

ADVERTISEMENT



Invitation to Submit Bids Bid Number: SAMRC/EFD-DMAS/2021/17

The South African Medical Research Council (SAMRC), Cape Town, invites bids from suitably qualified, competent, and experienced service providers with capacity and expertise in the field of document and record management, including but not limited to document collection, scanning, indexing, off-site storage, search, and retrieval, electronically sending images to SAMRC and destruction/shredding. Service providers' processes, premises and equipment must adhere to the requirements outlined in the bid document including security, access control, fire detection/suppression, vermin control, and humidity and temperature systems.

A non-compulsory virtual briefing session will be held at the SAMRC on 08 February 2022, 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: Medical Research Council, Tender Box No. 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 proposal with supporting documents through the SAMRC website([Current Tenders | South African Medical Research Council \(samrc.ac.za\)](http://www.samrc.ac.za/CurrentTenders)) 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, 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 (<http://www.samrc.ac.za/Tenders/tenders.htm>) from 24 January 2022 to 25 February 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 a supplier not registered as a 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 for 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 or CD-ROM 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);
- 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 / CD-ROMs 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 60 months, reviewed annually;

All technical enquiries may be directed in writing to Roseline Cupido (roseline.cupido@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, 25 February 2022 at 11H00.