

REQUEST FOR PROPOSAL

RFP NUMBER:	02/02/2024
DESCRIPTION:	PROVISION OF ELECTORAL OFFICER SERVICES FOR THE 2024 ELECTION OF TRUSTEES OF SIZWE HOSMED
PUBLICATION DATE:	17 March 2024
VALIDITY PERIOD:	90 days from the closing date
CLOSING DATE:	02 April 2024
CLOSING TIME:	11:00 AM
COMPULSORY BRIEFING SESSION DATE:	<p>20 March 2024</p> <p>Meeting ID: 369 220 218 713 Passcode: 3x26Fy Download Teams Join on the web</p>
DELIVERY ADDRESS FOR BID SUBMISSION:	<p>Sizwe Hosmed Medical Scheme</p> <p>3 Victoria Link</p> <p>Route 21 Corporate Park</p> <p>Irene</p> <p>0178</p>
ELECTRONIC SUBMISSION:	procurement@sizwe-hosmed.co.za
ENQUIRIES: For all related enquiries	<p>procurement@sizwe-hosmed.co.za</p> <p>nellie.hlatshwayo@sizwe-hosmed.co.za</p>

INVITATION TO BID

NAME OF BIDDER:	
CONTACT DETAILS:	

The Sizwe Hosmed's Bid Box is generally accessible during working hours (08h00 to 16h00). If the bid is late, it shall not be accepted for consideration.

The closing date for all enquiries/questions is **28 March 2024**

Bidders must submit one (1) Original and three (3) Copies of their technical response to the bid. Pricing must be submitted in a separate envelope and it can be one (1) copy of the price.

BIDDING STRUCTURE

Indicate the type of Bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using Subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number (If registered for VAT)	
Contact person	
Telephone number	
E-mail address	
Postal address	
Physical address	

If Joint Venture or Consortium, indicate the following: <i>(Completed for each JV/ Consortium member)</i>	
If using subcontractors, indicate the following:	
Name of prime contractor	
Percentage of work to be subcontracted	
Registration number	
VAT registration number (If registered for VAT)	
Contact person	
Telephone number	
E-mail address	
Postal address	
Physical address	
Please note that subcontracting of more than 30% of the work is discouraged.	

GENERAL INFORMATION

1. NON-EXPECTATION:

Notwithstanding anything stated in the Request for Proposals (“RFP”), advertisements published in respect of the RFP, any answers or clarification provided by Sizwe Hosmed as part of the Procurement process or otherwise:

1.1 the procurement of goods or services will be at Sizwe Hosmed’s sole and absolute discretion and Sizwe Hosmed reserves the right, including without limitation: not to accept any proposal/bid and to cancel the RFP and this Terms of Reference (“TOR”) at any time, without prior notice and without liability to compensate or reimburse any person, without awarding any contract; unilaterally to amend/supplement/split the specifications based on which the RFP and this TOR is made, including but without limiting:

1.1.1 the right to withdraw any part of the service requirement;

1.1.2 to ask clarification of their proposals/bids from any one or more of the bidders 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. No additional information will be accepted from any individual bidder without such information having been requested.

1.1.3 to conduct one or more inspections *in loco* at the venues and facilities offered; and

1.1.4 to link any conditions it deems appropriate to its acceptance of any bid.

1.2 The RFP, its advertisement or this TOR does not constitute an offer. The documents intend only to provide enough information for the preparation and submission of comparable proposals by the bidders.

1.3 Sizwe Hosmed shall not be obliged to accept the lowest bid or any quotation, offer or proposal.

1.4 Nothing in the RFP, this TOR or in the advertisements published in respect of the RFP or in the actions of Sizwe Hosmed, the PO, Sizwe Hosmed’s agents, members, officials or employees must be construed as creating any expectation, legitimate or otherwise, regarding matters dealt with in the RFP, the advert for the RFP or this TOR or any other matters.

1.5 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.

1.6 Sizwe Hosmed 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.

2. REASONS FOR DISQUALIFICATION

2.1 Sizwe Hosmed reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder shall be notified in writing of such disqualification:

- bidders whose tax affairs have not been declared by the South African Tax Revenue services to be in order;

- bidders who submitted incomplete information and documentation essential for the adjudication of the requirements of this RFP;
- bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, work references, experience, etc.;
- bidders who received information not available to other vendors through fraudulent means;
- bidders who do not comply with mandatory requirements as stipulated in this RFP;
- bidders who made false declarations or misrepresent facts;
- bidders who fail to attend a compulsory briefing session (attendance register will be used to verify attendance) *(where applicable)*;
- where the bidder fails to complete and commission all the declaration forms;
- bidders who have abused the procurement system of Sizwe-Hosmed; and/or
- bidders who have failed to perform on any previous Sizwe Hosmed contract(s) and the proof of such failure exists.

3. ORAL PRESENTATIONS AND BRIEFING SESSIONS

- 3.1 Bidders who submit Bids in response to this RFP may be required to give an oral presentation, which may include, but is not limited to, service demonstration of their proposal to Sizwe Hosmed. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Sizwe Hosmed shall schedule the time and location of these presentations. Oral presentations are an option of Sizwe Hosmed and may or may not be conducted.

A compulsory briefing session will be held from 10:00am to 11:00am at a venue that will be confirmed closer to the date of the briefing session. Bid submissions will only be accepted from bidders whose names appear on the attendance register. Failure to attend the compulsory briefing sessions by bidders whose names do not appear on the register, will render the bidder's submission invalid and will not be considered for evaluation. Sizwe Hosmed reserves the right to answer questions at the briefing session and/or to respond formally after the briefing session.

4. ADJUDICATION USING SIZWE HOSMED POINT SYSTEM

- The bids shall be adjudicated by Sizwe Hosmed in line with its procurement policy and delegation of authority framework.
- Bidders who passed the technical evaluation phase by obtaining 70 or more points shall be evaluated further for Price and B-BBEE.
- The evaluation for Price and B-BBEE shall be based on the 70/30 weighing principle with 70 points allocated for price and 30 points for B-BBEE.
- The final award will be at a sole discretion of Sizwe Hosmed and the lowest priced proposal may not necessarily be accepted.

4.1. POINTS AWARDED FOR PRICE

- A maximum of 70 points is allocated for price on the following basis:

- All bids who passed functionality will be ranked by price with the lowest price submitted on top of the list.
 - The lowest price will be allocated the full 70 points for price allocation
 - The second lowest bid price will be allocated points using the following formula:
 - The lowest bid price divided by the price of the second bidder expressed as a percentage then multiplied by the 70 available points
- Example

Bidders	Submitted bid price	Formula	Final price points
Company A	R800	$(800/800) \times 70$	70
Company B	R1 150	$(800/1\ 150) \times 70$	49
Company C	R1 980	$(800/1\ 980) \times 70$	28

4.2. POINTS AWARDED FOR B-BBEE

- A B-BBEE status level verification certificate issued by a SANAS accredited B-BBEE rating agency or sworn-affidavit must be submitted in order to qualify for preference points for B-BBEE. Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- The B-BBEE points shall be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points
1	30
2	20
3	15
4	10
5	5
Non-compliant contributor	0

- A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.

Annexure A: Declaration of Interest

1 Declaration of interest

- 1.1 No bid will be accepted from persons in the employment of the Scheme, or its Board of Trustees; an employee, director, officer, consultant or contractor of the administrator of the Scheme, or of the holding company, subsidiary, joint venture or associate of the administrator; or a broker.
- 1.2 Any legal person, or persons having a kinship with persons employed by Sizwe Hosmed, including a blood relationship, may make an offer or offers in terms of this invitation to bid.
- 1.3 In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons employed by Sizwe Hosmed, including a blood relationship, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where:
- 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.
- 1.4 To give effect to the above, the following questionnaire must be completed and submitted with the Bid.

- Full name of bidder or his or her representative: _____
- Identity number: _____
- Position occupied in the company (director, shareholder) _____
- Company registration number _____
- Company street address _____

- Tax reference number _____
- VAT registration number (if registered for VAT)

- The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee numbers must be indicated in paragraph 2 below.

1.5 Did you or your spouse, or any of the company's directors /trustees / shareholders / members or their spouses conduct business with the Scheme in the past?

YES _____ / NO _____

- If so, furnish detailed particulars: _____

1.6 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the Scheme and who may be involved with the evaluation and or adjudication of this bid?

YES _____ / NO _____

- If so, furnish detailed particulars: _____

1.7 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 the Scheme who may be involved with the evaluation and/or adjudication of this Bid?

YES _____ / NO _____

- If so, furnish detailed particulars: _____

2. This section must be completed in full

2.1. In the event where the bidder is a company, please provide full details of the Directors

Full name	Identity number	Other relevant details

2.2. In the event the bidder operates as a close corporation, please provide full details of the members of the close corporation;

Full name	Identity number	Other relevant details

2.3. In the event the bidder operates as a Trust, please provide full details of the Trustees;

Full name	Identity number	Other relevant details

.4 In the event the bidder operates as a subsidiary, please provide the full details of the shareholders;

Full name	Identity number	Other relevant details

3. Declaration

I, the undersigned (name) _____ do hereby declare that the information furnished in this bid document is correct.

I accept that the Scheme may reject the bid or act against me should this declaration prove to be false.

Signature:

Date:

Deponent

Capacity:

Name of bidder:

Thus signed and sworn to before me at _____ on _____ this _____ day of _____ 2024, the deponent having acknowledged that he/she knows and understands the contents of this affidavit, that he/she has no objection to taking the prescribed oath and that he/she considers the prescribed oath to be binding on his/her conscience.

Commissioner of Oath:

Name :

Address :

Area:

Capacity:

TERMS OF REFERENCE FOR THE PROVISION OF SERVICES OF AN ELECTORAL OFFICER

1. PURPOSE

The purpose of this proposal is to appoint a suitable, qualified and experienced service provider with requisite knowledge, capacity and expertise to facilitate and manage free and fair elections and other related work as outlined in the scope of service, to Sizwe Hosmed in accordance with principles of sound corporate governance. The required service will be for a period of between 6 (Six) and eight (8) months commencing on the signature date of the contract and is not expected to exceed R10m over the entire duration of the contract.

2. SIZWE HOSMED BACKGROUND

Sizwe Hosmed Medical Scheme (Sizwe Hosmed / the Scheme) is a non-profit, open medical Scheme registered in terms of the Medical Schemes Act No. 131 of 1998, as amended (the Act). The registration number is 1486. The Scheme provides health care services to 58 000 members. Our main aim is to provide the most comprehensive cover to our members at affordable rates. Sizwe Hosmed currently has its head office located in Pretoria and is one of the five medical Schemes that participate within the South African Local Government (SALGA) environment.

Sizwe Hosmed is governed by a Board of Trustees consisting of 14 members. The duties and responsibilities of the Board of Trustees are regulated by the Rules of the Scheme and the Act. The Board of Trustees has a number of Board committees that are designed to allow for 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 relevant issues delegated to them by the Board. Trustees have the fiduciary responsibility of looking after the Scheme's funds on behalf of members.

3. THIS BID PROCESS

This bid process is open to any Electoral Officer in the South African market. Sizwe Hosmed seeks to partner with a service provider who is committed to an integrated approach to the provision, management and administration of electoral facilitation and management services.

4. THE SERVICES AND SCOPE REQUIRED

Sizwe Hosmed is required by its Rules to hold an elective annual general meeting every three years, where members of the Board shall be elected in line with the Scheme Rules. Furthermore, the Sizwe Hosmed Rules require its Board to ensure that best practices are followed to ensure that the trustee nomination and election process is free and fair and where appropriate, appoint an independent body to oversee and conduct the nomination process and the elections.

Bidders are thus invited to submit a proposal to provide the services of an electoral officer in order to facilitate and manage the election process. The extent of the services is detailed herein-under in this RFP.

The successful bidder will be expected to provide reports on all matters pertaining to this contract at regular intervals as agreed upon in the Service Level Agreement, to the relevant Scheme representative(s). The Sizwe Hosmed electoral process as well as the duties of the electoral officer are detailed in this RFP to assist the bidders in submitting proposals.

4.1 Electoral Governing Principles

- 4.1.1 The Scheme's Electoral process is based on the Act, the Regulations promulgated thereunder, the Scheme Rules and general principles governing free and fair elections.
- 4.1.2 The Scheme's electoral process contains fundamental electoral rights and the basic principles of the electoral system which include:
 - a) the right and a fair opportunity for all members to vote and to be elected;
 - b) the appointment of an Independent Electoral Officer to be entrusted with conducting the elections; and
 - c) the appointment of an Independent Electoral Auditor to audit and report on the conduct of the elections;
 - d) a fair and independent process.
- 4.1.3 The respective powers and responsibilities of the Electoral Officer and Electoral Auditor will be clearly stated, distinguished and defined in their terms of engagement to prevent conflicting and overlapping powers being exercised between them and by other bodies.
- 4.1.4 An observer appointed by the Registrar of Medical Schemes may observe/monitor the electoral processes, attend the AGM and report to the Registrar.

4.2 Independent Electoral Officer

- 4.2.1 The Trustees must appoint an Independent Electoral Officer to take care of the trustee nomination and election process.
- 4.2.2 The Independent Electoral Officer shall co-operate with the Scheme on all matters pertaining to the electoral process.
- 4.2.3 The Independent Electoral Officer shall carry out its respective duties in accordance with the Electoral process agreed upon and shall be accountable to the Board of Trustees or any person so delegated by the Board.
- 4.2.4 The independent electoral officer will be expected to draw up a timetable/project plan of the election process in accordance with Scheme rules and best practice and present to the Scheme for approval prior to execution.

4.3 Duties of the Independent Electoral Officer

- 4.3.1 To ensure that the election process is carried out in accordance with the Rules of the Scheme and shall act impartially and independently;
- 4.3.2 To appoint logistic companies to provide services such as printing, delivery and logistical arrangements for the nomination and election of Trustees and to keep the names of the appointed logistic companies confidential until the election results are announced.
- 4.3.3 To ensure that clear and fair voting procedures are established and made known to members.
- 4.3.4 To ensure that members are fully informed concerning the election process, including advertising and awareness campaign carried out in the media.

- 4.3.5 To ensure that members of the Scheme are able to participate in a free, fair and independent electoral process.
- 4.3.6 To ensure that the addresses of members received from the Scheme's Administrator are correct, and in those cases where addresses are incorrect, to take the necessary steps to correct those addresses as far as possible.
- 4.3.7 To ensure that the membership database of the Scheme is validated on a representative random sampling in order to verify the correctness and updated information of members.
- 4.3.8 To verify the database maintenance and checks and balances of the safe keeping of data in conjunction with the Scheme to ensure proper control over ballots and verification.
- 4.3.9 To ensure that nomination packs and the Annual General Meeting (AGM) packs are sent to members timeously.
- 4.3.10 To ensure that voting can be undertaken secretly and without interference.
- 4.3.11 To ensure the integrity of the election process through the implementation of reasonable and appropriate measures to prevent unlawful and fraudulent activities.
- 4.3.12 To ensure the integrity of the process for the transparent counting of votes.
- 4.3.13 To operate a quasi-call centre (shared call number to be registered) to receive and deal with election related queries and requests for assistance from Scheme members.
- 4.3.14 To ensure that election officials are well-trained and act impartially and independently.
- 4.3.15 To oversee the design, development and dispatching of election notices with nominations forms and ballot papers to all Principal Members via the electronic; postal and any other mode deemed appropriate as well as to manage the nomination responses - The development of such documentation is to be done in conjunction with the communication and marketing unit of the Scheme.
- 4.3.16 To provide ongoing impartial advice to the Scheme to enable decision making that will strengthen the credibility of the nomination and election process.
- 4.3.17 Any other duties as the Scheme may instruct the Service Provider to ensure credible election process.
- 4.3.18 To ensure the integrity of the process for the transparent counting of votes.
- 4.3.19 To produce the final election results.
- 4.3.20 To produce a final Report on the elections setting out:
 - 4.3.20.1 A narrative of the nomination process, the challenges encountered and nominations statistics;
 - 4.3.20.2 The result of the ballot;
 - 4.3.20.3 Whether the service provider is satisfied that the balloting and elections were free and fair and in accordance with the procedure and methodology approved by the Curator in accordance with the Scheme's Rules.
 - 4.3.20.4 To certify that the persons elected as trustees, are in fact members of the Scheme who are in good standing.

4.4 Nomination Process

- 4.4.1 The Electoral Officer must acquaint themselves with procedures pertaining to the nomination and election of trustees as set out in the Rules of the Scheme, which provide for a Board of Trustees comprised of at least 9 (nine) members of the Scheme to be nominated and elected by members of the Scheme at an Annual General Meeting.
- 4.4.2 Nomination of the Nine (9) trustees that must be elected from the members of the Scheme must be done on a nomination form to be sent to members no later than 4 (four) months before the AGM.
- 4.4.3 The notices calling for nominations shall inform Members of vacancies to be filled, the nomination process, together with a nomination form approved by the Scheme.

- 4.4.4 Each nomination shall contain at least a short CV of the candidate in a format specified in the nomination notice.
- 4.4.5 The nomination form must be delivered to all members of the Scheme (Voters' Roll) as follows:
 - a) using an address list supplied by the Scheme's Administrator;
 - b) under a covering letter which must be signed by both the Independent Electoral Officer and the Principal Officer of the Scheme;
- 4.4.6 The nomination form shall be signed by the proposer, candidate/nominee and a seconder (these individuals can only be principal members and not beneficiaries to the principal members) who must all be in good standing with the Scheme.
- 4.4.7 The Independent Electoral Officer shall ensure that adequate instructions on the nominations process are given to members.
- 4.4.8 The Nomination form shall be returned to the Independent Electoral Officer.
- 4.4.9 Completed nomination forms must be received by the Independent Electoral Officer by fax or electronic mail or in person, on or before the closing date allowing at least 21 days from the date of posting of nomination forms to reach and be collected by members and a further 14 days at least for the nomination forms to be posted back and received by the Independent Electoral Officer.
- 4.4.10 No nominations received after the closing date will be accepted by the Independent Electoral Officer. Moreover, a nomination shall be invalid if it is not completed in full or if it is not signed by all 3 (three) abovementioned signatories.
- 4.4.11 The vetting of the nominees for fitness and propriety to become members of the Board (including reference checking of nominated candidates), shall be carried out and may be procured by the Scheme from any other source as it may deem fit.
- 4.4.12 The Independent Electoral Officer must prepare a list of valid nominees.
- 4.4.13 Nomination forms where the CV's have not been provided must not be included as valid nominations;
- 4.4.14 The Independent Electoral Officer must inform all nominees whether their nomination was successful or not.
- 4.4.15 The Independent Electoral Officer may arrange a meeting with all nominees to discuss the Electoral Framework.
- 4.4.16 The Independent Electoral Officer must ensure that the list of vetted eligible nominees and their CV's are delivered to members.

4.5 Ballots process

- 4.5.1 The Independent Electoral Officer must –
 - a) ensure that each ballot form has security features deemed appropriate as well as the member's name and address printed on the ballot form;
 - b) ensure that adequate instructions are given to members on how to complete and use the ballot forms;
 - c) deliver the printed ballot form with instructions to the members; and
 - d) ensure that completed ballot forms are returned directly to the Independent Electoral Officer not later than 14 (fourteen) days before the AGM.
- 4.5.2 The Independent Electoral Officer must only accept ballot forms that have been returned with a copy of the voting member's identity document/passport/valid driver's license.
- 4.5.3 The Independent Electoral Officer must ensure that each voting member on the ballot form is reconciled to the voters roll.

- 4.5.4 Members ballots shall be received on a date prior to the AGM so as to allow for verification of such ballots to be undertaken.

4.6 Annual General Meeting

- 4.6.1 A member who is in good standing and who has not returned his/her ballot by the date as determined by the Board, may physically at the AGM by ballot, vote for any of the nominated candidates.
- 4.6.2 Casting of vote at the AGM must be in a room that is separate with adequate security.
- 4.6.3 The Independent Electoral Officer must be present at the AGM at the date specified by the Scheme.
- 4.6.4 The Principal Officer should introduce the Independent Electoral Officer who will explain the procedure regarding the election of trustees and deal with any issues raised by members.
- 4.6.5 The Electoral officer must after the members have voted arrange for ballot papers to be kept safe and secure
- 4.6.6 The Electoral officer must seal and secure the ballot box upon completion of voting by the members voting at the AGM.

4.7 Counting process

- 4.7.1 Counting of the ballot papers shall be observed by the Independent Electoral Auditor.
- 4.7.2 The Independent Electoral Officer must compile a report of the number of votes that each nominee has received which report he/she must sign together the Independent Electoral Auditor.
- 4.7.3 The Independent Electoral Officer may announce the result of the election at the AGM, or Special General Meeting immediately following the voting process, or at any other time as may be appropriate. The results of an election of trustees need not be announced at a general meeting and may be announced at a later stage should it be appropriate, and the Scheme is entitled to take into account the results of such voting as may have taken place at a general meeting notwithstanding that the meeting may have been interrupted and not have concluded its business.
- 4.7.4 Candidates who receive the most votes, in descending order, shall be elected as trustees until all vacancies have been filled.
- 4.7.5 In the event that more than 1 (one) candidate receives the same number of votes, and there are insufficient seats on the Board available for all such candidates, then where the outcome of the election is to be announced at the annual general meeting, members at the annual general meeting shall be asked to cast their votes in respect of such candidates. The candidates who receive the highest number of votes shall be appointed as trustees.
- 4.7.6 The Independent Electoral Officer must inform all nominees telephonically and in writing of when the outcome of the elections will be announced.
- 4.7.7 The Independent Electoral Officer must provide the names of the newly elected trustees to the Principal Officer.
- 4.7.8 The Principal Officer must arrange a Board of Trustee meeting within 7 (seven) working days to properly constitute the Board of Trustees and to elect a Chairperson.
- 4.7.9 The Independent Electoral Officer must provide a final report and all necessary documentation to the Scheme for safe keeping.

4.8 Duty to ensure eligibility of Trustees

- 4.8.1 The Independent Electoral Officer shall ensure that members are eligible to serve as Trustees.
- 4.8.2 The following persons are not eligible to serve as Members of the Board:
- 4.8.2.1 a person under the age of 21 years;
 - 4.8.2.2 an employee, officer, consultant, or contractor of the Scheme;
 - 4.8.2.3 an employee, director, officer, consultant, or contractor of the administrator of the Scheme or of the holding company, subsidiary, joint venture, or associate of that administrator;
 - 4.8.2.4 a broker;
 - 4.8.2.5 the principal officer of the Scheme;
 - 4.8.2.6 the auditor of the Scheme;
 - 4.8.2.7 a consultant, advisor, co-administrator, or any person irrespective of title, who is providing advice, services or recommendations of any nature to a medical scheme/schemes (as defined in the Medical Schemes Act or Regulations) other than Sizwe Hosmed;
 - 4.8.2.8 an employee, director, officer, consultant or contractor of, or any person associated with, a manufacturer, distributor and/or wholesaler of prescription or over-the-counter pharmaceuticals, complementary medicines, medical devices and medical consumables;
 - 4.8.2.9 an employee, director, officer, consultant or contractor of a hospital;
 - 4.8.2.10 a person holding a trusteeship of any other medical scheme or schemes;
 - 4.8.2.11 a person disqualified from being a director of a company or from acting as a trustee under the Companies Act, 2008 or any other law;
 - 4.8.2.12 an elected trustee who is not a Member of Sizwe Hosmed;
 - 4.8.2.13 a person whose Membership contributions are in arrears for a period of at least three months, for whatever reason;
 - 4.8.2.14 a person who has contravened the Scheme's Rules and/or the provisions of the Act, and/or who in the opinion of the Board on good cause shown is not fit and proper to undertake the fiduciary responsibilities of a Trustee.

5. TECHNICAL PROPOSAL / REQUIRED RESPONSE TO THE TERMS OF REFERENCE

- 5.1. Bidders are required to include details around the proposed schedule of services and demonstrate how the various steps in the electoral process will be carried out in line with the prescribed deadlines i.e. Contract period of between 6 (Six) and 8 (Eight) months.

6. PRICING

A separate quotation reflecting the unit price including and excluding VAT should be provided under the pricing schedule below

7. EVALUATION CRITERIA AND METHODOLOGY

- a) The evaluation criteria for the assessment of the proposals will be based on both qualitative and financial aspects of the proposal.

- b) Service Providers will be evaluated on functionality. The bidders that score points which exceed the minimum threshold provided on functionality will continue to the adjudication phase.
- c) The Bid documents will be evaluated individually on a score sheet, as per the evaluation criteria indicated in the Terms of Reference. All bidders who score less than 70 out of 100 points for functionality will not be considered further.
- d) The bid evaluation process shall be carried out in three (3) Phases namely:

Phase 1: Administrative Compliance (Mandatory Requirements)

Phase 2: Functionality Evaluation (100 points)

Phase 3: Price and BBBEE Evaluation

PHASE 1: ADMINISTRATIVE COMPLIANCE/MANDATORY REQUIREMENTS

1. Completed and commissioned declaration form (*self-certification is not allowed and may lead to disqualification*)
2. Proof of Tax compliance with SARS (SARS Pin Number/ Valid Tax Clearance Certificate of Bidder as well as joint venture or consortium where applicable). *These documents must still be valid by the closing date of the RFP.*
3. Certified company registration documents (e.g. Pty; Trust; CC etc.) (*self-certification is not allowed and may lead to disqualification*)
4. Proof of business address (e.g. lease agreement, rates and taxes bill, rental invoice from landlord, title deed, etc.)
5. In addition to the bidder's information required above, bidders are required to submit their proof of banking details not older than 3 (three months).

Kindly take note that:

Should these documents not be included, the bidder may be disqualified on the basis of non-compliance.

PHASE 2: FUNCTIONALITY EVALUATION CRITERIA (100 POINTS)

DESCRIPTION OF CRITERIA	METHOD OF EVALUATION	POINTS ALLOCATION
<p>Company experience = 25 The Service Provider must demonstrate relevant experience in the provision of electoral service for at least three organisations with a national footprint, including those that conduct similar business to Sizwe Hosmed.</p> <p>Copies of reference letters from organisations with the attributes outlined above must be provided.</p>	0 reference letters	0
	1 – 2 reference letters	10
	3 or more reference letters	25
<p>Experience of key personnel (Team) = 25 The service provider must demonstrate that key personnel allocated to Sizwe Hosmed relevant experience by attaching an organogram that reflects each member’s experience. Attach a concise CV of each team member</p>	0 years experience	0
	1 -3 years experience	10
	More than 3 years’ experience	25
<p>Technical response to the TOR = 50 This section of the Terms of Reference requires the bidder to demonstrate an understanding of the Sizwe Hosmed services and requirements. For services described in the Services and Scope Required section above (point 4), the bidder is required to provide concise information with a methodology and project plan with milestones relating to how the services will be delivered to Sizwe Hosmed. Examples and experience or reference should be specified in the response, where appropriate.</p>	Project plan	10
	Nominations process	10
	Balloting process	10
	AGM Process	10
	Reporting	10
TOTAL POINTS FOR FUNCTIONALITY		100
MINIMUM FUNCTIONALITY SCORE TO MOVE TO PRICING & BBBEE PHASE		70

The technical response to the TOR will be evaluated using the following value scale:

Description	Value
Meets and exceeds Sizwe Hosmed functionality requirements	5- Excellent
Above average compliance to Sizwe Hosmed functionality requirements	4- Above Average
Satisfactory and meets Sizwe Hosmed functionality requirements	3- Average
Below average compliance to Sizwe Hosmed functionality requirements	2- Below Average
Unacceptable and does not meet Sizwe Hosmed functionality requirements	1- Poor

N.B: Only bidders that score a minimum of 70 out of 100 points for Functionality Evaluation will be evaluated further for Price and BBBEE Level of contribution.

PHASE: 3 PRICE AND BBBEE POINTS EVALUATION SYSTEM

The evaluation for Price and BBBEE shall be based on Sizwe Hosmed Point system as described earlier (see point 4).
The evaluation criteria are as follows:

Evaluation Criteria		Points
1.	Price	70
2.	Black Economic Empowerment	30
	Total	100

A valid BBBEE Level of Contribution Certificate issued by a SANAS accredited B-BBEE rating agency or an affidavit must be submitted in order to be considered for the above.

ANNEXURE: PRICING SCHEDULE

Name of bidder:

Bid number: **RFP 02/02/2024**

Closing Time **11:00**

PLEASE NOTE:

Bidders should attach a detailed price/commercial proposal – in a separate envelope

OFFER TO BE VALID FOR 90 DAYS FROM 02 April 2024 (THE CLOSING DATE OF BID).

The bidder must provide the total price for the Electoral Officer Services

This annexure should be completed and signed by the Bidder’s authorised personnel as indicated below: If applicable each year

1 Please indicate your total bid price here: R..... (Incl. of VAT) – Bidders are required to submit a schedule where the total bid price above is split into its components/activities indicating number of hours and hourly rates per resource) including all expenses (**Mandatory**)

2 Any additional relevant costs e.g. innovation, etc must indicated as such in the schedule (**Optional**).

3 **NOTE:** All prices must be **VAT inclusive** and must be quoted in South African Rand (**ZAR**).

4 Are the rates quoted firm for the full period of the contract?

YES	NO
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5 **Mandatory:** If not firm for the full period, provide details of the basis on which adjustments shall be applied e.g. CPI, and details of the cost breakdown.

No price adjustments that are 100% linked to exchange rate variations shall be allowed.	Comply	Not comply
Substantiate / Comments		

7.

All additional costs must be clearly specified.	Comply	Not comply
Substantiate / Comments		

Price Declaration Form

Dear Sir/Madam

Having read through and examined the Tender Document, Tender no. **RFP 02/02/2024** , the General Conditions, The Requirement and all other Annexes to the Tender Document, we to provide
 (*goods or services to be provided*), for the total tendered contract sum of
 R _____ (including VAT). In Words: R _____ (including VAT)

We confirm that this price covers all services to provide for/to the Scheme, including but not limited to the supply of all required services. We confirm that Sizwe Hosmed will incur no additional costs whatsoever over and above this amount in relation with the services related to the provision of these services. We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with delivery when required to do so by the Client.

Moreover, we agree that until formal Contract Documents have been prepared and executed, this Form of Tender, together with a written acceptance from the Client shall constitute a binding agreement between us, governed by the terms and conditions set out in this Request for Proposals.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in preparing and submitting this tender.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the tender is submitted, any information relating to the submission of this tender or the details therein except where such is necessary for the submission of this tender.

SIGNED _____ **DATE** _____

(Print name of signatory)

Designation _____

FOR AND ON BEHALF OF: **COMPANY NAME** _____

Tel No _____

Fax No _____

Cell No _____