

Invitation to Submit Bids

Bid Number: SAMRC/FM-PPSG/2025/04

Provision of Physical Security at the SA Medical Research Council- KwaZulu-Natal Sites

The South African Medical Research Council (SAMRC) invites bids from suitably qualified, **registered, accredited, and experienced** physical security and guarding companies to provide security and guarding, and CCTV control room operation services at various SAMRC locations in the KwaZulu-Natal. Prospective bidders must have an **Operational office that is located within the SAMRC Durban Sites** and provide sufficient documentation as requested in the bid document to support their bid and have a valid and active registration with PSIRA and Safety and Security, Sector Education and Training Authority (SASSETA) certification acceptable to PSIRA. The envisaged SAMRC sites where security services are required are indicated below, but these may change from time to time, and the appointed service provider will be advised accordingly.

Province	Location of site
Kwazulu-Natal	491 Peter Mokaba/Ridge, Overport, Durban
	336 RK Khan Circle, Chatsworth
	12/14 Tesco Drive, Potgieters Hill, Tongaat
	1 Zulu Reserve Road, Bothas Hill
	66 Pandora Crescent, Phoenix
	31-33 Wick Street, 1 st and 2 nd Floor, Verulam
	3-13 Police Station Road, 2 nd Floor, Isipingo
Bidders who wish to familiarize themselves with these sites may make an appointment with the technical queries contacts below	

A non-compulsory virtual briefing session will be held at the SAMRC on 24 June 2025 at 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: Medical Research Council, Tender Box, 491 Ridge Road, Peter Mokaba, Overport, Kwa-Zulu Natal 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 the completed bid document and 1 USB flash drive containing full and same tender information as in the hard copy (PDF format) should 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/Tenders/tenders.htm)) before the closing date and time.

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 offer must be valid for one hundred and twenty (120) days after the closing date of the submitted 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 13 June 2025 to 11 July 2025. No hard copy 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
All technical enquiries may be directed in writing to Leslie Naidu/ (tenders@mrc.ac.za)/Nqobile Mathebula(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, 11 July 2025 at 11H00.