

## ADVERTISEMENT



### Invitation to Submit Bids

**Bid Number: SAMRC/FM-HVAC&R/2023/16**

### **MAINTENANCE AND INSTALLATIONS OF HEATING, VENTILATION AND AIRCONDITIONING AND REFRIGERATION SYSTEM - PRETORIA**

The South African Medical Research Council (SAMRC) invites bids from suitably qualified, competent and experienced service providers with a professional team that is capable of rendering Heating, Ventilation, Air-conditioning and Refrigeration (HVAC&R) supply and installation, maintenance and repair services at the SAMRC premises located in 1 Soutpansberg Road, Arcadia, Pretoria, Gauteng Province. Bidders must be registered in the mechanical category of the CIDB and have CIDB grading of 4ME or higher. Bidder's division or sub-contractors doing electrical must have CIDB grading of 3EB/EP or higher. Prospective bidders must have an **Operational office(s)** that are located within Gauteng.

A non-compulsory virtual briefing session will be held at the SAMRC on **07 December 2023, 11H00**. 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. Site Inspection can be arranged through an email request at [Tenders@mrc.ac.za](mailto:Tenders@mrc.ac.za) after the non-compulsory briefing. 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: Medical Research Council, Tender Box, 1 Soutpansberg Road, Arcadia, Pretoria, Gauteng Province; 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 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/CurrentTenders) )

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 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 24 November 2023 to 21 December 2023. 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 1 original hard copy document and 1 USB flash drive with full information as per original hard copy (PDF format), as indicated above in this advert;
  - 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 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(s) for a period of 36 months, reviewed annually, and an option to extend for 24 months at the sole discretion of the SAMRC.
- All technical enquiries may be directed in writing to Mark Williams ([tenders@mrc.ac.za](mailto: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](mailto:tenders@mrc.ac.za)). The bid number should be quoted in all correspondence. Enquiries should be limited to emails as no telephone enquiries will be responded to.

**The closing date and time for the submission of bids is Thursday, 21 December 2023 at 11H00.**