

# ADVERTISEMENT



**Invitation to Submit Bids**  
**Bid Number: SAMRC/HR-PE&LC/2024/11**  
**Provision of Coaching: Executive and Leadership**

The South African Medical Research Council (SAMRC) invites bids from suitably qualified and experienced service providers with expertise in the field of Leadership Coaching. The purpose of this engagement is to appoint a service provider (s) to provide in-depth Coaching Methodology in line with the Capacity Development approach of the SAMRC.

A non-compulsory virtual briefing session will be held at the SAMRC on **22 August 2024, 10H00**. Prospective supplier(s) that wish to attend the briefing sessions, should email their Microsoft Teams credential to [Tenders@mrc.ac.za](mailto:Tenders@mrc.ac.za) prior to 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 or mailed to: 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 bids proposals with supporting documents through the SAMRC website ( [Current Tenders | South African Medical Research Council \(samrc.ac.za\)](http://www.mrc.ac.za/Tenders/tenders.htm) )

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 08 August 2024 to 06 September 2024. 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 login onto <https://secure.csd.gov.za/>. With effect from 1 July 2016, SAMRC may not award any bid to supplier not registered as 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 whom key information outlined in this bid document is in order.
- Failure to comply with all submission requirements such as the USB for traditional submission, and others **will** lead to disqualification of the bidder(s).
- The SAMRC is not compelled to accept lowest or alternative bid and reserves the right to accept part or the whole of any bid or cancel the bid.
- All tender progress / results will be updated / published on the SAMRC website <http://www.mrc.ac.za/tenders-or-scm/current-tender>; therefore, no regret letters will be issued.
- 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 the SAMRC will conclude the service contract with the successful bidder for a period of 36 months, reviewed annually with an option to extend by a further two years at SAMRC's discretion in line with budget availability and performance;

All enquiries (both technical and general) relating to the bid process must be directed in writing to [tenders@mrc.ac.za](mailto: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 the submission of bids is Friday, 06 September 2024 at 11H00.**