

ADVERTISEMENT



Invitation to Submit Bids

Bid Number: SAMRC/SCM-APSPCCS/2024/12

APPOINTMENT OF A PANEL OF SUPPLIERS FOR THE PROVISION OF COURIER AND CLEARANCE SERVICES

The South African Medical Research Council (SAMRC), invite bids from suitably qualified and experienced courier service providers, for the provision of tailor-made, reliable and efficient courier and clearance services. The services required include but are not limited to local, national, regional and international courier of parcels(s), overnight, same day express, next day and economy courier services. Pickups and drop-offs will be at various SAMRC locations either daily or as-and-when required.

A non-compulsory virtual briefing session will be held at the SAMRC on 26 August 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 posted to: South African 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.

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)) 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. 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 12 August 2024 to 06 September 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 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 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 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 36months, reviewed annually; and may be extended with a further 24 months at SAMRC discretion;
- All tender progress/results will be updated on the SAMRC website <http://www.samrc.ac.za/tenders-scm/current-tenders>; therefore no regret letters will be issued.

All technical and bid process inquiries may be directed in writing to Noma-Afrika Tshanyela (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, 06 September 2024 at 11H00.