

ADVERTISEMENT



Invitation to Submit Bids

Bid Number: SAMRC/FM-APVFS/2023/19

APPOINTMENT OF A PANEL OF VARIOUS FURNITURE SUPPLIERS TO ALL SAMRC REGIONS

The South African Medical Research Council (SAMRC) invite bids from suitably qualified, competent and experienced service providers to supply and deliver various furniture products to all SAMRC regions. Bidders must have a physical operational office(s) and demonstrate evidence of past or current supply of required goods/services as per the scope of work in this tender (Part 3) within all SAMRC regional footprint.

A non-compulsory virtual briefing session will be held at the SAMRC on **23 January 2024, 11H00**. Prospective supplier(s) that wish to attend the briefing sessions, should email their Microsoft Teams credential to Tenders@mrc.ac.za prior to the meeting date.

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: SA Medical Research Council, Tender Box, 1 or 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 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.samrc.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.samrc.ac.za/Tenders/tenders.htm>) from 17 January 2024 to 09 February 2024. No hardcopy bid document will be issued by the SAMRC;
 - Bidders must register on the National Treasury's Central Supplier Database (CSD) 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 or your CSD Registration Summary Report;
 - 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) and any other enquiries related to the bid process may be directed in writing to Supply Chain Management (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 Friday, 09 February 2024 at 11H00.