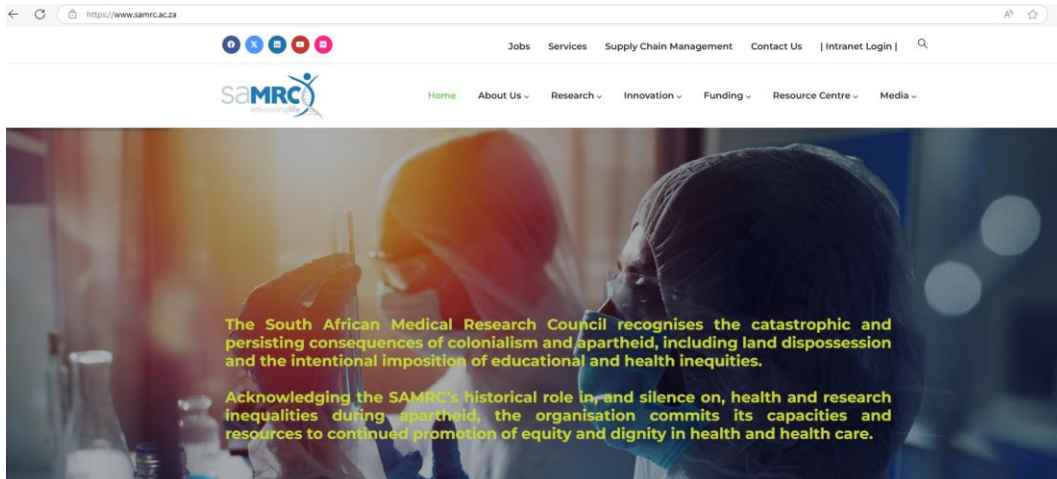


SAMRC Supply Chain Management Tender Portal Guide

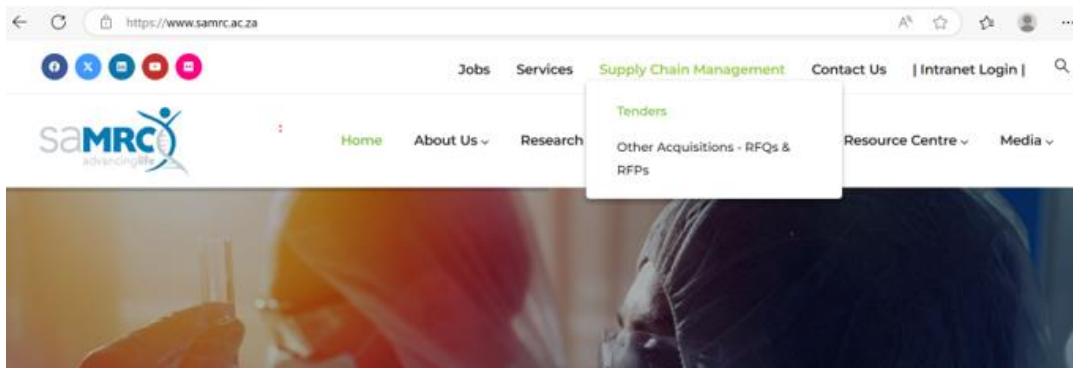
This is a step-by-step “how to” guide for potential service providers interested in registering as a supplier on the SAMRC tender portal and submitting tender bids for potential appointment to render goods and services to SAMRC.

How to Register –

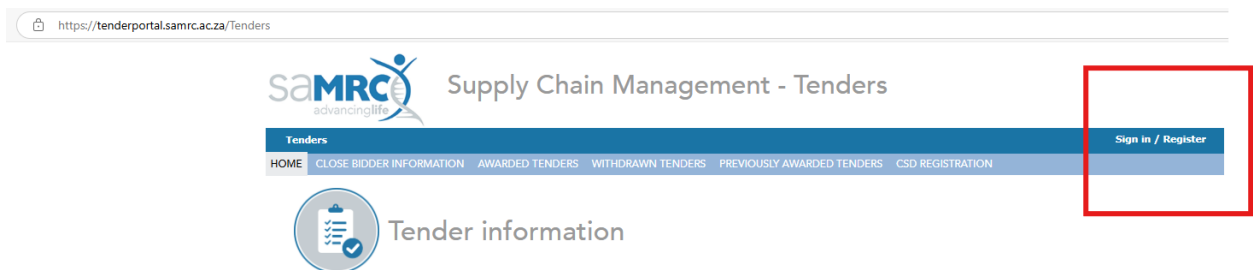
1. Log onto the SAMRC website on www.samrc.ac.za



2. Hover on Supply Management and click on the Tenders tab



3. Click on the Sign in/Register tab as indicated



4. Click on the **Register here!** Tab as indicated

https://tenderportal.samrc.ac.za/Account/SignIn

saMRC advancing life Supply Chain Management - Tenders

Tenders Sign in / Register

HOME CLOSE BIDDER INFORMATION AWARDED TENDERS WITHDRAWN TENDERS PREVIOUSLY AWARDED TENDERS CSD REGISTRATION

Sign In

Please sign in to download any tender documentation. *

Email *

Password

[Forgot password?](#) | [Register here!](#)

5. Populate your CSD Number, click on validate for CSD information to appear

https://tenderportal.samrc.ac.za/Account/Register

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Tenders Sign in / Register

HOME CLOSE BIDDER INFORMATION AWARDED TENDERS WITHDRAWN TENDERS PREVIOUSLY AWARDED TENDERS CSD REGISTRATION

Tender Registration Section

Please complete the mandatory fields.

Bidder * IG

CSD Number *

First Name *

Last Name *

Mobile Number

Email *

Password *


Re-enter password *

5.1 For non-registered suppliers please click on the link below for guidance on CSD registration

<https://secure.csd.gov.za/Home/RegistrationProcess>

6. Create a password and click on the submit tab is indicated

← ↻ <https://tenderportal.samrc.ac.za/Account/Register>

 **Supply Chain Management - Tenders**

Tenders [Sign in / Register](#)

HOME CLOSE BIDDER INFORMATION AWARDED TENDERS WITHDRAWN TENDERS PREVIOUSLY AWARDED TENDERS CSD REGISTRATION

Tender Registration Section

Please complete the mandatory fields.

Bidder *

CSD Number * [Validate](#)

First Name *

Last Name *

Mobile Number


Email *

Password *

Re-enter password *

7. A verification of email page will appear requiring you to confirm your email address

↻ <https://tenderportal.samrc.ac.za/Account/VerifyRegistration?representativeID=36118>

 **Supply Chain Management - Tenders**


Tenders [Sign in / Register](#)


HOME CLOSE BIDDER INFORMATION AWARDED TENDERS WITHDRAWN TENDERS PREVIOUSLY AWARDED TENDERS CSD REGISTRATION


Registration Verification Required

You're almost there! We've sent a verification email to the address you provided. Clicking the confirmation link in that email lets us know the email address is both valid and yours. It is also the final step in the sign up process. You're now ready to log in and download the latest tender documents.

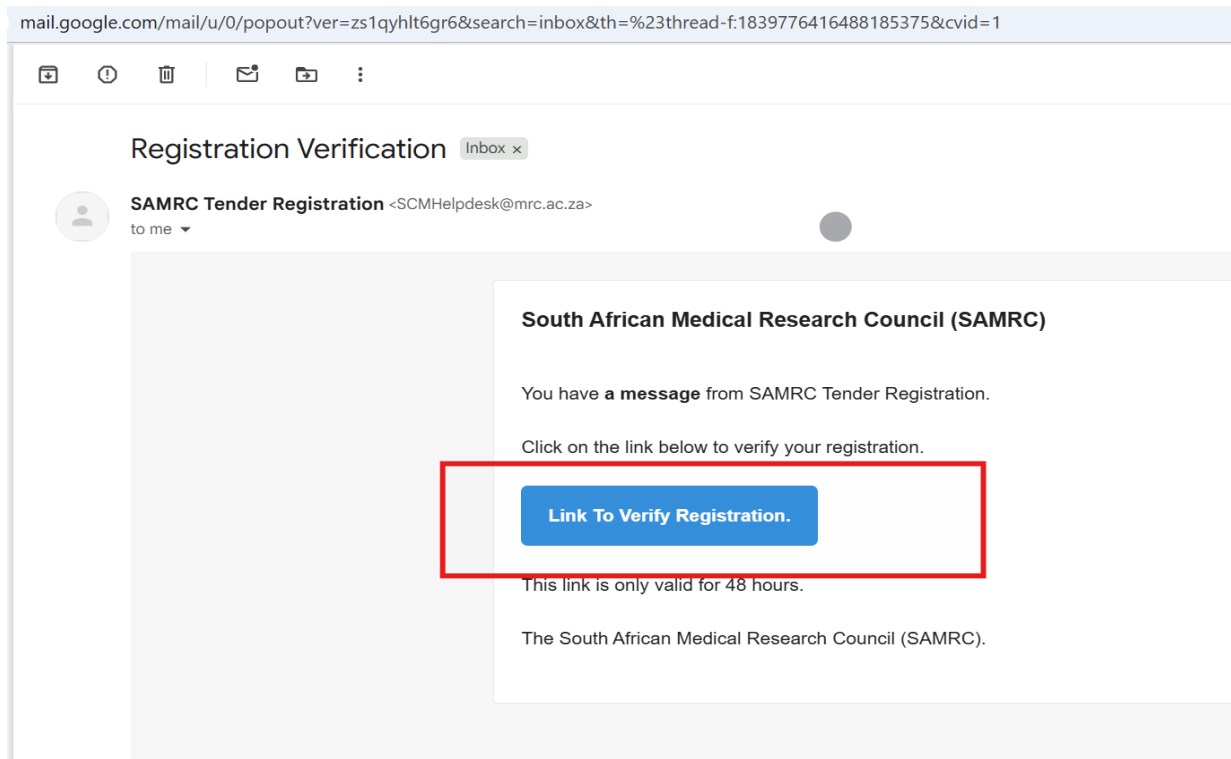
Your Email (s @gmail.com) address has not yet been verified.

 Supply Chain Management Division
Tel: +27 21 938 0911
Email: SupplyChainAdmin@mrc.ac.za

 Tenders
Tel: +27 21 938 0911
Email: tenders@mrc.ac.za

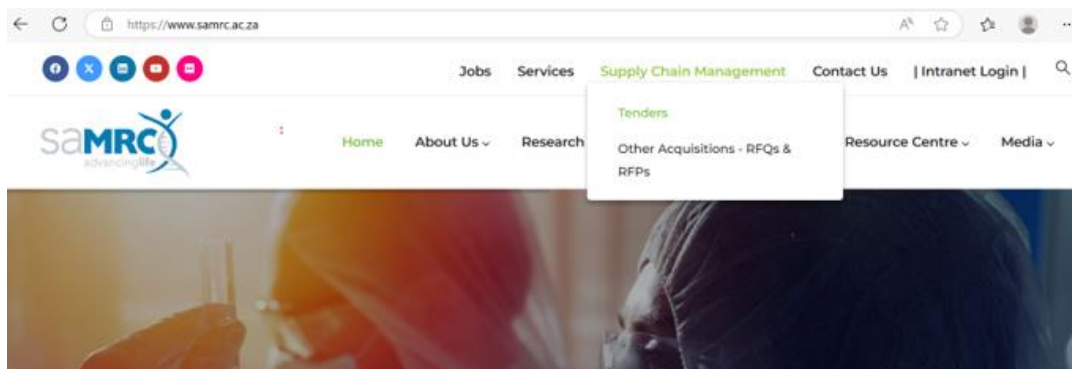
 Fraud & Corruption Reporting (Suppliers)

8. Log in to your email address and SAMRC mail received, click on the [link to verify registration](#) Tab



How to Sign in and submit a tender -

1. Hover on Supply Management and click Tenders



2. Populate your log in details and click on the sign in tab as indicated

← <https://tenderportal.samrc.ac.za/Account/SignIn>

samrc advancing life Supply Chain Management - Tenders

Tenders Sign in / Register

HOME CLOSE BIDDER INFORMATION AWARDED TENDERS WITHDRAWN TENDERS PREVIOUSLY AWARDED TENDERS CSD REGISTRATION

Sign In

Please sign in to download any tender documentation. *

Email *

Password *

[Forgot password? I Register here!](#)

3. Under Current tenders click on the bid number you intend to tender for

← <https://tenderportal.samrc.ac.za/Tenders>

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Tenders Welcome S[REDACTED] Sign out

HOME CLOSE BIDDER INFORMATION AWARDED TENDERS WITHDRAWN TENDERS PREVIOUSLY AWARDED TENDERS CSD REGISTRATION

Tender information

Current Tenders

Bid number	Bid description	Closing date & time	Status
SAMRC/KFW-	Prov Serv Auth Infra		Open
SAMRC/FM/P	PROV COU		Open
SAMRC/FM-P	PROV SAM		Open

4. Under Tender Documentation click download for the tender document, for all required tender information i.e. compliance requirements, SBD documents, evaluation criteria etc.

← <https://tenderportal.samrc.ac.za/TenderDownloads/tenderID=111>

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Tenders Welcome S[REDACTED] Sign out

HOME CLOSE BIDDER INFORMATION AWARDED TENDERS WITHDRAWN TENDERS PREVIOUSLY AWARDED TENDERS CSD REGISTRATION

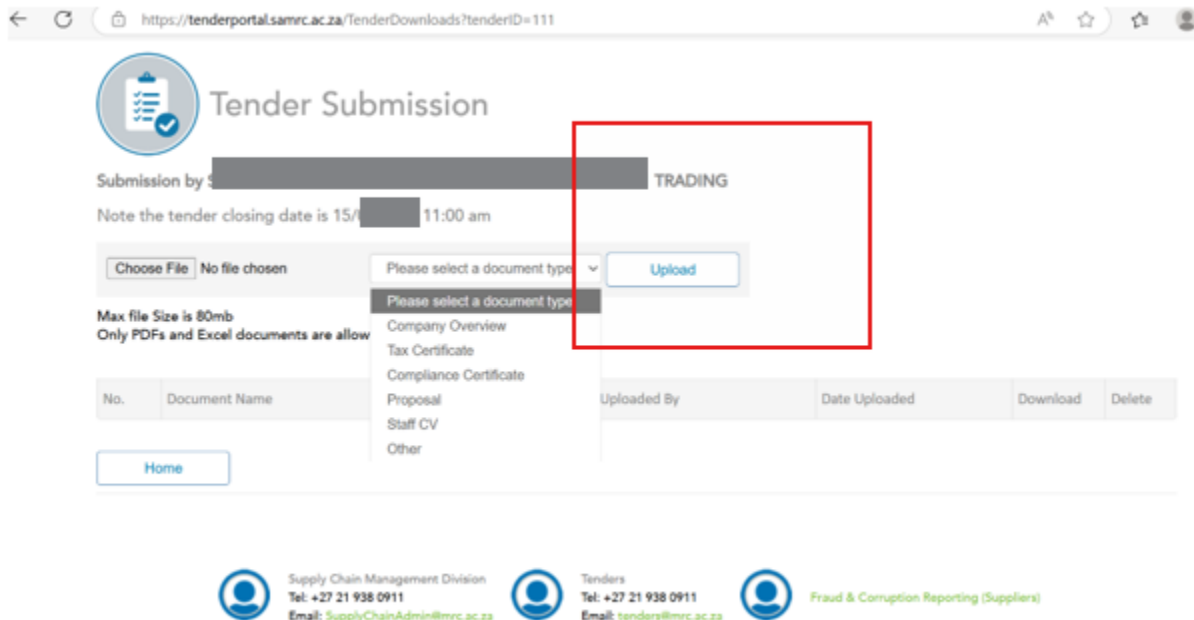
Tender Documentation

Number SAMRC/F[REDACTED]
Description PROVISIO[REDACTED]
Tender Closing Date: 15 August

Tender Documentation **Tender Brief**

No.	Name	Size	Download
1	Provision of [REDACTED]	1 318,28 KB	<input type="button" value="Download"/>

5. Under **Tender Submission** select/choose documents from your PC as per tender requirements and **upload**



6. For a two-stage envelope tender follow the same process in Step 5 by uploading all tender compliance and functional requirements to **envelope 1** and all financial related documents to **envelope 2** and click on upload.

7. Once all uploads have been confirmed, the tender submission process is **complete**.

Disclaimers and Conditions:

- Payment shall be made by bank transfer into the service provider's bank account, 30 days from statement date.
- This site is optimized for MS Edge browser. Please use MS Edge Browser only.
- Only PDF files are allowed. Maximum allowable file size : 80 MB
- Split larger PDF files into smaller files for ease of submission. No .zip files is allowed.
- SAMRC will not be accountable for late submissions emanated from the file size, technical matters or any other challenges experienced on the upload prior tender closing.