

ADVERTISEMENT



Invitation to Submit Bids

Bid Number: SAMRC/SCM - SDS/2025/01R

Appointment of a Panel of Service Providers for the Supply and Delivery of Stationery to all SAMRC Sites

The South African Medical Research Council (SAMRC) invites service providers to submit bids for the supply and delivery of stationery at the SAMRC offices situated in the Western Cape, KwaZulu-Natal, and Gauteng on and as when required basis. The Service provider(s) should have an operational business branch near all regions where SAMRC offices are situated, and the address should be provided. The successful bidder(s) will be required to render services as per the scope of work detailed in the bid document and be compliant with rules and regulations.

A compulsory virtual briefing session will be held at the SAMRC on 26 August 2025, 11H00. Prospective supplier(s) who wish to attend the briefing sessions should email their Microsoft Teams credential 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 the bidder's company name, address, bid description and number, and hand-delivered or mailed to: South African Medical Research Council, Tender Box No., Francie van Zijl Drive, Parow Valley, Tygerberg, Western Cape, 7505, 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 ([South African Medical Research Council](https://www.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 the bid documents available for downloading on the SAMRC website ([South African Medical Research Council](https://www.samrc.ac.za)) from 15 August 2025 to 12 September 2025, as no hardcopy bid document will be issued by the SAMRC;
 - Bidders **must** register on the National Treasury's Central Supplier Database (CSD) before submitting bids if not registered, by login in to <https://secure.csd.gov.za/>. SAMRC may not award any bid to a supplier not registered as a prospective supplier on CSD, except for exempted suppliers. Submit with this bid your CSD Report with 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 for 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).
 - 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 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 a successful bidder for a period of 36 months, reviewed annually with an option to extend by a further 24 months subject to budget availability/performance;
- All enquiries (both technical and general) related to the bid process must be directed in writing to (tenders@mrc.ac.za). No telephonic enquiries will be responded to. Cut-off time for all technical and other related enquiries will be decided at the briefing session.

The closing date and time for the submission of bids is Friday, 12 September 2025, at 11H00.