

REQUEST FOR PROPOSAL

Date of Request: 22/10/2026

Closing Date: 13/11/2026

Request: Supply and delivery of Spectrophotometer with microdrop capabilities for the Centre for Bioprocess Engineering Research, Department of Chemical Engineering, University of Cape Town (UCT) under the DSTI/KfW/SAMRC Support of development and production of vaccines in South Africa Project

RFQ Number: 225712 00 100

Please note we would like a proposal and quote as per the attached specification sheet.

Contact: Supply Chain Management

For submissions: scm@mrc.ac.za

For general queries: KfWprocurement@mrc.ac.za

For technical enquiries email: KfWprocurement@mrc.ac.za

REQUEST FOR PROPOSAL

SUPPLY AND DELIVERY OF SPECTROPHOTOMETER WITH MICRODROP CAPABILITIES FOR THE CENTRE FOR BIOPROCESS ENGINEERING RESEARCH, DEPARTMENT OF CHEMICAL ENGINEERING, UNIVERSITY OF CAPE TOWN (UCT) UNDER THE DSTI/KFW/SAMRC SUPPORT OF DEVELOPMENT AND PRODUCTION OF VACCINES IN SOUTH AFRICA PROJECT

Introduction

The Government of the Republic of South African through its Department of Science, Technology and Innovation (“DSTI”) has received grant funding support from the Government of the Federal Republic of Germany through its KfW Development Bank (“KfW”) for the DSTI/KfW/SAMRC Support of Development and Production of Vaccines in South Africa Project. The Project provides equipment and infrastructure (including construction and Information technology) support with the purpose of strengthening vaccine research, development, pre-clinical testing, pilot-scale production and regulation in South Africa.

The South African Medical Research Council (SAMRC) is a national public entity as listed in Schedule 3A of the Public Finance Management Act, 1999 (PFMA). The SAMRC has been established through the South African Medical Research Council Act, 1991. The SAMRC’s mission is “to improve the nation's health and quality of life through promoting and conducting relevant and responsive health research”. The SAMRC’s head office is in Cape Town (Western Cape Province) and it is also represented in Gauteng and KwaZulu-Natal Provinces through regional offices. The SAMRC has seven campuses and several satellite research sites with diverse business activities i.e. offices, biochemistry and microbiology laboratories, health research clinics, animal research centres, and tenants renting space. Further information about SAMRC can be found on the webpage, www.mrc.ac.za.

One of the conditions of the grant is that all procurement under the Project will be implemented by the SAMRC in compliance with the South African and German public sector procurement frameworks with the fundamental principles of fair, equitable, transparent, competitive, and cost-effective procurement. In this regard, Bidders should note that the equipment and infrastructure will be procured by the SAMRC on behalf of Project Beneficiaries. Equipment and infrastructure contracts will be paid for directly by SAMRC to the suppliers / service providers.

The SAMRC commenced the implementation of the Project on 1 April 2024 and subsequently issued Request for Applications inviting role-players in the vaccine production, research and development, training and regulation industry to apply for equipment and infrastructure support under the Project. The RFA processes concluded in December 2024.

The SAMRC invites bids from suitably qualified, technically competent and experienced service providers for the **Supply and delivery of Spectrophotometer with microdrop capabilities under the DSTI/KfW/SAMRC Support of Development and Production of Vaccines in South Africa Project, to be placed at the Centre for Bioprocess Engineering Research, Department of Chemical Engineering, University of Cape Town (UCT)** which is the Project Beneficiary.

Scope of work

Beneficiary organisation and unit

- Organisation: University of Cape Town
- Department / unit: Centre for Bioprocess Engineering Research, Department of Chemical Engineering
- Site location (campus/building/area): Molecular laboratory (4th Floor, Chemical Engineering Building)
- Intended installation location (room / lab / area): Laboratory

Background for application of the system

Instrument/System: **Spectrophotometer with microdrop capabilities**

Purpose and use-case

- A spectrophotometer that can quantify DNA, RNA, and proteins on 1-2µl sample input and provides an assessment of the purity using the UV and visible (UV-vis) spectrum for research purposes.

Samples / materials / workload assumptions

- Sample type(s) and matrix: DNA/RNA/proteins in ultrapure water or physiological buffers
- Typical sample volume range: 1-2µl
- Expected throughput (per day/week/month): 20-80 samples per week
- Expected operating hours (e.g., 8/5, 24/7, occasional use): Daily use
- Users (number, skill level, training level): 3-5 users, low skill and training level required
- Regulatory or sponsor requirements that drive the use-case: Not applicable

Core functions

- The system shall allow quantification and purity assessment on sample volumes of 1-2µL.

- The system shall have a wide dynamic range that allows the accurate quantification of samples containing 10-2000 ng/μL DNA/RNA or 10-750 mg/mL bovine serum albumin without requiring dilution.
- The system shall be capable of measuring the UV and the visible (UV-vis) spectrum (190-850 nm) and report the concentration and purity ratios (OD260/280 and OD260/230).
- The system shall have software with pre-configured methods for the use of full-spectrum data for DNA/RNA/protein quantification, impurity detection (e.g., DNA in RNA samples, protein in RNA samples, phenol etc.), and the correction of quantification results based on impurity detection as demonstrated by the manufacturer.
- The system must preferably be a standalone unit. If PC-controlled, the computer shall be included with the spectrophotometer.

Performance / capacity requirements

- Capacity (e.g., number of samples / lanes / runs / storage positions): Rapid quantification (< 10 seconds) to allow the rapid processing of high sample numbers
- Performance targets (e.g., sensitivity, accuracy, precision, resolution, throughput):
Sensitivity: Accurately detect as little as 10 ng/μL DNA/RNA and 1 mg/ml protein.
Wavelength accuracy: ±1 nm
Absorbance accuracy: < 5% tested under conditions specified by the manufacturer
- Environmental performance requirements (ambient range, humidity, vibration tolerance if relevant): Ambient temperature; 20-80% humidity (non-condensing)
- Uptime/availability requirement (if relevant): Not applicable

System architecture / components

- Required modules/components (if genuinely required): Any modules/components required to allow the system to fulfil its core functions as outlined in Core Functions (2.5.).
- Consumables compatibility requirements (if relevant and non-brand-specific): Not applicable
- Required accessories / included items: Any accessories required to allow the system to fulfil its core functions as outlined in Core Functions (2.5.).

Materials, construction, and compliance

- Materials in contact with samples (if relevant): Pedestal shall be composed of materials that are durable.
- Cleanability / decontamination requirements: Pedestal shall be composed of materials that allow easy cleaning and reconditioning.
- Noise/heat output limits (if relevant): Not applicable

Documentation deliverables

- Manuals (user/service): User guide
- Calibration certificates (if applicable): Factory calibration report issued by the manufacturer.

- Validation support documents (if applicable): Certificate of conformance (CoC), installation qualification (IQ) and operational qualification (OQ) at installation as recommended by the manufacturer.

Data integrity and electronic records (if applicable)

- User access control (roles, password policy, audit trail): Not applicable
- Audit trail requirements (events captured, tamper evidence, exportability): Yes
- Data export formats and long-term retention expectations: PDF
- Time sync / timestamp integrity (if relevant): Yes
- Backup/restore expectations: Not applicable

Factory Acceptance Test (FAT) / pre-shipment checks

- FAT required: Yes
Factory calibration report issued by the manufacturer; The system shall pass all criteria as recommended by the manufacturer, including software verification.

Site Acceptance Test (SAT) / Commissioning

- SAT required: Yes
- Standard solutions of RNA/DNA/proteins will be evaluated at concentrations that are within the dynamic range to ensure reliable, linear quantification within the reported dynamic range of the system by the laboratory.

Qualification / validation support (only if applicable)

- IQ/OQ support required: Yes
Expected deliverables and responsibilities: For IQ, documentation, system configuration, environmental setup, connection, and calibration checks are required. For OQ, functional testing as per the manufacturer's recommendations. The signed IQ/OQ protocols, results of all functional tests, deviation reports and corrective actions (if necessary), and calibration certificates must be provided.

Acceptance criteria summary

- Minimum “must pass” criteria for acceptance: Pass factory calibration (factory calibration report), site acceptance test performed by the laboratory (accurate, linear quantification of standards within the dynamic range of the instrument), and all IQ/OQ protocols as outlined by the manufacturer to confirm that the system is fit for purpose.

IT, cybersecurity, and connectivity

- Local/offline operation possible: Yes
- Network connection required: No

Conditions and commercial/operational requirements

Training

- Training required (initial + refresher): Initial training
- Number of trainees: 2-4
- Training location (on-site / supplier site / hybrid): On-site
- Training materials required: Supplied by the laboratory
- Delivery location: South Lane, Chemical Engineering Building, Upper Campus, University of Cape Town, Rondebosch, 7700
- Installation required: Yes
- Target timeline / constraints: 4-6 weeks from date of award
- Any constraints on working hours / access to site: 08:00-16:00

Warranty and maintenance

- Warranty period required: 12-24 months
- Preventive maintenance expectations: Include 5-year maintenance/service plan or provision of appropriate preventative maintenance kits that allows the end user to perform preventative maintenance for 5 years.
- Response time requirements (e.g., remote response within X hours; on-site within Y days): Remote within 4-7 days; On-site 7-14 days
- Availability of local support (if required): Yes
- Spares and consumables support expectations: Must be available for purchase to allow preventative maintenance and limited downtime

Handover package

- Handover checklist items (documentation, training sign-off, SAT sign-off, etc.): Instrument and any additional modules/components/accessories required to the specifications outlined in *Core Functions*, documentation deliverables as outlined in *Documentation*, training as outlined in *Training*, and completion of all relevant acceptance and verification requirements as set out by the manufacturer as outlined in *Acceptance criteria summary*, and warranty and maintenance certificates or preventative maintenance kits as outlined in *Warranty and maintenance*.

1. Submissions

Submissions must include the following:

Requirements (For eligibility assessment)

1. Valid tax clearance or PIN
2. CSD registration
3. Company registration documents
4. BBBEE status
5. COIDA certificate

2. Additional Requirements (Scored)

Proposal with clear outline of the equipment required for delivery addressing the required scope of work, delivery timelines and summary of relevant expertise and experience of the company, and technical team together with:

- Company Profile and Compliance documents
- CVs and qualifications of technical team
- References: Portfolio of at least 3 contactable references with a similar supply and delivery of similar equipment. Full contact details including relevant contact person, nature of service and period (start and end dates).
- Price quotation valid for 30 days.

Submissions meeting the minimum requirements for functionality will be evaluated on price and special goal points.

The closing date for submission is 13/11/2026

Table 1. Evaluation / selection guidance criteria

Criteria	Ref No.	Description	Weight (%)	Min pre-qualification percentage	Preference points system
Functionality (Total= 100%)	1	Company Profile indicating core business in supply and delivery of the required items as per the scope of work of the bid document. • Years' experience in supply and delivery of referred items • Organogram • Location Based • Accreditations such as SANS,ISO,etc.	25	70%	
	2	Specialized experience and technical competence of the company in offering the goods/service required in this bid or similar	25		
	3	Ability of the company to deliver the goods/services to the various Project Beneficiary sites in relation to this equipment within the required time.	20		
	4	References: Portfolio of past supply and delivery of goods/services of a similar scope. Portfolio should include full contact details of at least 3 or more client references (including relevant contact person, nature of service, contract amount and/or period, commencement date, telephone number and email addresses)	30		
Price					80
Specific goals					20
					100

Table 2. Rating guideline for functionality criteria

No.	Criteria	Scoring Guideline (Points)
1.	Company Profile	20-25: Information supplied indicated excellent proof of core business and accreditation certification submitted Greater than 10 years in business
		15-19: Information supplied indicated satisfactory proof of core business and accreditation certification submitted. 6 - 8 years in business
		10-14: Information supplied indicated average proof of core business and no accreditation certification. 3- 5 years in business
		5-9: Information supplied indicated poor/limited proof of core business and no accreditation certification. Less than 3 years in business
		0-4: Insufficient or no information provided.
2.	Specialized experience and technical competence	20-25: Information supplied indicate excellent experience and technical competence of the company in offering the service required in this bid
		15-19: Information supplied indicate good experience and technical competence of the company in offering the service required in this bid
		10-14: Information supplied indicate satisfactory experience and technical competence of the company in offering the service required in this bid
		5-9: Information supplied indicates poor experience and technical competence of the company in offering the service required in this bid
		0-4: No information supplied. OR Information supplied indicates no experience and technical competence of the company in offering the service required in this proposal.

3.	Delivery Lead Time	18-20: Lead time for delivery less than 4 weeks
		14-17: Lead time for delivery 4 to 6 weeks
		10-13: Lead time for delivery 6 to 8 weeks
		5-9: Lead time for delivery 8 to 10 weeks
		1-4: Lead time for delivery 10 to 12 weeks
		0: Lead time for delivery greater than 12 weeks
4.	Contactable References	23-30: Three or more relevant and recent references provided with full contact details.
		15-22: Two references provided with some relevance.
		14-19: One or more references with some relevance
		6-13: One references/ or incomplete details.
		0-5: No references

NB: Where the rating guideline above does not provide for the information provided by the bidder, the evaluator reserves the right to allocate closest or any score as he/she sees fit.

Pricing Schedule

Spectrophotometer with microdrop capabilities

Description	QTY	Amount (ZAR)
Spectrophotometer with microdrop capabilities, including all standard accessories and software required for operation, in accordance with the specifications	1	
Shipping and Delivery expenses; and import taxes (if applicable)	1	
Installation, commissioning and on-site training provided by a Technical Specialist, covering software and general system applications.	1	
Maintenance Plan for up to 5 years	1	
VAT (15%)		
Total Quotation Amount (Including VAT)		

REQUEST FOR PROPOSAL SBD 1 (Part A)

ACQUISITION NUMBER:		00100225712OR	
DESCRIPTION OF ACQUISITION:		KfW RFQ Spectrophotometer	
ACQUISITION ISSUE DATE:		20 Oct 2026	
CLOSING DATE AND TIME:		13 Nov 2026 11:00	
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:	OR	CENTRAL SUPPLIER DATABASE No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	[TICK APPLICABLE BOX] ☐ YES ☐ NO	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] ☐ YES ☐ NO
<i>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</i>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ YES ☐ NO [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ YES ☐ NO [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS			
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.			

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TERMS AND CONDITIONS FOR PROPOSAL
SBD 1 (Part B)

1. PROPOSAL SUBMISSION:	
1.1	VENDORS MUST SUPPLY WRITTEN PROPOSALS THAT REFLECT THE FOLLOWING INFORMATION: PRICE VALIDITY PERIOD WHICH IS THE PERIOD THAT YOUR PRICE IS VALID FROM THE DATE OF PROPOSAL), ALL INCLUSIVE PRICES ARE REQUIRED PER ITEM, DELIVERY LEAD TIME, COMPANY NAME, COMPANY REGISTRATION NUMBER, VAT REGISTRATION NUMBER (IF REGISTERED), ADDRESS, CONTACT PERSON, TELEPHONE NUMBER, EMAIL ADDRESS.
1.2	VENDORS MUST RETURN A SIGNED BIDDER'S DISCLOSURE ATTACHED TO THIS DOCUMENT TOGETHER WITH THEIR PROPOSAL.
1.3	ALL PRICES MUST BE FIXED AND FIRM, AND WILL BE ROUNDED UP TO TWO DECIMAL PLACES.
1.4	PROPOSALS OVER R1000000 (INCLUSIVE OF VAT) WILL NOT BE ACCEPTED, REGARDLESS OF VAT REGISTRATION.
1.5	ALL PROPOSALS MUST BE VALID FOR 90 DAYS FROM THE CLOSING DATE.
1.6	DELIVERY WILL BE MADE DIRECTLY TO THE DELIVERY ADDRESS ABOVE.
1.7	VENDORS THAT ARE NOT VAT REGISTERED SHOULD SHOW PRICES EXCLUSIVE OF VAT. IF YOU HAVE SUBSEQUENTLY REGISTERED FOR VAT, YOUR PROPOSAL WILL NOT BE ACCEPTED AND YOU ARE REQUIRED TO SUBMIT YOUR UPDATED VAT DETAILS.
1.8	VENDORS THAT ARE VAT REGISTERED SHOULD SHOW UNIT PRICES PER ITEM EXCLUSIVE OF VAT AND THE TOTAL AMOUNT FOR THE PROPOSAL MUST BE SHOWN INCLUSIVE AND EXCLUSIVE OF VAT.
1.9	ALL PURCHASES WILL BE MADE THROUGH AN OFFICIAL ORDER FORM. THEREFORE NO GOODS MUST BE DELIVERED AND /OR SERVICES RENDERED BEFORE AN OFFICIAL ORDER HAS BEEN RECEIVED.
1.10	SAMRC IS NOT COMPELLED TO ACCEPT THE LOWEST OR ALTERNATIVE PROPOSALS/BID; RESERVES THE RIGHT TO ACCEPT PART OR WHOLE OF ANY PROPOSAL/BID OR TO CANCEL THE PROPOSAL/BID AS WELL AS TO ACCEPT MULTIPLE BIDS FOR THE SAME PRODUCT.
1.11	THE SUPPLIER SHALL BE DEEMED TO HAVE SATISFIED HIM/HERSELF BEFORE QUOTING AS TO THE CORRECTNESS AND SUFFICIENCY OF HIS/HER PRICE FOR THE WORKS AND PRICES HE/SHE HAS STATED IN THE SCHEDULES/PROPOSAL WHICH RATES AND PRICES SHALL COVER ALL HIS/HER OBLIGATIONS UNDER THE CONTRACT/RFQ AND ALL MATTERS AND THINGS NECESSARY FOR THE PROPER COMPLETION OF THE WORKS.
1.12	SAMRC'S PAYMENT TERMS ARE 30 DAYS FROM DATE OF STATEMENT - SAMRC DOES NOT ALLOW ANY FORM OF PRE-PAYMENT TERMS FOR ORDERS PLACED OTHER THAN THE 30 DAYS FROM STATEMENT.
1.13	IN APPLYING THE PRINCIPLES OF THE PUBLIC SERVICES ACT, 1994, AND ITS REGULATIONS THE SAMRC WILL NOT PROCURE WORK/GOODS/SERVICES FROM EMPLOYEES OF THE STATE IN THEIR CAPACITY AS INDIVIDUALS OR THROUGH SUPPLIERS/CONTRACTORS IN WHICH AN EMPLOYEE OF THE STATE HOLDS A FINANCIAL INTEREST.
1.14	A B-BBEE CERTIFICATE OR AFFIDAVIT MUST BE SUBMITTED WITH PROPOSALS TO BE ELIGIBLE TO CLAIM PREFERENTIAL POINTS (80/20).
1.15	A MINIMUM OF CIDB GRADING 1 OR 2 FOR ALL CLASSES OF CONSTRUCTION WORKS WILL BE CONSIDERED IN TERMS OF YOUR PROPOSAL SUBMISSION AND SAMRC WILL REJECT PROPOSALS RECEIVED FROM CONSTRUCTORS THAT ARE NOT REGISTERED ON CIDB PLUS CONSTRUCTORS THAT DO NOT HAVE ACTIVE STATUS ON CIDB.
1.16	NOTE THAT THE RATES OF EXCHANGE QUOTED BY THE BIDDER(S) IN THE DECLARATION CERTIFICATE WILL BE VERIFIED.
1.17	VENDORS TO STATE THE ACQUISITION NUMBER WHEN SUBMITTING A PROPOSAL VIA SCM@MRC.AC.ZA
1.18	THE NON-DELIVERY OF GOODS AND SERVICES AT THE PURCHASE ORDER STAGE WILL RESULT IN FLAGGING THE COMPANY IN TERMS OF PERFORMANCE AND FURTHERMORE WILL RESULT IN THE COMPANY BEING REPORTED TO NATIONAL TREASURY.
1.19	IF THE BIDDER WITHDRAWS HIS/HER PROPOSAL AT THE TIME OF PURCHASE ORDER SUBMISSION, OR FAIL TO FULFIL THE CONTRACT WHEN CALLED UPON TO DO SO, THE SAMRC MAY, WITHOUT PREJUDICE TO ITS OTHER RIGHTS, AGREE TO THE WITHDRAWAL OF THE TENDER OR CANCEL THE CONTRACT/PURCHASE ORDER THAT MAY HAVE BEEN ENTERED INTO BETWEEN THE BIDDER AND THE SAMRC. THE BIDDER SHALL THEN PAY TO THE SAMRC ANY ADDITIONAL EXPENSE INCURRED BY THE SAMRC HAVING EITHER TO ACCEPT ANY LESS FAVOURABLE BID OR, IF NEW PROPOSALS HAVE TO BE INVITED, THE ADDITIONAL EXPENDITURE INCURRED BY THE INVITATION OF NEW BIDDERS AND BY THE SUBSEQUENT ACCEPTANCE OF ANY LESS FAVOURABLE BID. THE SAMRC SHALL ALSO HAVE THE RIGHT TO RECOVER SUCH ADDITIONAL EXPENDITURE BY SETTING IT OFF AGAINST MONEYS WHICH MAY BE DUE OR BECOME DUE TO THE BIDDER UNDER THIS OR ANY OTHER TENDER OR CONTRACT OR AGAINST ANY (PERFORMANCE) GUARANTEE OR DEPOSIT THAT MAY HAVE BEEN FURNISHED BY THE BIDDER OR ON ITS BEHALF FOR THE DUE FULFILMENT OF THIS OR ANY OTHER BID OR CONTRACT AND PENDING THE ASCERTAINMENT OF THE AMOUNT OF SUCH ADDITIONAL EXPENDITURE TO RETAIN SUCH MONEYS, GUARANTEE OR DEPOSIT AS SECURITY FOR ANY LOSS THE SAMRC MAY SUSTAIN BY REASON OF THE BIDDER'S DEFAULT.
1.20	LATE AND INCOMPLETE SUBMISSIONS SHALL NOT BE ACCEPTED.
1.21	BIDDERS WHO CONSISTENTLY DO NOT RESPOND TO ACQUISITION INVITATIONS, MAY BE EXCLUDED FROM INVITATIONS TO FUTURE ACQUISITIONS.
1.22	ANY BIDDER WHO HAS REASON TO BELIEVE THAT THE RFQ SPECIFICATION IS BASED ON A SPECIFIC BRAND MUST INFORM THE SAMRC BEFORE THE RFQ'S CLOSING DATE.
1.23	IF YOU ARE A SUCCESSFUL BIDDER FOR THIS RFQ, YOU WILL BE REQUIRED TO PRODUCE PROOF OF GOODS DELIVERY BY MEANS OF A SIGNED DELIVERY NOTE OR JOB CARD AS PART OF SUBMISSION OF YOUR INVOICE(S) FOR PAYMENT.
1.24	VENDORS MUST ENSURE THAT ALL PAGES ARE INITIALLED
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE CSD NUMBER.
2.3	THE BIDDER MUST BE REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD). THE BIDDER'S TAX COMPLIANCE STATUS WILL BE CHECKED ON THE CSD AT THE TIME OF AWARD.
2.4	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS IN THE SERVICE OF THE STATE, UNLESS THE BIDDER PROVIDES THE PROOF OF AUTHORITY TO UNDERTAKE REMUNERATIVE WORK OUTSIDE EMPLOYMENT IN THE PUBLIC SECTOR.

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....
(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

BID NOTICE AND INVITATION TO BID

You are hereby invited to bid for the following Request for Bid
00100225712OR
KfW RFQ Spectrophotometer

ACQUISITION NUMBER:	00100225712OR
DESCRIPTION OF ACQUISITION:	KfW RFQ Spectrophotometer
ACQUISITION ISSUE DATE:	20 Oct 2026
CLOSING DATE AND TIME:	13 Nov 2026 11:00
ACQUISITION VALIDITY PERIOD:	90 days (FROM THE BID CLOSING DATE)
DELIVERY ADDRESS:	, 5640, , MEDICINA

Please submit a quotation for the items listed below. Only quotations which contain the information requested below will be considered. Please read the instructions below before completing your quotation.

Item Number	Description	Vatable	Unit of Measure	Quantity
14278	KfW Spectrophotometer	YES	EA	1

CLARIFICATION QUESTIONS:	Submit clarification questions through the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL. (see details below on how to access the Supplier Portal)
DEADLINE FOR CLARIFICATION QUESTIONS:	03 Nov 2026 23:59

ENQUIRIES:	Supply Chain Management Department Tel no: 0219380911 Email: scm@mrc.ac.za
BIDDING DOCUMENTS AVAILABLE AT:	SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL. Under the following Bid Number 00100225712OR. (see details below on how to access the Supplier Portal)

INCLUDED IN THIS BID DOCUMENT:	• BIDDER'S ACCEPTANCE OF TERMS AND CONDITIONS OF BIDDING • BID NOTICE AND INVITATION TO BID • BID DATA • BIDDER'S DISCLOSURE • PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1) • DETAILED TERMS OF REFERENCE • POPIA COMPLIANCE
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INSTRUCTIONS FOR PROPOSAL SUBMISSION:	Bids must be submitted online through the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL (see details below on how to access the Supplier Portal) OR BIDS MUST BE SUBMITTED ELECTRONICALLY/IN WRITING TO THE CONTACT PERSON BELOW BY 13 Nov 2026 11h00 AND MUST BE EMAILED TO scm@mrc.ac.za
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HOW TO ACCESS THE SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL:	Accessing the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL - Bidders can access the SUPPLIER PORTAL at the following link: - https://scmpportal.samrc.ac.za Signing up on the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL - Bidders must sign up on the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL to access the Acquisition, submit clarification questions, register for a briefing session (if any) and submit a response to the Acquisition. - If you have not already signed up on the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL, you can sign up by: - Access the SUPPLIER PORTAL and click on the "CREATE AN ACCOUNT" at the top right hand side of the page. - Enter your Central Supplier Database (CSD) Supplier Number, Unique Registration Reference Number (obtained from your CSD account) and an email address. Then click on the "CREATE AN ACCOUNT" button. - You will be redirected to register an account with the email address. - Agree to the Terms and Conditions and pay attention to the guided tutorial on how to use the Supplier Portal. Accessing Acquisitions (RFx/Bids) - Once signed in to the SOUTH AFRICAN MEDICAL RESEARCH COUNCIL SUPPLIER PORTAL, bidders can find the required Acquisition by clicking on Acquisitions in the main banner. Bidders can engage with the Acquisition and view all necessary information, including access to the Acquisition Documents. Submitting Clarification Questions (If available) - Bidders will thereafter be able to capture any clarification questions and view any responses to clarification questions. - Bidder can submit Clarification Questions after Briefing Session and Before Deadline for Clarification Questions. - Bidders will receive an email once their clarification questions have been answered. - Bidders can view and track all clarification questions submitted through the supplier portal. Creating and Submitting Responses to Acquisitions - Once signed in, bidders can find the required acquisition by clicking on Acquisitions on the main banner. Bidders can engage with the Acquisition and view necessary information, including Acquisition Documents. - Bidders will be able to capture their response to an Acquisition and upload their submission documents, no later than Acquisition Closing Date and Time. - Bidders are to ensure the documents being uploaded are correct, accurate and duly completed
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Kindly confirm if you have complied with all the mandatory requirements:

Mandatory Requirements Questions	Bidders Response
Have you read, signed, and attached the terms and conditions of the RFP?	☐
Have you completed, signed and attached the Bidder's Disclosure?	☐
Have you completed, signed and attached the SBD 6.1?	☐
Have you attached your B-BBEE certificate or affidavit (if applicable)?	☐
Have you attached your CIDB Certificate (if applicable)?	☐
Have you attached your COIDA Certificate or provide a letter if you don't have a COIDA certificate?	☐
Have you attached your signed POPIA COMPLIANCE consent?	☐

ACQUISITION INFORMATION

Please submit a bid for the items listed below. Only bids which contain the information requested below will be considered. Please read the instructions below before completing your bid.

Item Number	Description	Vatable	Unit of Measure	Quantity
14278	KfW Spectrophometer	YES	EA	1

ELIGIBILITY CRITERIA

The following Eligibility Criteria have been set up: -

- Bidders must be registered on National Treasury's Centralised Supplier Database - Bidders must submit Proof of Registration with National Treasury Central Supplier Database (CSD) - Provide CSD Summary Report
- Bidder's must be Tax Compliant at time of Award
- Bidders Acceptance of TERMS AND CONDITIONS OF BIDDING, duly signed
- BIDDERS DISCLOSURE duly completed and signed
- PREFERENCE POINTS CLAIM FORM (SBD 6.1) duly completed and signed
- FORM OF OFFER duly completed and signed
- GENERAL CONDITIONS OF CONTRACT duly completed and signed
- Valid original or certified COIDA LETTER OF GOOD STANDING
- Proof of authority from the ORIGINAL EQUIPMENT MANUFACTURER (OEM) to sell, distribute, and support the products of the OEM
- Proof of authority from the ORIGINAL SOFTWARE MANUFACTURER (OSM) to sell, distribute, implement and support the products of the OSM
- At least 3 written and contactable REFERENCES
- A joint venture legal agreement in the event of a joint venture proposal
- A valid BBBEE STATUS LEVEL VERIFICATION CERTIFICATE or a SWORN AFFIDAVIT

EVALUATION CRITERIA

EVALUATION TYPE: **PPR 2022 80-20 POINTS SYSTEM**

EVALUATION VERSION: **2**

Total Points Breakdown

DETAILS	POINTS
Price Points	80
Preference Points	20
2 STAGE BIDDING	
Total Points	100

Preference Points Breakdown

Black Shareholding

Range	POINTS
0	0
<= 50	5
> 50	10

Black Female Shareholding

Range	POINTS
0	0
<= 50	3.5
> 50	7

51% or More Black Owned EME

Range	POINTS
0	0
1	3

FUNCTIONALITY CRITERIA: -

Functionality Criteria	POINTS
Company profile Company Profile indicating core business in supply and delivery of the required items as per the scope of work of the bid document. • Years' experience in supply and delivery of referred items • Organogram • Location Based • Accreditations such as SANS, ISO, etc.	25
Experience Specialized experience and technical competence of the company in offering the goods and service required in this bid or similar	25
Project Methodology Ability of the company to deliver the goods and services to the various Project Beneficiary sites in relation to this equipment within the required time.	20
References Portfolio of past supply and delivery of goods and services of a similar scope. Portfolio should include full contact details of at least 3 or more client references (including relevant contact person, nature of service, contract amount and or period, commencement date, telephone number and email addresses)	30
TOTAL POINTS	100

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

- 1.2 If a person is listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?

Yes	No
-----	----

- 2.1.1 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

Yes	No
-----	----

- 2.2.1 If so, furnish particulars:

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract?

Yes	No
-----	----

- 2.3.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active / inactive / deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

¹the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Initials

BIDDER'S DISCLOSURE (continued)

3. GENERAL DECLARATION

I, _____, the undersigned, in submitting the accompanying bid for **Acquisition #: 00100225712OR to SOUTH AFRICAN MEDICAL RESEARCH COUNCIL**, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure.
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT. I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

Signature

Date

Designation/Position

Name of Bidder/Firm

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 (SBD 6.1)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 The applicable preference point system for this tender is the 80/20 preference point system.

1.3 Points for this bid shall be awarded for:

- Price; and
- SPECIFIC GOALS

1.4 To be completed by the organ of state.

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
TOTAL POINTS FOR PRICE AND SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- "tender" means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- "price" means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- "tender" for income-generating contracts means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- "the Act" means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1 POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:
80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pt = Price of bid under consideration

Pmin = Price of lowest acceptable bid

3.2 FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME-GENERATING PROCUREMENT

3.2.1 POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:
80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of bid under consideration

Pmax = Price of highest acceptable bid

4.POINTS AWARDED FOR SPECIFIC GOALS

4.1 In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2 In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of:

- a. an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- b. any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the tables below.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black Shareholding	10	
Black Female Shareholding	7	
51% or More Black Owned EME	3	

The following table(s) show the breakdown of points per specific goal.

Black Shareholding

Range	POINTS
0	0
<= 50	5
> 50	10

Black Female Shareholding

Range	POINTS
0	0
<= 50	3.5
> 50	7

51% or More Black Owned EME

Range	POINTS
0	0
1	3

SBD 6.1 (Continued)

4.2.1 SUB-CONTRACTING

4.2.1.1 Will any portion of the goods/services be sub-contracted? (Tick applicable box)

Yes	No
-----	----

4.2.1.2 If yes, indicate:

i. What percentage of the contract will be subcontracted _____ %

ii. The name of the sub-contractor _____

iii. _____

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3 Name of company/firm:

4.4 Company registration number:

4.5 TYPE OF COMPANY/FIRM:

4.6 I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i. The information furnished is true and correct;
- ii. The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii. In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct
- iv. If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - a. disqualify the person from the bidding process;
 - b. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - c. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d. recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - e. forward the matter for criminal prosecution.

SIGNATURE OF BIDDER(S)

SURNAME AND NAME:

DATE

ADDRESS

DECLARATION FOR SPECIFIC GOALS

The specific goal ownership percentage indicated below will be used to calculate the total specified goals points based on the points allocated above:

An EME who is ALSO 51% or More Black Owned		
Indicate whether point(s) allocated for this goal is (are) claimed	Yes	No
Indicate whether your company is an EME and has more than 51% black owned	Yes	No
Please provide a valid BBBEE scorecard or sworn affidavit to verify the Exempted Micro Enterprise status and 51% or more of black ownership.		

Black Female Shareholding		
Indicate whether point(s) allocated for this goal is (are) claimed	Yes	No

I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i. The information furnished is true and correct;
- ii. In the event of a contract being awarded as a result of the ownership points claimed in this declaration, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iii. If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have -
 - a. disqualify the person from the tendering process or terminate the contract in whole or in part,
 - b. recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - c. cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - d. recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - e. forward the matter for criminal prosecution, if deemed necessary.

SIGNATURE OF BIDDER(S)

SURNAME AND NAME:

DATE

POPIA COMPLIANCE
CONSENT TO PROCESS PERSONAL INFORMATION IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT, 4 OF 2013 (POPIA), FOR STAKEHOLDERS EXTERNAL TO THE SAMRC

For use by:

THE SOUTH AFRICAN MEDICAL RESEARCH COUNCIL, including all its divisions ("SAMRC")

1. INTRODUCTION

The Protection of Personal Information Act, 4 of 2013, (POPIA) governs how personal information must be processed by public and private bodies to ensure privacy and protect individuals' constitutional right to privacy. *In terms of the POPI Act, the South African Medical Research Council (SAMRC) has a legal duty to process a person's Personal Information in a lawful, legitimate, and responsible manner.*

The SAMRC does and will from time-to-time process Personal Information. In terms of POPIA all persons, including any SAMRC employee and/or partner who collects, manages, processes, transfers, stores and/or retains such Personal Information, whether held under a document, recording or in any other format, has a responsibility to process such information in accordance with the provisions under POPIA.

In order to discharge this duty; the SAMRC, as the responsible party, requires your express and informed permission to process your Personal Information for the purpose of evaluation of the bid.

2. DEFINITIONS

Take note of the following definitions which will be used throughout this document, and which are used in the POPIA

"biometrics" means a technique of personal identification that is based on physical, physiological, or behavioral characterization including blood typing, fingerprinting, DNA analysis, retinal scanning and voice recognition;

"child" means a natural person under the age of 18 years who is not legally competent, without the assistance of a competent person, to take any action or decision in respect of any matter concerning him-or herself;

"competent person" means any person who is legally competent to consent to any action or decision being taken in respect of any matter concerning a child;

"consent" means any voluntary, specific and informed expression of will in terms of which permission is given for the processing of Personal Information;

"data subject" means the person to whom Personal Information relates;

"operator" means a person who processes Personal Information for a responsible party in terms of a contract or mandate, without coming under the direct authority of that party;

"person" means a natural person or a juristic person;

"Personal Information" means information relating to an identifiable, living, natural person, and where it is applicable, an identifiable, existing juristic person, including, but not limited to:

- a. information relating to the race, gender, sex, pregnancy, marital status, national, ethnic or social origin, colour, sexual orientation, age, physical or mental health, well-being, disability, religion, conscience, belief, culture, language and birth of the person;
- b. information relating to the education or the medical, financial, criminal or employment history of the person;
- c. any identifying number, symbol, e-mail address, physical address, telephone number, location information, online identifier, or other particular assignment to the person;
- d. the biometric information of the person;
- e. the personal opinions, views, or preferences of the person;
- f. correspondence sent by the person that is implicitly or explicitly of a private or confidential nature or further correspondence that would reveal the contents of the original correspondence;
- g. the views or opinions of another individual about the person;
- h. the name of the person if it appears with other Personal Information relating to the person or if the disclosure of the name itself would reveal information about the person.

"processing" means any operation or activity or any set of operations, whether or not by automatic means, concerning Personal Information, including:

- a. the collection, receipt, recording, organisation, collation, storage, updating or modification, retrieval, alteration, consultation or use;
- b. dissemination by means of transmission, distribution or making available in any other form;
- c. merging, linking, as well as restriction, degradation, erasure or destruction of information;

"record" means any recorded information:

- a. regardless of form or medium, including any of the following:
 - i. Writing on any material;
 - ii. information produced, recorded or stored by means of any tape-recorder, computer equipment (hardware or software), or other device, and any material subsequently derived from such information;
 - iii. label, marking or other writing that identifies or describes anything of which it forms part, or to which it is attached by any means;
 - iv. book, map, plan, graph or drawing;
 - v. photograph, film, negative, tape or other device in which one or more visual images are embodied so as to be capable, with or without the aid of some other equipment, of being reproduced;
- b. in the possession or under the control of a responsible party;
- c. whether or not it was created by a responsible party; and
- d. regardless of when it came into existence;

"responsible party" means a public or private body or any other person who, alone or in conjunction with others, determines the purpose of and means for processing personal information;

Examples of Personal Information include:

- A person's name and address (postal and email)
- Date of birth
- Statements of fact (factual statements)
- Any expression or opinion communicated about an individual
- Minutes of meetings, reports
- Emails, file notes, handwritten notes, sticky notes
- Photographs and virtual meeting and CCTV footage if an individual can be identified by the footage
- Employment and student applications
- Spreadsheets and/or databases with any list of people set up by code or student/staff ID
- Employment number
- Employment or education history

Special Personal Information includes:

Any information relating to an individual's:

- Ethnicity
- Gender
- Religious or other beliefs
- Political opinions
- Membership of a trade union
- Sexual orientation
- Medical history
- Offences committed or alleged to have been committed by that individual
- Biometric details
- Children's details

3. PURPOSE FOR THE COLLECTION

3.1 The purpose for the collection of your Personal Information and the reason why SAMRC requires your Personal Information is to enable SAMRC to:

- 3.1.1 to verify your legitimacy and credibility, including your compliance with lawful obligations, applicable labour, tax, procurement, financial legislations and/or the B-BBEE laws;
- 3.1.2 to give effect to a contractual relationship as between you and SAMRC and in order to ensure the correct administration of the relationship;
- 3.1.3 for operational reasons including the conducting of research;
- 3.1.4 to protect the legitimate interests of SAMRC, yourself or a third party;

3.2 All Personal Information which you provide to SAMRC will only be used for the purposes for which it is collected.

4. CONSEQUENCES OF WITHHOLDING CONSENT OF PERSONAL INFORMATION

Should you refuse to provide SAMRC with your Personal Information, which is required by SAMRC for the purposes indicated above, and the required consent to process the aforementioned Personal Information, then SAMRC will be unable to engage with you or enter into an agreement or relationship with you.

5. STORAGE AND RETENTION, AND DESTRUCTION OF INFORMATION

5.1 All Personal Information that you provide to SAMRC will be held and/or stored securely and held for the purpose for which it was collected, as reflected above.

5.2 Your Personal Information will be stored electronically in a centralised database, which, for operational reasons, will be accessible to authorised persons within SAMRC.

5.3 Where appropriate, some information may be retained in hard copy.

5.4 In either event, storage will be secure and audited regularly regarding the safety and the security of the information.

5.5 Once your Personal Information is no longer required due to the fact that the purpose for which the information was held has expired, such Personal Information will be safely and securely archived for a period of 5 years or longer, especially should this be required by any other law applicable in South Africa. Thereafter, all your Personal Information will be permanently destroyed.

6. ACCESS BY OTHERS

SAMRC may from time to time have to disclose your Personal Information to other parties, and entities regulators and/or governmental officials but such disclosure will always be subject to an agreement which will be concluded between SAMRC and the party to whom it is disclosing your Personal Information, which contractually obliges the recipient of the Personal Information to comply with strict confidentiality and data security conditions.

7. RIGHT TO OBJECT

In terms of section 11(3) of POPIA, you have the right to object in the prescribed manner to SAMRC processing your Personal Information. On receipt of your objection, SAMRC will place a hold on any further processing until the cause of the objection has been resolved.

8. ACCURACY OF INFORMATION AND ONUS

POPIA requires that all your Personal Information and related details, as supplied, are complete, accurate, and up-to-date. Whilst SAMRC will always use its best endeavours to ensure that your Personal Information is reliable, it will be your responsibility to advise SAMRC of any changes to your Personal Information, as and when these may occur.

9. ACCESS TO THE INFORMATION BY THE DATA SUBJECT

You have the right at any time to ask the SAMRC to provide you with the details of any of your Personal Information which the SAMRC holds on your behalf; and the details as to what SAMRC has done with that Personal Information, Provided that such request is made using the standard section 51 PAIA process, which procedure can be accessed by downloading and completing the standard request for information form, housed under section 51 of the PAIA Manuals which can be found on our website (SAMRC-PAIA-Manual.pdf).

10. COMPLAINTS

You have the right to address any complaints regarding the processing of your Personal Information to the SAMRC Information Officer at info@mrc.ac.za or you may approach the Information Regulator complaints.IR@justice.gov.za.

11. DECLARATION AND INFORMED CONSENT

I declare that all Personal Information supplied to SAMRC is accurate, up to date, is not misleading and that it is complete in all respects.

I undertake to immediately advise SAMRC of any changes to my Personal Information should any of these details change.

By providing SAMRC with my Personal Information, I consent and give the SAMRC permission to process and further process my Personal Information as and where required, and acknowledge that I understand the purposes for which it is required and for which it will be used.

SIGN:

DATE: