

ADVERTISEMENT



Invitation to Submit Bids
Bid Number: SAMRC/ITSD-MEMS/2025/12
Mimecast Unified Email Management Solution

The South African Medical Research Council (SAMRC) invites proposals from technically competent and experienced service providers to implement and maintain an E-mail Archiving Solution for the SAMRC e-mail services with respect to Office 365, Exchange 2019, Mimecast and other services, including support in Azure on an as-and-when-required basis. These services need to cater for approximately 810 users initially, with an ability to grow, if necessary. Prospective bidders must be able to support SAMRC's countrywide user base where email servers are installed. Prospective bidders must provide sufficient documentation as requested in the bid document to support their submission.

A non-Compulsory Virtual briefing session will be held at the SAMRC on 17 September 2025, 11h00, and if prospective supplier(s) intend to attend the briefing sessions, they should email their Microsoft Teams' credentials to: tenders@mrc.ac.za prior to the meeting date. Notwithstanding the above, a link for the briefing session will be provided to all suppliers that have registered and downloaded the bid document within two (2) days before the meeting date and time.

Completed bids must be submitted in a sealed envelope bearing bidder's company name, address, bid description and number, and hand delivered or posted 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 one (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 ([South African Medical Research Council](https://www.samrc.ac.za)).

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

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 ([South African Medical Research Council](https://www.samrc.ac.za))) from 3 September 2025 to 30 September 2025. 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 a 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.
- Bidder(s) are **required** to submit 1 original hard copy document and one (1) USB flash drive with full information as per the original hard copy (PDF format), as indicated above in this advert;
- None complies with all submission requirements, such as the USB for traditional submission, and others **will** lead to the disqualification of the bidder(s);
- 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;
- The 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 for a further 24 months at SAMRC's discretion;
- All tender progress/results will be updated on the SAMRC website [South African Medical Research Council](https://www.samrc.ac.za)).

All technical enquiries may be directed in writing to Patrick Charls (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) before the cut-off time of 16:00(SAST) on **23 September 2025**. The bid number should be quoted in all correspondence. No telephonic enquiries will be responded to.

The closing date and time for the submission of the bids is Tuesday, 30 September 2025 at 11H00.