

ADVERTISEMENT



Invitation to submit bids

Bid Number: SAMRC/HR-PI&SS/2024/08

Provision, Implementation and Support of a Human Resources Management System

The South African Medical Research Council (SAMRC) invite bids from suitably qualified, technically competent and experienced service providers for the Provision, Implementation and Support of a Human Resources Management System. The aim of acquiring the HRMS is to improve the management of the HR function by meeting the growing needs for Human Resources information and functionality at the SAMRC. Prospective bidders must provide sufficient documentation as requested in the bid document to support their bid.

A compulsory briefing session will be held at the SAMRC on 15 August 2024, 10H00, 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: 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 the completed Bid Response and 1 USB flash drive containing full and same tender information as in the hard copy (PDF format) must be submitted. In addition, the USB flash drive must contain all the MS Excel Tables as requested in the Bid Document, with exactly the same information as in the hard copy.

Alternatively, bidder(s) can submit their completed bid proposals with supporting documents through the SAMRC website ([Current Tenders | South African Medical Research Council \(SAMRC.ac.za\)](https://www.mrc.ac.za/Tenders/tenders.htm))

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:

- The bid must remain 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 06 August 2024 to 30 August 2024. 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 the 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;
- Bidder(s) must be able to supply 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 the SAMRC will conclude service contract with successful bidder for a period of 36 months, reviewed annually with option to extend by further two years at SAMRC discretion in line with budget availability and performance ;

All technical enquiries may be directed in writing to Anthea Collier & Keith Ross (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, 30 August 2024 at 11H00.