Crestway Office Park, 20 Hotel St,
Persequor, Pretoria, 0020
0860 POLMED (765 633)
www.polmed.co.za
procurement@polmed.co.za

REQUEST FOR PROPOSALS

BID DESCRIPTION:

APPOINTMENT OF A SERVICE PROVIDER FOR EXTERNAL AUDIT SERVICES

BID NUMBER:

POLMED007/2025/EXTERNALAUDIT

COMPULSORY BRIEFING SESSION:

30 October 2025 at 14h00 p.m.

CLOSING DATE:

10 November 2025 at 12H00 P.M.

Initial________

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.
Medical Schemes Act	The Medical Schemes Act, Act No 131 of 1998, and any regulations published in terms thereof.

Initial________

Abbreviation	Description
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.

Initial________

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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: 30 October 2025
Time: 14:00 -15:00 pm
Venue: Team's Meeting
E-mail Reg: 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. 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.

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: POLMED007/2025/EXTERNALAUDIT

- Closing date and time: 10 November 2025 at 12h00 p.m.
- 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:

- 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

Late submissions will not be accepted under any circumstances. A bid will be deemed late if it arrives even one second after 12:00 PM or at any subsequent time. The tender box will be sealed precisely at 12:00 PM. Bids that arrive after this time will be disqualified without exception.

The official Telkom time (Dial 1026) will serve as the benchmark for verifying the closing time. Should any bids arrive late, they will be returned unopened to the bidder whenever possible. Bidders are strongly advised to dispatch their bids with ample time to account for any unforeseen delays in delivery.

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

Both the functional and financial bids should remain valid for a duration of 90 days starting from the closing date of this Request for Proposal (RFP).

1.8 DURATION OF APPOINTMENT

The contract period for this RFP will initially span a maximum of five years, renewable annually based on performance

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.

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.The RFP number must be mentioned in all correspondences.

1.13 REASONS FOR REJECTION

POLMED reserves the right to reject a bid for contract award if the recommended Bidder is suspected of fraud, improper conduct, or has engaged in proven corrupt or fraudulent activities during the bidding process for the specific contract.

Furthermore, POLMED retains the discretion to dismiss the bid of any Bidder if that Bidder or any of its directors:

- Have misused POLMED's Supply Chain Management (SCM) system.
- Are suspected of or have been involved in proven fraud or any other improper conduct in connection with the SCM system.
- Have failed to fulfil obligations on previous contracts.
- Are found complicit in collusive tendering or engaging in anti-competitive practices as outlined in the Competition Act, 89 of 1998.
- If a Bidder or a member of the Bidder has a direct or indirect interest in any other Bidder.

1.14 CANCELLATION OF PROCUREMENT PROCESS

POLMED reserves the right to alter, adjust, or revoke this Request for Proposal (RFP), as well as amend, modify, or terminate any procedures or stipulations detailed herein, at any point and as deemed necessary. These changes may occur without prior notification, and POLMED is not obligated to provide compensation or reimbursement to any party involved.

1.15 ADMINISTRATIVE REQUIREMENTS

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

- Company registration and shareholding information to support the B-BBEE contribution certificate or in the case of partnership the partnership agreement. ***(Refer to 1.16)***.

- Valid, original tax clearance certificate or equivalent. ***(Refer to 1.17).***
- B-BBEE status level of contribution certification or sworn affidavit. **(Refer to 1.18).**
- Declaration of interest. ***(Refer to 1.19- 1.20).***
- Confirmation Letter: Investigation by regulatory bodies ***(Refer to 1.21).***
- Signature by a duly authorised representative of the bidder and initials on all pages of the bid documents for accuracy. ***(Refer to 1.22).***
- **Financial Statements covering a minimum of 3 financial year-ends.** ***(Refer to 1.23).*** POLMED reserves the right to request for audited/independently reviewed financial statements.

1.16 COMPANY REGISTRATION AND SHAREHOLDING INFORMATION OR PARTNERSHIP INFORMATION

The Bidder must be a South African entity and is required to submit its company registration details and documentation.

Bids that are submitted without a company registration document will be considered 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. 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.

Failure to provide the B-BBEE Certification or sworn affidavit 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 INTEREST

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

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

1.21 INVESTIGATIONS BY REGULATORY BODIES

The bidder must provide a confirmation, <u>in the form of a letter on the bidder's letterhead and signed by a duly authorized representative (refer to 1.22) for authorised representative)</u>, stating that they are not under investigation by any regulatory bodies, regardless of the nature of the investigation. If the bidder is currently under investigation, they must also include the relevant details as part of their submission.

Bids submitted without a completed and signed Letter will be deemed to be non-responsive.

1.22 SIGNATORY BY A DULY AUTHORISED REPRESENTATIVE

Bidders are required to furnish evidence that the individual signing the bid documents is duly authorized to do so. This may include providing a resolution of directors or any other relevant documentation confirming the authorization of the signatory.

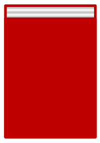
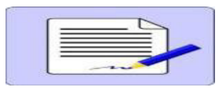
Bids submitted without proof of duly authorised individuals will be deemed to be non-responsive.

1.23 FINANCIAL SOUNDNESS

Bidders must submit financial statements covering a period of three (3) financial year-ends.

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
ADMINISTRATIVE COMPLIANCE  RETURNABLE DOCUMENTS	TECHNICAL EVALUATION  80% THRESHOLD	PRICE & B-BBEE EVALUATION Price = 80 B-BBEE = 20 WEIGHTED SCORING / 100	FINAL AWARD Post tender negotiation (if applicable) requesting best & final offer.  Negotiation of final terms & conditions of contract 

Service Providers will be expected to meet a minimum of 80 points on technical evaluation in order to proceed to Gate 3, i.e. Price and B-BBEE.

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 representative 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 OR in the case of a partnership the partnership agreement. ***(Refer to 1.16)***		
2	Valid, original tax clearance certificate or equivalent. ***(Refer to 1.17)***		
3	B-BBEE status level of contribution certification or sworn affidavit**. (Refer to 1.18)**		
4	Declaration of interest. ***(Refer to 1.20)***		
5	Confirmation Letter: Investigation by regulatory bodies ***(Refer to 1.21)***		
6	Signature by a duly authorised representative of the bidder and initials on all pages of the bid documents for accuracy **(Refer to 1.22)**		
7	Financial Statements covering a minimum 3 financial year-ends. ***(Refer to 1.23)***		

STANDARD BID DOCUMENTS

i. INVITATION TO BID

YOU ARE HEREBY INVITED TO RESPOND TO A BID OF POLMED					
BID NUMBER	POLMED007/2025/EXTERNALAUDIT	CLOSING DATE	10 November 2025	CLOSING TIME	12:00
DESCRIPTION	Request for Proposals for appointment of a service provider for External Audit Services				
VALIDITY	90 Days				
The successful Bidder will be required to fill in and sign a written Formal Contract and SLA.					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:					
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).					
TECHNICAL AND SUPPLY CHAIN ENQUIRIES MAY BE DIRECTED VIA EMAIL TO					
E-MAIL ADDRESS	procurement@polmed.co.za				

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		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 ☐ Yes ☐ No *PROOF MUST BE SUBMITTED*
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ B-BBEE STATUS LEVEL SWORN AFFIDAVIT	TICK APPLICABLE BOX ☐ Yes ☐ No *PROOF MUST BE SUBMITTED* *A B-BBEE STATUS LEVEL VERIFICATION CERT/FICATEI SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED*
POLMED DOMICILIUM	

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	TICK APPLICABLE BOX ☐ Yes ☐ No *PROOF MUST BE SUBMITTED*

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 efiling. In order to use this provision, taxpayers will need to register with SARS e-filing through the website 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 evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

- 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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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.

Name of Bidder	
Signature	
Position	
Date	

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.

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 persona 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 ☐
If so, provide 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 of Combating of Corrupt Activities Act (No 12 of 2004)? **To access the Register, enter the National Treasury's**	Yes ☐	No ☐

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 012-3235445.		
If so, provide 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 (5) years?	Yes ☐	No ☐
If so, provide particulars:		
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?	Yes ☐	No ☐
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.	
Name of Bidder	
Signature	
Position	
Date	

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) must be provided.

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.

3. TERMS OF REFERENCE – EXTERNAL AUDIT SERVICES

3.1. PURPOSE OF THE REQUEST FOR PROPOSALS

POLMED wishes to invite suitably qualified and experienced audit firms to submit proposals for the provision of external audit services to the Scheme. The Service Provider must have a proven track record, professional competence, and capacity to deliver the external audit services outlined below in accordance with the International Standards on Auditing (ISAs), International Financial Reporting Standards (IFRS) and the Medical Schemes Act:

NO.	Scope
3.1	**Audit of annual financial statements of the Scheme**
3.1.1	Audit the Scheme's annual financial statements in accordance with International Financial Reporting Standards (IFRS) and the International Standards on Auditing (ISAs).
3.1.2	Assess the risk of material misstatement in the financial statements, whether due to fraud or error.
3.1.3	Evaluate the appropriateness of accounting policies and the reasonableness of significant estimates made by management.
3.1.4	Collaborate with internal audit function to provide combined assurance on the effectiveness of internal controls.
3.1.5	Issue a final management letter highlighting material weaknesses in the design or implementation of internal controls and providing recommendations to management and the Audit and Risk Committee.
3.1.6	Communicate key audit findings to management, including the operational implications of any audit issues identified.
3.1.7	Where applicable, report on Reportable Irregularities, instances of non-compliance, and unadjusted audit differences.
3.2	**Annual return**
3.2.1	Review and sign off on relevant sections of the annual return in compliance with the Medical Schemes Act.
3.2.2	Perform Agreed-upon procedures on selected schedules to ensure that information submitted on the annual return to CMS is accurate and fairly presented.
3.2.3	Perform limited assurance procedures and issue a Limited Assurance Report in accordance with CMS requirements
3.2.4	Review the financial information contained in the Annual Return to confirm consistency with the audited annual financial statements prior to submission
3.2.5	Ensure all work related to the CMS Return is completed timeously and in accordance with CMS submission formats and requirements.
3.3	**Management Meetings**
3.3.1	Attend and provide feedback to the Audit and Risk Committee, Combined Assurance Forum, and AGM meetings when required.
3.4	**Ad hoc Reporting**
3.4.1	Assist with other ad hoc review engagements as required by the Scheme, to be assessed and costed as needed.
3.4.2	Assist with any other statutory and regulatory requirements.

4. REQUIRED ATTRIBUTES AND BIDDER REQUIREMENTS

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

a) Experience in auditing medical schemes or entities in the health sector.

b) Independence, objectivity, and adherence to ethical requirements.

c) Understanding of the Medical Schemes Act, Regulations, CMS requirements, and healthcare industry environment.

d) Experience, and continuity of the proposed audit team.

e) Approach to combined assurance and collaboration with internal audit and other assurance providers.

4.1.1 CLIENT REFERENCE LETTERS

Bidders must submit a minimum of three (3) reference letters meeting the following criteria:

- Letters must be on the letterhead of the client, preferably medical schemes or entities in the health sector.
- The contact details of the reference must be included on the letter.
- The letterhead must contain the value and duration of the contract awarded.
- Letters must be from three different clients. Appointment letters will not be accepted as reference letter.

5. GATE 2 - TECHNICAL EVALUATION

5.1 Evaluation Criteria

CRITERIA	WEIGHT ALLOCATED
Firm's Experience with Medical Schemes/Healthcare sector	
Experience in auditing Medical Schemes or entities in the health sector in the past 5 years.	**10**
Demonstrated understanding of Medical Schemes Act, CMS requirements, and IFRS.	**10**

CRITERIA	WEIGHT ALLOCATED
Team Qualifications and Experience	
Qualifications (CVs, certifications) and experience of engagement partner and key audit staff (specific experience in medical schemes, healthcare, insurance, or mutual entities.).	15
Audit Methodology and Approach	
Detailed audit methodology including risk assessment, internal controls review, reliance on internal audit, approach to materiality, and use of data analytics.	20
Audit plan and timelines	
Audit plan and timeline demonstrating the ability to meet reporting deadlines (audit and CMS submissions), including key milestones and partner involvement.	15
Audit Quality Indicators	
Evidence of quality (details on 5.2)	20
References	
Bidders must provide three references in the following manner: • On a client letterhead • Signed by authorised Client Representative • Contact details of the Client Representative • Nature of Services provided. • Level of satisfaction by the Client	10

5.2 Audit Quality Indicators

Quality Indicators	Description
Independence and Engagement Acceptance	**5.2.1 Independence from the Scheme** Confirm that the audit firm is independent from the Scheme and free from actual or perceived conflicts of interest **5.2.2 Client Acceptance and Continuation Processes** Demonstrate the existence of mature client acceptance and continuation processes that include independence assessments prior to engagement acceptance. **5.2.3 Audit Fee as Percentage of Firm Revenue** Propose an audit fee (exclusive of VAT) and express it as a percentage of the firm's revenue for the most recent financial year, as reported in the firm's statement of financial performance. **5.2.4 Non-Audit Fees as a Percentage of Audit Fee** If applicable, state the proposed non-audit fees (e.g., for services other than the audit of the Annual Financial Statements and Statutory Return), expressed as a percentage of the proposed audit fee. **5.2.5 Audit Tenure – Firm** Indicate the number of years the firm has previously audited the Scheme, if applicable.

Quality Indicators	Description
Audit Quality and Technical Competence	**5.2.6 Prior Experience in Auditing Medical Schemes** Indicate: • Number of years the firm has audited medical schemes, • Medical scheme audit experience of the proposed engagement partner, • Total number of medical schemes audited to date. **5.2.7 Internal Quality Review Process** Demonstrate the firm's internal quality review process, including: • Frequency and nature of reviews, • Ratio of completed reviews to total reviews in the previous year, • Ratio of partners covered, and • Monitoring and implementation of review findings. **5.2.8 Technical Accounting Support** Demonstrate the availability of a dedicated technical accounting resource or department with experience in medical scheme audits to assist with complex accounting and audit matters. **5.2.9 IT Audit Capabilities** Provide evidence of a dedicated IT audit resource to support the engagement team, particularly in: • Evaluating IT General and Application Controls, • Applying Automated Tools and Techniques (ATT). **5.2.10 Staff Training and Development** Demonstrate that audit staff receive regular training on IFRS, audit methodology, and emerging issues relevant to the industry.

Quality Indicators	Description
External Regulatory Reviews	**5.2.11 Regulatory reviews (IRBA/CMS)** Where applicable, provide details of the most recent external review by the Independent Regulatory Board for Auditors (IRBA) or CMS, including: • Inspection results, • Any associated remedial action plans, as required by paragraph 46 of ISQM 1.
Engagement Partner and Team – Independence and Tenure	**5.2.12 Engagement Partner Independence** Confirm that the proposed engagement partner and audit team are independent of the Scheme. **5.2.13 Audit Tenure – Engagement Partner** Indicate the number of years the proposed engagement partner has previously been responsible for the audit of the Scheme, if applicable.
Engagement Partner and Team – Competence and Quality	**5.2.14 Medical Scheme Audit Experience** Include the engagement partner's prior experience in auditing medical schemes, including number of years and number of schemes audited. **5.2.15 Partner-Level Quality Reviews** Provide the results of the most recent internal quality review performed on the proposed engagement partner, if applicable. **5.2.16 Knowledge of Relevant Legislation and Guidance** Confirm that the engagement partner and team have a sound understanding of legislation relevant to the medical schemes industry, in line with ISA 315 (paragraphs 19(a)(ii) and A70).

6. GATE 3 - PRICE AND BBBEE EVALUATION

6.1 POINTS FOR PRICE

6.1.1 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.

6.1.2 The percentage scored for price shall be calculated by applying the undermentioned formula:

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.

6.1.3 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.

6.2 PRICING SCHEDULE

6.2.1 Service Providers must indicate a proposed costing model, on a total cost of service to POLMED basis, to deliver the above scope of work.

6.2.2 All fees must be indicated on a VAT Exclusive and VAT Inclusive basis.

Assurance Deliverable / Service Component	Estimated Hours	Rate (Excl. VAT)	Fee (Excl. VAT)	VAT	Total Fee (Incl. VAT)
Annual Financial Statements					
Annual Statutory Return (CMS)					
Subtotal					
Disbursements (if any – specify)					
Total Annual Fee					

Resource Category	Hourly Rate (Excl. VAT)	Hourly Rate (Incl. VAT)	Total estimated Hours	Total Fee inclusive of VAT
Engagement Partner				
Associate Director (if applicable)				
Senior Manager				
Audit Manager				
Senior Associate				
Audit team				
Specialist (Actuaries / IT Audit / IFRS)				
Other (specify)				

Additional Information	Response
Proposed Annual Escalation	
Other information (Please specify)	

6.2.3 POLMED reserves the right to conduct a price clarification process to obtain further information on the submitted price schedules.

6.3 **B-BBEE STATUS**

6.3.1 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.

6.3.2 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.

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

B-BBEE Status Level Contributor	Points allocated for B-BBEE Level Contributor
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non-Compliant Contributor	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

7. ADJUDICATION OF THE BID

7.1. 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.

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