE**








Bidders must provide proof that the individual signing the bid documents are duly authorized to sign the bid, i.e., a resolution of directors, etc. should be provided.

**1.23 FINANCIAL SOUNDNESS**

Service Providers must submit Audited financial statements and or independently reviewed financial statements covering a period of three (3) financial years. (POLMED reserves the right to request supporting information for Audited financial statements and or independently reviewed financial statements after submission of bids)

**1.24 EVALUATION PROCESS**

Evaluation of the responses from the Bidders will be done in a phased approach as per the below criteria:

Stage 1	Stage 2	Stage 3	Stage 4
<b>ADMINISTRATIVE COMPLIANCE</b> 	<b>TECHNICAL EVALUATION</b> 	<b>PRICE &amp; B-BBEE EVALUATION</b> <div style="border: 1px solid blue; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;">             Price = 80              B-BBEE = 20           </div>	<b>FINAL AWARD</b> Post tender negotiation (if applicable) requesting best & final offer.
<b>RETURNABLE DOCUMENTS</b> 	<b>70% THRESHOLD</b> 	<b>WEIGHTED SCORING / 100</b> 	 Negotiation of final terms & conditions of contract 

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**2. GATE 1 – ADMINISTRATIVE DOCUMENTS AND COMPLIANCE**

**2.1 ADMINISTRATIVE COMPLIANCE**

Refer to the checklist for a summary of the compulsory documentation and information. All bid documents must be completed and signed by the duly authorized re of the Bidder. During this phase Bidders’ responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The Bidders’ bid will be disqualified for non-submission of any of the documents.

**CHECKLIST – COMPLIANCE TO ADMINISTRATIVE COMPLIANCE**

No	Document Required	Submitted (Y/N)	Cross Reference to Bid Document
1	Company registration and shareholding information to support the B-BBEE contribution certificate.		
2	Valid, original tax clearance certificate or equivalent.		
3	Service Providers must submit Audited financial statements and or independently reviewed financial statements covering a period of three (3) financial years.		
4	B-BBEE status level of contribution certification or sworn affidavit.		
5	Declaration of interest and Declaration of bidder's past SCM practices.		
6	Investigation by regulatory bodies.		
7	Signature by a duly authorized representative of the bidder and all pages of the bid documents initialled for correctness.		

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**STANDARD BID DOCUMENTS**

**i). INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO RESPOND TO A BID OF POLMED</b>			
<b>BID NUMBER</b>	POLMED007/2024/ACTURIALSERVICES	<b>CLOSING DATE</b>	02 OCTOBER 2024
		<b>CLOSING TIME</b>	12H00
<b>DESCRIPTION</b>	Request for Proposals for appointment of a service provider for the provision of end-to-end Actuarial Services for a period 12 months, renewable annually for two years based on performance.		
<b>VALIDITY</b>	90 Days		
The successful Bidder will be required to fill in and sign a written Formal Contract and SLA.			
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:</b>			
Crestway Office Park Block A, 20 Hotel Street Persequor Park Lynnwood, Pretoria			
No posted OR faxed Bids will be accepted			
Bidders should ensure that bids are delivered before the closing date and time to the correct physical address and email address. Submission of late bids will not be accepted. Bids can be delivered and deposited into the tender box between 08:00 and 16:30, Mondays to Fridays prior to the closing date and between 08:00 and 11:00 on the closing date. All bids must be submitted on the official bid forms (not to be re-typed).			
<b>TECHNICAL AND SUPPLY CHAIN ENQUIRIES MAY BE DIRECTED VIA EMAIL TO</b>			
<b>E-MAIL ADDRESS</b>	<a href="mailto:procurement@polmed.co.za">procurement@polmed.co.za</a>		

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SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CADE		NUMBER
CELLPHONE NUMBER			
FACSIMILE NUMBER	CADE		NUMBER
E-MAIL ADDRESS			
COMPANY REGISTRATION NUMBER			
INCOME TAX REFERENCE NUMBER			
COMPANY PAYE NUMBER			
COMPANY UIF NUMBER			
VAT REGISTRATION NUMBER			
TAX CLEARANCE CERTIFICATE / TAX COMPLIANCE SYSTEM PIN NUMBER	TICK APPLICABLE BOX <input type="checkbox"/> Yes <input type="checkbox"/> No <i>PROOF MUST BE SUBMITTED</i>		
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX <input type="checkbox"/> Yes <input type="checkbox"/> No <i>PROOF MUST BE SUBMITTED</i> <i>A B-BBEE STATUS LEVEL VERIFICATION CERT/FICATEI SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED</i>		
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DECLARATION	
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 this bid will remain binding upon us and may be accepted by you at any time before the expiry date.	
Signature of the bidder	
Position	
Date	
Duly authorised to commit the Bidder	<p>TICK APPLICABLE BOX</p> <p><input type="checkbox"/> Yes                      <input type="checkbox"/> No</p> <p><i>PROOF MUST BE SUBMITTED</i></p>

ii). **TAX COMPLIANCE REQUIREMENTS**

It is a condition of this bid that the taxes of the successful Bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Services (SARS) to meet the Bidder's tax obligations.

Bidders are required to submit their Unique Personal Identification Number (PIN) issued by SARS to enable POLMED to view the Bidders profile and tax status.

Application for tax compliance status (TCS) or PIN may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS e-filing through the website [www.sars.co.za](http://www.sars.co.za).

Bidders may also submit a printed Tax Clearance Certificate or Tax Clearance Status.

In bids where consortia/ joint ventures/ sub-contractors are involved; each party must submit a separate Tax Clearance Certificate or proof of Tax Clearance Status/ **PIN**.

iii). **DECLARATION OF INTEREST**

Any legal person, including persons employed by POLMED, or persons having a kinship with persons employed by POLMED, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by POLMED, or to persons connected with or related to them, it is required that 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:

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- the Bidder is employed by POLMED; and/or
- the Bidder is a management Board of Trustees member; and/or
- the legal person on whose behalf the bidding 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	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, provide particulars:		
2. Do you or any person connected with the Bidder, have any relationship (family, friend, other) with a person employed by POLMED and who may be involved with the evaluation and/or adjudication of this bid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, provide particulars:		
3. Are you, or any person connected with the Bidder, aware of any relationship (family, friend, other) between any other Bidder and any person employed by POLMED who may be involved with the evaluation and or adjudication of this this bid?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so, provide particulars:		
4. Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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If so, provide particulars:


**DECLARATION**

I, the undersigned (name) \_\_\_\_\_ certify that the information furnished above is correct. I accept that POLMED may reject the bid or act against me should this declaration prove to be false.

<b>Name of Bidder</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

**iv). DECLARATION OF INTEREST**

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:

- a. abused POLMED's supply chain management system.
- b. committed fraud or any other improper conduct in relation to such system; or
- c. failed to perform on any previous contract.

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

<p>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?</p> <p>(Companies or persona who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem rule</i> was applied)</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If so, provide particulars:</p>		
<p> </p>		
<p> </p>		
<p>2. Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention of Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>To access the Register, enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number 012-3235445.</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If so, provide particulars:</p>		
<p> </p>		
<p> </p>		
<p>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 (5) years?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If so, provide particulars:</p>		
<p> </p>		
<p> </p>		
<p>4. Was any contract between the Bidder and any organ of state or private entity terminated during the past five (5) years on account of failure to perform on or comply with the contract?</p>	<p>Yes <input type="checkbox"/></p>	<p>No <input type="checkbox"/></p>
<p>If so, provide particulars:</p>		

Initial\_\_\_\_\_




**DECLARATION**

I, the undersigned (name) \_\_\_\_\_ certify that the information furnished above is correct. I accept that POLMED may reject the bid or act against me should this declaration prove to be false.

<b>Name of Bidder</b>	
<b>Signature</b>	
<b>Position</b>	
<b>Date</b>	

v). **SUB-CONTRACTING**

Will any portion of the contract be sub-contracted?

*(Tick applicable box)*

YES                       NO

If yes, indicate:

a) What percentage of the contract will be sub-contracted?

.....%

b) The name of the sub-contractor(s)

c) The B-BBEE status level of the sub-contractor(s)

The Service Provider may use subcontractors in connection with the work performed under this Agreement. When using subcontractors, however, if not listed in the proposal at the time of selection, the Service Provider must obtain prior written approval from POLMED. In using subcontractors, the Service Provider is responsible for all their acts and omissions to the same extent as if the subcontractor and its employees were employees of the Main Contractor. All requirements set forth as part of the bid will be applicable to all subcontractors and their employees to the same extent as if the Main Contractor and its employees had performed the service.

Initial\_\_\_\_\_



## **TERMS OF REFERENCE – ACTUARIAL SERVICES FOR POLMED**

### **1. PURPOSE OF THE RFP**

- 1.1. POLMED wishes to appoint a Service Provider for the provision Actuarial services for a period of 12 months renewable for two years based on performance.
- 1.2. The appointed Service Provider will assist POLMED with all Actuarial services in accordance with the requirements and scope outlined below.

### **2. BACKGROUND ON POLMED**

- 2.1. The South African Police Service Medical Scheme (POLMED / the Scheme) was formed to cater for the Medical Scheme needs of members of the South African Police Service (SAPS) appointed under the South African Police Act, Act No. 68 of 1995, as amended. The Scheme is a non-profit restricted medical scheme registered in terms of the Medical Schemes Act, Act No. 131 of 1998, as amended ("MSA") and its rules ("Rules") are registered with the Council for Medical Schemes in terms of the MSA.

### **3. CONTEXT TO THE PROJECT**

- 3.1. POLMED seeks to appoint an experienced service provider to provide Actuarial services to POLMED for a period of 12 months renewable for two years based on performance.
- 3.2. POLMED is seeking an actuarial service provider with extensive experience in the healthcare sector, particularly in servicing medical aid schemes. The ideal provider should have a deep understanding of the unique financial and risk management challenges faced by medical aid schemes, including the complexities of claims forecasting, reserve management, scenario planning, segmentation reporting, regulatory compliance, pricing and premium setting.
- 3.3. They should demonstrate the ability to provide accurate, timely, and actionable insights that support both short-term operational needs and long-term strategic planning. Strong communication skills are essential, ensuring that actuarial data and trends are clearly presented to inform decision-making by both technical and non-technical stakeholders.
- 3.4. Ideal provider should not only be technically proficient but also collaborative, responsive, and committed to maintaining the highest standards of service and integrity.

### **4. SCOPE OF WORK AND DELIVERABLES**

- 4.1. The Bidder will be expected to provide the following key services:

Services	Description	Service Provider responsibilities	Service Level
<b>1. General Actuarial Analysis Services</b>	Monthly analysis, review, monitoring, evaluation and reporting	a. The Service Provider must provide an assessment of the membership demographics for the period under review and the impact on the Scheme's member risk profile.	Reporting in monthly actuarial reports
		b. Assess the actual claims experience of the Scheme and each benefit option, as well as the quantification of claims incurred but not reported (IBNR) in line with IFRS 17 requirements.	<ul style="list-style-type: none"> <li>• Reporting in monthly actuarial reports.</li> <li>• Comply with the Scheme's IBNR standard operating procedure</li> </ul>
		c. Assess the actual contribution experience of the Scheme and each benefit option against budget and expected values	Reporting in monthly actuarial reports
		d. Provide monthly IBNR report based on approved methodology of the Scheme to the Scheme Administrator and the Scheme	Reporting monthly by the 10th
		e. Assess the financial performance of the Scheme and each benefit option separately as well as specifically report on hospital providers, non-hospital providers, Designated Service Provider (DSP) and non-DSP performance per Discipline Group.	Reporting in monthly actuarial reports
		f. Compare and review the actuarial and budgetary assumptions used to develop the Scheme's pricing for each financial year against the actual financial performance.	Reporting in monthly actuarial reports
		g. Project the financial performance forward for the remainder of the year and the subsequent four calendar years.	Monthly analysis, review, monitoring, evaluation and reporting
		h. Actively participate and provide input and analysis to be used during the product development process of the Scheme.	Submit for meetings as scheduled

Services	Description	Service Provider responsibilities	Service Level
	Meeting participation	<p>i. The Service Provider will be required to attend all Scheme meetings of which timely notice has been given to the Service Provider and, in particular, support the following processes of the Scheme:</p> <ul style="list-style-type: none"> <li>- Monthly finance meetings (FINCOM)</li> <li>- Product development activities and meetings</li> <li>- Board of Trustees meetings</li> <li>- Clinical Governance Committee meetings</li> <li>- Risk and Audit Committee meetings</li> </ul>	As and when required
Services	Description	Service Provider responsibilities	Service Level
<b>2. Benefit Design Services</b>	2.1. The development of the Scheme's budget, contributions increases and changes to benefit options for the next financial year	a. Conduct a qualitative assessment of the benefit design of the Scheme for each financial year.	During Quarter 3 of each financial year
		b. Assess the need for the development or consolidation of benefit options of the Scheme	During Quarter 2 of each financial year, alternatively quarter 3 if indicated as such by the Scheme in writing
		c. Provide input on changes to the benefit design for the next financial year, inclusive of an analysis of the current market trends	During Quarter 2 of each financial year, alternatively quarter 3 if indicated as such by the Scheme in writing. Benchmarking of similar options to the industry with regards to the benefit richness and contribution.
		d. Adapt the benefit design and related costing to include any proposed services provided by service providers that the Scheme may appoint	During Quarter 2 of each financial year, alternatively quarter 3 if indicated as such by the Scheme in writing
		e. Develop the Scheme's benefit design for the next financial year and submit a comprehensive business plan which the Scheme will submit to the CMS based on the CMS' requirements as published from time to time	Due on a date agreed upon with the Scheme of each financial year.
		f. Develop, edit and check the Scheme's benefit and contribution tables which will accompany the submission above	Due before 30 September of each financial year on a date agreed with the Scheme
		g. Update the benefit schedules in the Rules in line with benefit changes proposed.	Due before 30 September of each financial year on a date agreed with the Scheme. Any benefit and/or contribution related queries from the Council of Medical Schemes regarding the

Services	Description	Service Provider responsibilities	Service Level
			annual benefit submission should be addressed and finalised by the actuarial team. The Service Level would be the submission being formulated and submitted to the Council of Medical Schemes within the requested time period.
	2.2. Use accepted methodologies to price the next financial year's benefit options	a. Use statistical models, actuarial assumptions and the Scheme's actual experience to inform the development of the pricing model for the next financial year.	Due before 30 September of each financial year on a date agreed with the Scheme The report must be accompanied by a metadata document that outlines the methodologies and procedures used in the development of the pricing model
		b. Provide effective consideration of non-healthcare expenditure, statistical sensitivities and anticipated Member enrolment (as a whole and per option)	Quarter 3 of each financial year (Benefit design process)
		c. Develop budget for the next financial year and financial projections for a 5-year period	Quarter 3 of each financial year
Services	Description	Service Provider responsibilities	Service Level
<b>3. Reporting Services</b>	3.1. Standard reporting to the Scheme	Provide the following reports to the Scheme:	
		a. Provide a description of progress made in respect of the Services rendered from time to time	Monthly
		b. Submit monthly reports by latest 5 days after the subsequent month's management accounts are published or 20th day of the subsequent month	Monthly
		c. Submit the benefit options and pricing (contribution table) by latest 15 September each year (or any such date as may be reasonable having regards to any guidance issued by the Registrar of Medical Schemes).  d. The analysis of High-cost claims: and their cost drivers.  e. Assessment of healthcare claim cost drivers inside Scheme networks compared to non-network providers 3.4 Membership movement analysis	Final benefit pricing schedule submitted on a date agreed with the Scheme each year in the format as required by the CMS.



Services	Description	Service Provider responsibilities	Service Level
	3.2. Segmentation reporting	<ul style="list-style-type: none"> <li>a. Develop and deliver detailed segmentation reports in BI dashboards, categorising members based on various factors such as demographics, claims history, and risk levels.</li> <li>b. Use segmentation insights to inform targeted interventions, pricing strategies, and benefit design adjustments that enhance overall Scheme performance.</li> <li>c. Ongoing Reporting and Monitoring:</li> </ul>	Quarterly
	3.3. Scenario planning	<ul style="list-style-type: none"> <li>a. Prepare financial projections under various scenarios to aid in strategic decision-making and risk management.</li> <li>b. Conduct sensitivity analyses to assess the impact of different variables on the Scheme's financial health for a 5-year period</li> </ul>	Annually
Services	Description	Service Provider responsibilities	Service Level
<b>4. Managed care services</b>	4.1. The development and provision of Health care reporting for the Scheme	a. Monthly and quarterly claims trends reporting of Scheme healthcare utilisation and cost, highlighting outliers and areas of concern	Report in monthly and quarterly actuarial report
		b. Develop, monitor and report on health quality outcomes framework for the Scheme for the entire suite of managed care services.	Report in quarterly actuarial report
		c. Annual trends reporting of the Scheme healthcare performance and reporting against Scheme specific strategic targets	Report in annual report
		d. Benchmarking report of the Scheme healthcare performance against industry standards.	Report on an annual basis to Scheme
		e. The development and monitoring of provider networks performance-based reimbursement models	Report in monthly and quarterly actuarial report
		f. Scheme healthcare data analysis, identification of strategic clinical risk areas, advice on mitigation initiatives and reporting thereof.	Report on quarterly basis to Scheme

## **5. PROJECT DURATION**

5.1. The project duration is for a period of 12 months renewable for two years based on performance.

## **6. MINIMUM REQUIREMENTS**

### **6.1. Qualifications and Experience**

- a) The service provider must be registered with relevant actuarial professional bodies and have at least Six years of experience providing actuarial services to medical aid schemes.
- b) The lead actuary assigned to our account must be a Fellow of the Actuarial Society of South Africa (or equivalent) and have a minimum of Six years of experience in the healthcare sector.

### **6.2. Healthcare Sector Expertise**

- a) Demonstrate experience in working with medical aid schemes, with a deep understanding of the regulatory environment, claims management, pricing, and reserve requirements.
- b) Proven track record of delivering actuarial services that have positively impacted the financial health and sustainability of medical aid schemes.

### **6.3. Technical Capabilities**

- a) Access to advanced actuarial software and tools that enable accurate forecasting, risk assessment, and segmentation reporting.
- b) Ability to conduct complex data analysis, financial modelling, and scenario planning tailored to the healthcare sector.

### **6.4. Regulatory Compliance**

- a) Comprehensive knowledge of the Council for Medical Schemes' regulations and other relevant legislative requirements.
- b) Experience in preparing and submitting regulatory reports and ensuring compliance with all statutory obligations.

## 6.5. **Communication and Reporting skills**

- a) Proven ability to translate complex actuarial data into clear, concise, and actionable reports for both technical and non-technical stakeholders.
- b) Experience in delivering presentations to boards and management teams, including the ability to provide strategic insights and recommendations.

## 6.6. **Client References**

- a) Provide at least three client references from medical aid schemes of similar size and complexity, including details of the services provided and the outcomes achieved.

## 6.7. **Service Delivery and Support**

- a) The service provider must have a dedicated team available to support POLMED's needs, with clearly defined roles and responsibilities.
- b) A commitment to providing responsive, ongoing support, including a clear escalation process for addressing issues.

## 6.8. **Adherence to Deadlines**

- a) Demonstrated ability to meet strict deadlines for deliverables, with a proven track record of delivering projects on time and within scope.

## 6.9. **Diversity and Transformation**

- a) Commitment to diversity and transformation, including compliance with relevant B-BBEE (Broad-Based Black Economic Empowerment) regulations
- b) Include the firm's B-BBEE status and any initiatives that promote diversity within your organisation.

## 7. **REQUIRED ATTRIBUTES**

7.1. The following attributes, among others, will be considered by POLMED:

- a) Extensive knowledge, practical experience and understanding of Actuarial services for Corporate Entities of a Similar size as POLMED.
- b) Knowledge and application of the Medical Scheme and Health regulatory framework.
- c) Conformance to exceptional quality, standard of work and meticulous attention to detail.
- d) Quick turnaround times.
- e) Ability to adapt quickly to POLMED's needs.

- f) Adhere to high ethical and professional standards.

7.2. The following must be submitted as part of the bidder's technical proposal:

- a) Company's profile.
- b) Proven track record in the provision of required Services (three) reference letters to be submitted).
  - Client Name on the Client letterhead.
  - Similar services undertaken and length of service.
  - Value of the Project/services.
  - Level of satisfaction for provision of services by Client.
  - Contact details of the Client.
- c) Company's experience in providing actuarial services.
- d) Resources to be deployed to the project as well as their area of expertise (Detailed CV's to be provided).
- e) Other resources and logistics to provide the services.
- f) An outline of project risk management and mitigation factors.

## **8. REQUIREMENTS AND CONDITIONS**

8.1. The successful Bidder will be required to:

- a) Provide the details of the entity's locality, infrastructure, and resources.
- b) Provide confirmation of the premises from which it conducts its business.

8.2. Further, the successful Bidder will be expected to declare to POLMED any conflict of interest that may have an impact on them providing the services referred to above, irrespective of when it may arise.

8.3. It is at the sole discretion of POLMED to review any contract of appointment on an annual basis or at any point, if deemed necessary.

8.4. POLMED reserves the right to use alternate Service Provider as and when it deems necessary. The appointment in terms of this Bid will therefore not be exclusive to a Service Provider.

8.5. Notwithstanding anything else in this Bid, and without limiting its rights at law or otherwise, POLMED reserves the right of appointment of any bidder.

## 9. GATE 2: TECHNICAL EVALUATION

### 9.1. EVALUATION CRITERIA

Bids will be evaluated functionally as per the evaluation criteria and weights in the table shown below.

NO	TECHNICAL CRITERIA	WEIGHT
1	<b>Capacity and experience of the Project Leader on a similar project</b>	30 Points
	The bidder must provide a CV that will be used as evidence to substantiate the number of years of experience. If no proof of years of experience can be obtained from the CV provided, there will be no score allocated.	
2	<b>Contactable Reference</b>	30 Points
	The bidder is to submit three reference letters from clients who have acquired the same type of service from the bidder. Reference letters must include the organisation's name, contact person, and contact details, and they must be signed and, on the client, 's letterhead.	
3	<b>Methodology and Approach</b>	30 Points
	The bidder must demonstrate the approach, methodology and implementation plan (including a detailed phased-in implementation plan with testing schedules)	
4	<b>Qualification of the Project Leader</b>	10 Points
	Formal certified qualifications in Actuarial field must be submitted.	
5	<b>TOTAL POINTS</b>	100

### 9.2. MINIMUM THRESHOLD

Service Providers will be required to meet a minimum threshold of **70%** on technical evaluation to proceed to Gate 3, i.e., Price and B- BBBEE Evaluation

## 10. GATE 3: PRICING AND B-BBEE EVALUATION

### 10.1. POINTS FOR PRICE

- a) Bidders are required to include in their responses, fee proposals in respect of the amount and nature of their expected remuneration for the services to be provided by them. In this regard, Bidders are to indicate specific billing arrangements, hourly rates per professional level, details of any proposed discounts and whether the rates are negotiable. Only Bidders that have achieved a minimum score of 80 points on technical evaluation will be evaluated on price and B-BBEE.
- b) The percentage scored for price shall be calculated by applying the undermentioned formula:
- c)  $Ps = 80(1 - (Pt - Pmin)/Pmin)$

Where;

- i). Ps: percentage scored for price under consideration.
  - ii). Pmin: lowest acceptable price
  - iii). Pt: price under consideration
  - iv). 80: percentage/weight allocated for price
- d) The lowest acceptable bid will obtain the maximum percentage allocated for the price/ price component. The other bids with higher prices for the price component will proportionately obtain lower percentages based on the above indicated formula. POLMED shall not be obliged to accept the lowest price bid.

## 11. PRICING SCHEDULE

- 11.1. Service Providers must quote for the purpose of bid evaluation, the fee must be based on the end-to-end actuarial services.

## 12. B-BBEE STATUS

The proof pertaining to the bidder's level contributor status in terms of the B- BBEE Act and the Codes of Good Practice, issued by the DTI 11 October 2013, as amended, will be evaluated. Information is available at [www.dti.gov.za](http://www.dti.gov.za).

The bidder will be allowed to score up to a maximum of 20 points depending on the bidder's level contributor status as per the POLMED B-BBEE Contributor level scorecard.



The following table will be used to allocate points for B-BBEE where the 80/20 for all Request for Quotations requests.

B-BBEE Status Level Contributor	Points allocated for B-BBEE Level Contributor
1	10
2	8
3	6
4	4
5 - 6	2
6	2
7, 8 and Non-Compliant	0

The remaining ten (10) will be allocated for **B-BBEE** bonus points as follows:

An EME or QSE which is at least 51% black owned	5 Points
An EME or QSE which is at least 31% black owned by women	5 Points

### 13. ADJUDICATION OF THE BID

The scores received for functionality, price and B-BBEE will be added together to obtain a final score for the Bidder. The Tender Evaluation Committee will make its recommendation to the Tender Adjudication Committee on the final score received by each Bidder.

POLMED reserves the right to award the contract to one (1) or more service provider or not to award the contract at all.

