

ADVERTISEMENT



Invitation to Submit Bids

Bid Number: SAMRC/ITSD-SMVCMS/2026/08

Supply and Maintenance of Video Conferencing Managed Services

The South African Medical Research Council (SAMRC), based in Cape Town and with branches in Gauteng and KwaZulu Natal, invites bids from competent and technically competent suppliers for the provision of a pro-active managed service for the SAMRC video conferencing environment, including hardware maintenance, support, and associated services.

A non-compulsory virtual briefing session will be held on 17 August 2026 at 11H00. Prospective supplier(s) who wish to attend the briefing sessions should email their Microsoft Teams credentials to: tenders@mrc.ac.za before the meeting date.

Completed bids must be submitted in a sealed envelope bearing the bidder's company name, address, bid description and number, and hand delivered to: South African Medical Research Council, Tender Box No. 2, Francie van Zijl Drive, Parow Valley, Tygerberg, 7580, Western Cape; and must arrive before the closing date and time. Late, faxed, or e-mailed bids will not be accepted. One (1) original hard copy of the completed bid document and 1 USB flash drive containing full and same tender information as in the hard copy (PDF format) must be submitted.

Alternatively, bidder(s) can submit their completed bid proposals with supporting documents through the SAMRC website ([Current Tenders | South African Medical Research Council \(.ac.za\)](#))

SCAM ALERT: We have received reports of scammers impersonating SAMRC employees to solicit money from prospective bidders. SAMRC will never call you for tender-related matters. Any communication requesting payment, gifts, or favors in exchange for procurement-related assistance should be treated as fraudulent. Do not be a victim! Report scams immediately at: <https://scmfraudreporting.samrc.ac.za/>

Responsive bids will firstly be evaluated on functionality and thereafter on an 80/20 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulations, 2022.

Please note that:

- This bid is valid for one hundred and twenty (120) days after the closing date for the submission of bids;
- It is compulsory that bidders obtain bid documents, available for downloading on the SAMRC website (<http://www.mrc.ac.za/Tenders/tenders.htm>) from 31 July 2026 to 28 August 2026. No hardcopy bid document will be issued by the SAMRC;
- Bidders must register on the National Treasury's Central Supplier Database (CSD) prior to submitting bids, by logging onto <https://secure.csd.gov.za/>. With effect from 1 July 2016, SAMRC may not award any bid to a supplier not registered as a prospective supplier on CSD. Submit with this bid your CSD supplier number and unique registration reference number for SAMRC to verify your company's registration on CSD;
- Negotiations for the bid award will only be concluded with the qualifying bidder(s) who is/are registered on the CSD and whose key information outlined in this bid document is in order.
- Bidder(s) are **required** to submit 1 original hard copy document and 1 USB flash drive with full information as per the original hard copy (PDF format), as indicated above in this advert;
- Non-compliance with all submission requirements, such as the USB for traditional submission, amongst other criteria as per section 1.21, **will** lead to the disqualification of the bidder(s);
- The SAMRC is not compelled to accept the lowest or alternative bid, and reserves the right to accept part or the whole of any bid or cancel the bid;
- Bidder(s) must be able to supply all the required items as indicated in the bid specifications;

- Documents and USB flash drives submitted on time by bidders shall not be returned;
- Appointment will be subject to the successful bidder agreeing to sign a service level agreement with the SAMRC to adhere to the terms and conditions set out in the bid document;
- It is envisaged that SAMRC will conclude a service contract with the successful bidder for a period of 36 months, reviewed annually, and may be extended by a further 24 months at the discretion of SAMRC.
- All tender progress/results will be updated on the SAMRC website <http://www.samrc.ac.za/tenders-or-scm/current-tenders>; therefore, no regret letters will be issued.

All technical enquiries may be directed in writing to Keith Ross (tenders@mrc.ac.za), and any other enquiries related to the bid process may be directed in writing to Supply Chain Management (tenders@mrc.ac.za). The bid number should be quoted in all correspondences. No telephonic enquiries will be responded to.

The closing date and time for bid submissions is 28 August 2026 at 11H00.