



TERMS OF REFERENCE

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TERMS OF REFERENCE

EXTERNAL AGENT FOR ESTABLISHMENT OF SHERIFFS MEDICAL AID SCHEME

Reference Number: SABFS020.2024
Advertisement Date: 04 December 2024
Closing Date: 17 December 2024
Closing time: 17:00
Tender Type: Public

1.BACKGROUND

The South African Board for Sheriffs (“SABFS”) is a statutory regulatory body established in terms of the Sheriffs Act 90 of 1986. The SABFS’ objectives are the maintenance of the esteem, the enhancement of the status of sheriffs, and the improvement of the standard of training and functions performed by sheriffs.

2. THE CORE OBJECTIVES OF THE SABFS ARE TO:

- Liaise with the sheriffs and relevant stakeholders;
- To monitor the conduct of sheriffs;
- Promote the sheriff’s profession; and
- To provide overall Policy directives.

3.OBJECTIVES

The South African Board for Sheriffs is seeking to appoint a suitably qualified and experienced service provider to act as an agent and carryout an in depth investigation into how the SABFS can establish a medical aid scheme to serve as a base for all sheriffs offices in South Africa. The appointment will be project based and must be completed within two months.

4.SCOPE OF WORK

The appointed service provider will be required to carry out the below scope with professionalism, adequate capacity and experience:

4.1. DELIVERABLES

4.1.1. The appointed agent should be able to investigate and generate a report on the following withing and specific deadline:

- a. How a medical aid Scheme can be established in line with section 16(j)(ii) of the Sheriffs Act.
- b. Medical aid Industry requirements and time frames for establishment.
- c. The associated establishment and management costs of the scheme.
- d. Maintenance of the scheme requirements such as labor and infrastructure.
- e. Benefits to the SABFS and Fidelity Fund.
- f. Funding structure of the healthcare scheme.
- g. Management process of the scheme including supporting and assisting in maintaining medical aid membership, such as dependent registrations and de-registrations.

4.1.2. Notes:

- a. The service provider should be able to detail requirements of the South Africa Council for Medical Schemes related to the establishment of the required scheme.

- b. The appointed service provider should be able to provide all details required in relation to the establishment of a Medical Aid scheme in South Africa.
- c. The bidder should detail the employees they will; be working with, including their skills, qualifications and experience.
- d. The appointed service provider should be legally able to provide the required services detailed within this terms of reference.
- e. The agent must have Product Specific Training for providing advice or rendering intermediary services relating to Medical Aid schemes.
- f. Generate a smart report to demonstrate the entire process from start to completion and management of the Scheme.

5. EVALUATION CRITERIA

5.1. Phase 1: Technical Evaluation

Evaluation of the technical part of the proposal will be based on the service provider's responsiveness to the terms of reference, as well as the application of the evaluation criteria and points system as indicated below. Each responsive proposal may be given a technical score.

Criteria	Points
Company experience in the provision of the required services including specialized skills, expertise, and value-added services	40
Methodology and Approach	30
Qualifications and experience of team members	30
TOTAL	100

The proposals will receive further consideration if they score at least 70% minimum points out of the 100 points on the technical criteria as listed above.

5.2. Phase 2: Pricing and BEE Evaluation

The following 80/20 criteria will be used for the evaluation of the proposals:

- i. Pricing 80 points
- ii. B-BBEE Points 20 points

5.2.1. Supervision

The successful service provider will be regularly in contact with the Finance Manager whenever applicable.

5.2.2. Completion Criteria and Payment

Payment will be made based on an agreement between the SABFS and the successful bidder.

The SABFS can halt or adjust the project schedule at any time with written notice to the appointed service provider.

5.2.3. Pricing Schedule

The following cost table may be utilized to submit the cost proposal:

Item	Quantity	Rate/Unit Price in (R)	Total Price in (R)
<u>Additional Costs</u>			
VAT			R
TOTAL AMOUNT			R

To enable the SABFS to evaluate the entity on the above criteria, please ensure that adequate documentation is attached.

6. REGISTRATION REQUIREMENTS:

Service providers must submit the following information when preparing their bid documents: (ignore if already applied to be on the SABFS database)

- a) The agent must possess a tertiary qualification and be legally able to provide financial advice.
- b) Valid and original tax clearance certificate at the time of bid closing (only for quotes above R30 000)
- c) List of two (2) referees being clients previously consulted for, not older than 18 months, along with the contact person and contact details;
- d) Proof of banking details.
- e) Pricing Schedule
- f) Declaration of Interest

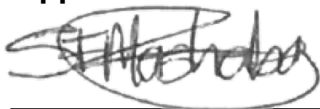
NB:

- Please note that the above requirements are mandatory and **MUST** accompany the proposal.
- Non-compliance with the above mandatory submissions will lead to disqualification.
- Proposals must be properly indexed.

7. All inquiries relating to the tender must be communicated in writing only by no later than **17h00** on the **17 December 2024**. All written communication should be sent to the following email address only: proposals@sheriffs.org.za, Subject Heading: **SABFS020/2024 – External Agent For Establishment Of Sheriffs Medical Aid Scheme**
8. All applicants are strictly forbidden to communicate with the office of the South African Board for Sheriffs in respect of their application, other than through the required communication channels as stipulated in this document; and

9. Each applicant is required to submit one (1) Softcopy to proposals@sheriffs.org.za, no later than the stipulated closing date and time.
10. The SABFS is not obliged to accept any applications and has the right to withdraw and or amend tender specifications at its sole discretion.

Approved



Mrs. S Mashaba

Executive Manager: South African Board for Sheriffs