

# ADVERTISEMENT



## Invitation to Submit Bids

Bid Number: SAMRC/SCM-PTMS/2022/09

## PROVISION OF TRAVEL MANAGEMENT SERVICES

The South African Medical Research Council (SAMRC), Cape Town, invites bids qualified travel agencies to provide consolidated travel management services, including but not limited to flight bookings, car rentals, accommodation, arranging visas, travel insurance, passport, foreign currency and other related needs.

A compulsory briefing session will be held at the SAMRC on 06 September 2022, 09H00-11H00, at the address mentioned below.

Completed bids must be submitted in a sealed envelope bearing bidder's company name, address, bid description and number, and hand delivered or mailed to: South African Medical Research Council, Tender Box No. 2, Francie van Zijl Drive, Parow Valley, Tygerberg, 7505, Western Cape; and must arrive before the closing date and time. Late, faxed or e-mailed bids will not be accepted. Refer to section 3.10, page 45 for the number of copies to be submitted.

Alternatively, bidder(s) can submit their completed bids proposal with supporting documents through the SAMRC website ([Current Tenders | South African Medical Research Council \(SAMRC.ac.za\)](http://www.samrc.ac.za)) before the closing date and time.

Responsive bids will firstly be evaluated on functionality and thereafter on a 90/10 preference point system in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulations, 2017.

### Please note that:

- This bid is valid for one hundred and twenty (120) days after closing date for the submission of bids;
- It is compulsory that bidders obtain bid documents, available for downloading on the SAMRC website ([Current Tenders | South African Medical Research Council \(SAMRC.ac.za\)](http://www.samrc.ac.za)) from 29 August 2022 to 21 September 2022. 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;
- Bidder(s) are **required** to submit one (1) original hard copy document and one (1) USB flash drive with full information as per original hard copy (PDF format), as indicated above in this advert;
- None complies with all submission requirements **may** 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;
- 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 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 service contract with successful bidder for a period of 36 months, reviewed annually, and an option to extend to 24 months at the sole discretion of the 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.
- Appointment of the successful bidder(s) will be subjected to appeals received within 30 (thirty) calendar days by persons aggrieved by the award contemplated from the date of appointment.

All technical enquiries may be directed in writing to Sthembile Mkhathshwa ([sthembile.mkhatshwa@mrc.ac.za](mailto:sthembile.mkhatshwa@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](mailto:tenders@mrc.ac.za)). 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 bids is Wednesday, 21 September 2022 at 11H00.**