

REQUEST FOR PROPOSAL

Date of Request:

Request: The South African Medical Research Council (SAMRC) invites proposals from qualified service providers for the provision of high-purity gas (filled gas cylinders and cylinder rentals), and specialty gas equipment and services for various SAMRC research sites (Cape town, Pretoria and Durban).

RFP Number: 00100223224

Please note we would like a proposal and quote as per the below specification sheet.

For submission of proposals or any related queries

Contact: Supply Chain Management

scm@mrc.ac.za

www.samrc.ac.za





REQUEST FOR PROPOSAL

PROVISION OF HIGH-PURITY COMPRESSED GAS AND SPECIALTY GAS EQUIPMENT AND SERVICES

1. Introduction

The South African Medical Research Council (SAMRC) is a Schedule 3A public entity in terms of the Public Finance Management Act, 1999 (PFMA). SAMRC has been enacted through the South African Medical Research Council Act, 1991. As a schedule 3A public entity, SAMRC adheres to the procurement processes under the Public Finance Management Act (PFMA).

The SAMRC's head office is in Cape Town (Western Cape Province) and it is also represented in Gauteng and KwaZulu-Natal Provinces through regional offices.

SAMRC has seven campuses and several satellite research sites with diverse business activities i.e. offices, biochemistry and microbiology laboratories, health research clinics, animal research centres, and tenants renting space. Further information about SAMRC can be found on the SAMRC webpage, www.samrc.ac.za.

2. Purpose

The South African Medical Research Council (SAMRC) is inviting bids from certified, licensed, and competent gas distributors to supply and deliver packaged high-purity gas (filled gas cylinders and cylinder rentals), and specialty gas services for various SAMRC research sites in Cape town, Gauteng and KwaZulu-Natal provinces through regional offices. A Service Level Agreement (SLA) with the successful bidder will be signed for a period of 4 months and may be extended further at the sole discretion of SAMRC subject to budget and performance.

3. Compulsory Site Briefing

A compulsory virtual briefing session will be held at 14:00 (SAST) on 01 September 2026. Prospective supplier(s) that wish to attend the briefing session join Microsoft Teams meeting on below link or meeting credentials

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/350456191118070?p=ezvTidMkaWJodJxVua>

Meeting ID: 350 456 191 118 070

Passcode: Wj6Yi96h

4. Queries Relating to Proposals and Quotations

Potential bidders can contact **Supply Chain Management** via email address scm@mrc.ac.za for additional information to prepare the proposal and quote.

All technical and other related enquiries will be accepted up until the cut off time of 16:00 (SAST) on 04 September 2026, no enquiries will be accepted or responded to beyond this time and date.

Please include the RFP number in the subject line of all email correspondence.

No telephonic enquiries will be responded to.

5. Closing Date for Submissions

The closing date for submissions is 11:00 (SAST) on 08 September 2026.

6. Scope of Work

The appointed service provider will be required to:

- Provide specially / high – purity gas in compressed cylinders as tabled in pricing section
- Provide related specialty gas service on request which is excluded from pricing section.
- Install gas cylinders, and gas tubing, including the fitting of regulators and safety devices.
- Perform gas site inspections, and
- Provide gas safety induction, amongst other things.
- Provide safety data sheet and technical information or all gas provided to SAMRC in line with the SANS 10234
- Provide gas safety instruction with risks and mitigation controls, for handling, transporting and disposal of type of gas, and related emergencies response guidance.
- Eligible service providers should be registered, certified to transport and supply gas, empty and obsolete gas cylinders, and inspect gas cylinders as legislated,

and provide SAMRC with safety file prior commencement of contract. The safety file must be regularly updated.

- When entering SAMRC sites, must avail the necessary dangerous goods transport documents, emergency response documents, and contacts, and for inspections by SAMRC.

7. Certification and License Requirements

Eligible service providers should be registered and certified with the relevant authorities and gas associations operating under the mandate of the Department of Employment and Labour (DoEL), Department of Trade, Industry and Competition (DTIC)

- Certified registration with Gas association as mandated by (DoEL) i.e. Southern Africa Compressed Gases Association (SACGA), and where applicable the following affiliations
 - SAQCC and its affiliations
 - LPGSA – Liquefied Petroleum Gas Association of South Africa
 - SACGA – Southern Africa Compressed Gases Association
 - SAGA – Southern African Gas Association
 - SAHPRA License for provision of medical oxygen to health establishment, where applicable e.g. Good Manufacturing Practice (GMP) and GDP (Good Distribution Practice).
 - South African National Accreditation System (SANAS) accreditation, where applicable
 - International Organization for Standardization (ISO) of gas manufacturers (local or international) and distributor.
 - Provide and maintain safety file related to services provided to SAMRC
 - Provide risk assessment and emergency management plan for services provided to and conducted at SAMRC
 - Provide compliance with the National Road Traffic Act related to transport of Dangerous Goods

8. Current Regional Delivery Points for Specialty Gas Services

Table 1. Site Addresses

	Province	Addresses	Current Business Units who may require service at these sites (delivery points)
	WC	SAMRC Parow (Medicina) Campus Head Office Francie van Zijl Drive Parow Valley (7500) City of Cape Town Western Cape Province	WC: BRIP Biomedical Research and Innovation Platform (BRIP) BRIP WC MRC Parow Campus
	WC	SAMRC Tygerberg (NIVS/RIND) Campus Francie van Zijl Drive (Left as entering Tygerberg Hospital Grounds) Parow Valley (7500) City of Cape Town Western Cape Province	WC: NCDRU Non-Communicable Diseases Research Unit (NCDRU) NCDRU WC MRC Tygerberg Campus WC: Genomics Genomics WC MRC Tygerberg Campus - Genomics (Genomic Centre)
	WC	SAMRC DELFT Campus OU' Hindle Road, Brentwood Park (adjacent Blue Downs) Driftsands City of Cape Town Western Cape Province	WC: PUDAC Primate Unit and Delft Animal Centre (PUDAC) PUDAC WC MRC Delft Campus PUDAC
	GP	SAMRC Pretoria Campus 1 Soutpansberg Road Prinshof (next to Arcadia) Pretoria (0001) City of City/ Municipality of Tshwane Gauteng Province	GP: BRIP CATIR Labs Biomedical Research and Innovation Platform (BRIP). CATIR Labs (Centre for Advanced Training and Innovative Research (CATIR) in Pretoria.) BRIP CATIR MRC Pretoria Campus
	KZN	SAMRC Ridge Road Campus 491 Peter Mokaba (Ridge Road) Overport (4067 / 4091) Durban City of City/ Municipality of Ethekwini Kwa-Zulu Natal Province	KZN: HIDRU: HIV and other Infectious Diseases Research Unit (HIDRU)
	KZN (satellite sites)	336 RK Khan Circle 336 RK Khan Circle 12/14 Tesco Drive 1 Zulu Reserve Road 66 Pandora Crescent 31-33 Wick Street, 1st and 2nd Floor 3-13 Police Station Road, 2nd Floor	Chatsworth HIDRU Chatsworth GHRU, Potgieters Hill, Tongaat, HIDRU Bothas Hill, HIDRU Phoenix HIDRU Verulam HIDRU Isipingo HIDRU

9. Returnable Documents for Eligibility Assessment

1. Valid tax clearance or PIN
2. CSD registration
3. Company registration documents
4. BBBEE status
5. Certified Copy of Broad Based Black Economic Empowerment (B-BBEE) certificate issued by SANAS accredited Agency
6. Completed SBD documents (Attached)
7. Certificate of Authority for Joint Ventures (where applicable)

8. Certified Copy of Public-Environmental Liability Insurance

10. Evaluation Criteria

Table 2. Evaluation / selection guidance criteria

Criteria	Ref No.	Description	Weight (%)	Min pre-qualification percentage	Preference points system
Functionality (Total=100%)	1. Company Overview	Company Profile and Core business – Head office Regional offices, Depots, Plants - Company organogram - National and Regional Footprint offered, particular for Gauteng, Western Cape, and Kwa-Zulu Natal regions. Letter of good standing with the Compensation Commissioner of the Department of Employment and Labour COIDA Operational status: - Number of years in business - Service delivery process and turnaround time List additional ad-hoc services for the medical and clinical research environment e.g. gas regulation, pipeline/ tubing, and handling equipment; installations / commissioning / re-commissioning gas hubs; onsite inspections and inductions	35	75	
	2. Accreditation/ licenses and certification	Gas Association Registration and Certification as mandated by DoEL Certification with quality management systems SAHPRA Registration / Certification (Medical Oxygen) Certification with quality management systems e.g. ISO or similar Safety File / Safety Documents to be provided with commencement of contract a) Health Safety and Environmental (HSE) Policy/ and HSE operational plan b) Hazard Identification Risk Assessment for work conducted at MRC sites (e.g. covering transport, delivery, collection, and handling of equipment, and installation of equipment) c) Emergency and incident management procedure/plan, and continuity plan d) Dangerous Goods Training Register / Permits and Certification e) Fire Protection Officers Register / Certificates f) Gas Safety training register SAMRC reserves the right to enquire for more additional safety compliance related documents.	35		

	3. Contactable References	Detailed reference letters with contact details References Full contact details of 3 or more references including relevant information such as a) Company name b) Contact person and contact detail - Tel and Email c) Nature of service provided d) Service period (commencement date and duration of contract) e) Where possible provide summary of the technical, quality and professional business abilities in providing the service to the customer The references provided must be contactable and on the Customer's letterhead or in a spreadsheet	15		
	4. Draft Service level agreement	The bidder must submit a detailed SLA outlining service delivery commitments, performance standards, response and resolution times, escalation procedures, reporting mechanisms, and performance measurement criteria.	15		
Price					80
Specific goals					20
					100

Table 3. Rating guideline for functionality criteria

Functionality criteria Ref.	Rating Guidelines					
Rating	Unacceptable (U) = 0	Poor = 7 points	Average = 14 points	Satisfactory = 21 points	Good = 28 points	Excellent = 35
1. Company Details	Does not demonstrate the required experience, capability, infrastructure, or operational capacity.	Provides limited evidence of relevant experience and capability; major requirements remain unaddressed.	Partially meets requirements; significant gaps in experience, capability, infrastructure, or operational capacity.	Meets key requirements but has some gaps in experience, resources, infrastructure, or supporting documentation.	Meets most requirements with strong relevant experience and capability; only minor gaps identified.	Fully meets all requirements with extensive relevant experience, proven capability, adequate infrastructure, footprint, resources, and supporting evidence.
2. Accreditation/ license and certification	Non-Conformance to accreditation/ license and certification	Conformance to 20% Minimal compliance demonstrated; significant gaps in regulatory, certification, and safety requirements.	Conformance to 40% Limited compliance demonstrated; several key licenses, certifications, or safety documents are missing or inadequate.	Conformance to 60% Majority of required documents submitted; some important documents are missing, incomplete, or require clarification.	Conformance to 80% Most required documents submitted and compliant, with only minor omissions or deficiencies.	Conformance to 100% All required licenses, registrations, certifications, and safety documents submitted, valid, and fully compliant.
Rating	Unacceptable (U) = 0	Poor = 5 points	No rating	Satisfactory = 10 points	No rating	Excellent = 15 points
3. Contactable References	No references	Portfolio of 1 contactable reference with a similar scope.	No rating	Portfolio of 2 contactable references with a similar scope.	No rating	Portfolio of 3 contactable references with a similar scope.
4. Service Level Agreement	No SLA	Poorly drafted SLA	No rating	SLA addresses key requirements but has several gaps in service levels, monitoring, or reporting.	No rating	SLA is comprehensive, clear, measurable, and fully addresses all service requirements.

NB: Where the rating guideline above does not provide for the information provided by the bidder, the evaluator reserves the right to allocate closest or any score as he/she sees fit.

11. Pricing Schedule Attached as Annexure A

- Provide a detailed quotation in PDF format
- Complete attached excel spreadsheet Annexure A
- Provide regional quotation if prices differ from national quotation.

Table 4: Summary of Pricing Schedule excel spreadsheet Annexure A

BILL NUMBER	BILL DESCRIPTION	AMOUNT (Excl. VAT)
A.	Delivery Fees Delivery charges for all SAMRC locations (WC, GP, KZN), including CryoEase deliveries	
B.	Filled Gas Cylinders Supply of industrial, medical, specialty gases and CryoEase products	
C.	Rental Fees / Items Monthly rental of cylinders, mini tanks and related gas equipment	
D.	Surge Charges Emergency or special delivery charges applicable to SAMRC sites	
E.	Specialized Gas Mixtures Supply of specialized gas mixtures and custom gas blends	
F	Other required services will be price on request	Price on Request
G.	Health and Safety Files HS Files (WC, GP, KZN)	
	Sub-Total (Bills A to G)	
	Add VAT 15%	
	TOTAL	

12. Annexure B: SAMRC Requirements for Appointed Bidder

12.1 Regulatory Framework

Regulatory framework is related to procurement of gas supply services but not limited to legislation below.

The successful Service Provider (SP) shall warrant that as and where applicable, it is at present and will remain for the duration of the agreement between SAMRC and the Service Provider (including services subcontracted by the service provider), in possession of such documents and/or certificates of and/or membership(s) to all such industry boards, associations, organizations and compliance regulatory authorities as may be necessary to enable the Service Provider to conduct business for the delivery of the Services for which it has been appointed for and to do business with government. This shall include but is not limited to the following:

- Remaining registered on the Central Supplier Data Base for Government;
- Remaining tax compliant with the South African Revenue Service;
- Successful Service Provider shall comply with the conditions as envisaged by the Unemployment Insurance Act (UIF Act), and the Unemployment Insurance Contributions Act,
- in good standing as required under the Compensation for Occupational Injuries and Disease Act;
- Maintaining sufficient relevant liability insurance (where applicable).
- further to, remaining compliant with the provisions of the current and future amendments of
 - Occupational Health and Safety Act (OHSA), Act 85 of 1993 (OHSA),
 - regulation to the Occupational Health and Safety Act
 - Hazardous Substances Act, Act 15 of 1973;
 - National Gas Act, Act 48 of 2001,
 - National Energy Regulator (NERSA) in terms of section 34(3) of the Gas Act, 2001 (Act No. 48 of 2001)
 - National Road Traffic Act (NRTA), Act 93 of 1996, and compliance with the associated Dangerous Goods legislation and national standards
 - National Environmental Management Act (NEMA), Act 107 of 1998 and related environmental laws, standards and codes
 - Basic Conditions of Employment Act (BCEA), Act 75 of 1997
 - Labour Relations Act (LRA), Act 66 of 1995
 - Unemployment Insurance Act (UIF Act), Act 63 of 2001
 - Unemployment Insurance Contributions Act, Act 4 of 2002
 - Any legislation and South Africa National Standards (SANS) that operates within the framework of the said acts and relevant to the service rendered to SAMRC and at SAMRC Premises.

12.2 Health, Safety, Environmental and Quality Requirements

- Successful Service Provider shall comply with all relevant provisions of the Occupational Health and Safety Act (OHSA), and regulations made there under in rendering gas services to SAMRC.
- Successful Service Provider shall acknowledge that in respect of its employees (including subcontractors and outsourced services) and the environment, it is an employer as defined in

the OHSA, COIDA, NEMA, BCEA, LRA, NRTA and Gas Act, to undertake and fulfill all the duties placed upon an employer (and as principal contractor) by the said legislation.

- Successful Service Provider shall ensure that the health and safety of any person on the SAMRC' premises is not endangered by the conduct and / or activities of the Service Provider
- Successful Service Provider shall provide with commencement of the services, as well as maintain a safety file for periodically reviews by SAMRC for the period of the agreement. Qualifying criteria of approved safety file shall relate to the services rendered to SAMRC.
- Successful Service Provider shall maintain an HSEQ risk register for the services rendered to SAMRC for the period of the agreement.

12.3 COIDA and Occupational Injuries and Diseases

- Successful Service Provider shall maintain good standing as required under the Compensation for Occupational Injuries and Disease Act (COIDA), and where applicable maintaining sufficient and relevant liability insurance.
- Successful Service Provider' employees who are rendering service to SAMRC shall remain covered in terms of the COIDA, and such cover shall remain in force for the duration of the agreement.
- In event that such employees' earning are in excess to the submitted earnings as regulated under the COIDA, the Service Provider shall have the necessary processes and insurances, covering its liability in terms of lost of earnings under the circumstances envisaged by the COIDA act.
- Successful Service Provider (SP) shall ensure that their subcontractors who rendering service to SAMRC shall comply with the terms of the COIDA, and such cover shall remain in force for the duration of the agreement

12.4 Glossary: Key Definitions Related to Gas Services

- **Basic Facility Charge (BFC)** (Fixed Facility Charge) refers to the monthly charge that the customer (SAMRC). Basic Facility Charge (BFC) for gas supply is a fixed, recurring monthly fee that covers the fundamental costs of maintaining the gas network, meter readings, and administration. BFC is a fixed monthly administrative and infrastructure fee charged by industrial gas suppliers. It covers the continuous maintenance, safety compliance, and depreciation of the physical equipment stationed at your premises, independent of the actual gas you consume.
- **CryoEase Equipment** refers to the Equipment used for the supply of liquid Gas.
- **Customer** refers to the SAMRC require the service of the appointed service providers
- **Delivery Point (Delivery Address)** refers to the physical location /address of a SAMRC business unit requiring the service e.g. the site where filled and emptied cylinders are dropped off and collected.
- **Delivery Charge** refers to the delivery fee based on the radius from the nearest supply site. Delivery charges can include handling charges for transport, filling at fixed facility, drop and collection of equipment. Delivery, Transport, Filling and Handling charges can be separately defined in the requests for services
- **Equipment / Gas Equipment** refers to any equipment for the distribution, storage or use of the Gas, including, without being limited to, maxitanks, minitanks, cylinders, dewars, pressure vessels, vacuum insulated containers, dip tubes, drums, vaporisers, manifolds, pipelines, pallets and associated control equipment and mixing panels (including Bulk Equipment, Packaged Gas)

- Equipment and
- **Equipment' rental** refers to the monthly rental charged to the customer (SAMRC) for the use of the equipment to which BFC does not
- apply.
- **Gas** means any one or more or all of the following: oxygen, dissolved acetylene, liquefied petroleum gas (LPG), helium, nitrogen, carbon dioxide, nitrous oxide, argon, hydrogen, ammonia and any other gaseous substance whether in liquid, gaseous or solid form or generated onsite, and shall include any mixture or mixtures of two or more of such gases or other gaseous substances complying with quality specifications.
- **Packaged Gas** means the Gas supplied in cylinders, minitanks and maxitanks.
- **Safety Data Sheet** refers to a standardized, 16-section document, classifying the substance and its properties, detailing the hazards, safe handling procedures, and emergency measures for a chemical substance. Mandated internationally and nationally through the international GHS standards), employers must make them readily accessible to workers handling hazardous materials. Previously known as Material Safety Data Sheet (MSDS). SDS must be provided for each type of gas by supplier.
- **Technical Data Sheet (TDS)** refers to formal document issued by a manufacturer that outlines the performance characteristics, physical properties, and application instructions for a product. It bridges the gap between design and use by providing specifications like dimensions, chemical composition, and operating limits.