

ADVERTISEMENT



Invitation to Submit Bids
Bid Number: SAMRC/CCEMO - APDEMS/2025/06
Appointment of Panel of Suppliers for Decor and Entertainment Management Services

The South African Medical Research Council (SAMRC) invites bids from suitably qualified Decor and Entertainment Management Services companies. The successful bidder(s) will be required to render services as per the scope of work detailed in the bid document and be compliant with rules and regulations.

A compulsory virtual briefing session will be held on 23 July 2025 at 11H00. Prospective supplier(s) that wish to attend the briefing session must email their Microsoft Teams credential to: tenders@mrc.ac.za prior to the meeting.

Bids can only be submitted in two ways (1) online through the SAMRC submission portal as indicated below, and (2) in hard copy in the Tender box as indicated below.

Completed bids must be submitted in a sealed envelope bearing bidder's company name, bid description, and number, and hand-delivered to: South African Medical Research Council, Tender Box No. 1 or 2, Francie van Zijl Drive, Parow Valley, Tygerberg, 7580. Western Cape. 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), must be submitted. Bids must arrive before the closing date and time.

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.mrc.ac.za/CurrentTenders)) before the closing date and time.

Late, faxed or e-mailed bids will not be accepted.. 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 price is valid for one hundred and twenty (120) days after the 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 4 July 2025 to 4 August 2025. 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 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);
- 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 flash drives submitted on time by bidders shall not be returned;
- Appointment will be subject to the successful bidder(s) 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 a service contract with the successful bidder(s) for the duration of this event. All technical enquiries may be directed in writing to Mandy Salomo through the tenders email address (tenders@mrc.ac.za) and any other enquiries related to the bid process may be directed in writing to the Supply Chain Management Unit (tenders@mrc.ac.za). The bid number should be quoted in all correspondence and no telephonic enquiries will be responded to.

The closing date and time for the submission of bids is **Monday, 4 August 2025 at 11H00**.