

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

**ONDERSTEPSPOORT BIOLOGICAL PRODUCTS LTD  
PRIVATE BAG X7, ONDERSTEPSPOORT 0110**

From: Supply Chain Department  
Date: Mar 03 2025  
Tel: 012 522 1500  
Fax: N/A  
Email: purchasing@obpvaccines.co.za

To:  
Supplier:  
Tel:  
Fax:  
Email:

**Kindly provide the quotation for the following: RFQ/OBP514/2024/25**

<b>Compulsory Document Requirements</b>	<b>Yes/No</b>
Declarations SBD4 (Completed, signed & submitted)	
Company Profile	
CSD Report (With a Tax Compliant status that is current)	

### Evaluation of Price and Preference

All Bids will be evaluated on a points system based on weighted average score for Price and Preference as per Preferential Procurement Framework Act of 2000 (Act 5 of 2000).

#### Preference Point allocation – 80/20

Price / Preference	Weighting percentage
Preference:	20%
Price:	80 %
<b>Total must equal:</b>	<b>100%</b>

OBP Onderstepoort Biological Products will award preference points as follows: <b>Specific Goal</b>	<b>Points</b>	<b>Evidence required</b>	<b>Yes/No</b>
Historically disadvantaged by unfair discrimination on the basis of Race	10	A valid BBBEE Certificate showing at least 51% black ownership	
Historically disadvantaged by unfair discrimination on the basis of Gender (women)	8	A valid BBBEE Certificate showing at least 30% women ownership	
Historically disadvantaged by unfair discrimination on the basis of disability	2	A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation.	
<b>Total points</b>	<b>20</b>		

**NB: Please note that if any of the above requirements is not submitted with the quote it will be an immediate disqualification.**

**TO APPOINT A SUPPLIER TO PROVIDE THE FOLLOWING ITEM/S OR SERVICE AS PER  
SCOPE BELOW.**

<b>Quantity</b>	<b>Product/Item Code</b>	<b>Specification</b>
5 Months	Executive Coaching Services	refer to scope below

**Requirements from the supplier (To be used to select the contractor)**

- The service provider must be flexible in terms of meeting arrangements, and **avail to coach managers onsite at OBP premises.**
  - i. A diverse team of executive coaches should be available to work on the assignment for OBP.
  - ii. Quarterly reporting on the coaching will be required.
  - iii. The service provider will also need to provide the necessary project management, change management, communication, and administration (including information management and record keeping) for the duration of the contract.
  - iv. Executive Coaches must be qualified with the skills to help the managers as well as OBP to unlock their full potential and maximise their performance.
  - v. Executive Coaches must preferably be competent in four key areas including business acumen; organisation knowledge; coaching knowledge; and psychological knowledge.
  - vi. Executive coaches must be experienced executives who can share their insight and skills on the path to increasing the success of OBP Managers.

**Government Procurement: all quotations of goods and services are subject to the General conditions of Contract July 2010**

**Requirements from SCM department:**

- All bidders MUST register their company (in advance) on the NEW OBP's E-Procurement portal, the link can be found on the official OBP website under supply chain.
- Once bidders account registration is approved by the OBP Supply Chain, login credentials will be supplied, whereby bidders will be able to login and apply for opportunities.
- All open opportunities will reflect on the portal for bidders to part take in.
- All required company documents, proposed submissions or additional requirements MUST be uploaded with your bid application.
- Any additional questions or Queries can be directed via email ([purchasing@obpvaccines.co.za](mailto:purchasing@obpvaccines.co.za)) or telephone (012 522 1500), note NO SUBMISSIONS WILL BE ACCEPTED via EMAIL.

- OBP reserves the right to cancel or re-advertise RFQ's (Request for quotes).

SBD 4

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

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 and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are 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. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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 interest 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, furnish particulars:

\_\_\_\_\_

<sup>1</sup> the 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.

.....  
.....

### 3. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, 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 not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 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 No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT. I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

.....	.....
Position	Name of bidder

**Terms and Conditions:**

- Submission should be no later than **(Mar 16 2025 15:00:00)**
- Please indicate your offer validity and lead time: \_\_\_\_\_
- All prices must be VAT exclusive, (Vat vendor please indicate as such) if no indication, prices will be evaluated as exclusive.
- Quotation must be on a company letter head and **strictly** on a PDF format **(Quotations sent on Word or Excel format will not be accepted.)**
- Supplier must register on or before any submission can be done , supplier number will be allocated to supplier.
- Submission and Quotations must be done online with all attachments required to be uploaded : any queries can be send to purchasing@obpvaccines.co.za
- **If no reply after 14 days of closing date your RFQ was unsuccessfully.**
- Please indicate if you are unable to quote and state the reason why
- Please note that fluctuations in the exchange rate (where applicable) will not be for the account of OBP.
- *Payment terms: 30 days after statement*
- *Bidders must be registered on CSD (Central Supplier Data Base National Treasury) and be tax complaint*
- **Government Procurement: all quotations of goods and services are subject to the General conditions of Contract July 2010**

*I agree that the offer herein shall remain binding upon me and open for acceptance by OBP during the validity period indicated.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

1. OBP requires reputable institutions/company with vast knowledge, and relevant experience in conducting executive coaching.

The programme should focus on the following high-level aspects:

- i. Drive transformational change and provides critical challenge and support to an individual executive.
- ii. Provide business and corporate coaching.
- iii. Equip executives with the knowledge and opportunities they need to develop themselves and become more effective in their roles by assisting them to gain self-awareness, clarify goals, achieve their development objectives, and unlock their potential in order to build and lead effective teams.
- iv. Individualized, confidential partnership with skilled leadership coach.

## **2. DELIVERABLES**

The service provider is required to clearly state the approach they will follow in offering effective coaching services to OBP.

The service provider will be expected to deliver on the following:

- i. Introduction of the service provider and executive coaches to the nominated Executives.
- ii. The service provider will be required to project manage the introduction of the company and its service delivery approach as well as the available executive coaches to the nominated individuals.
- iii. At these engagements it would be recommended that initial sessions are set up between coaches and individuals to further the establishment of a formal coaching relationship between the parties concerned.

### **Assessment, including pre-coaching needs analysis, data gathering and planning**

- i. It is expected that the coach gets to know the individual – their personal and professional background, role, goals and targets, experience in the organisation, preferred way of learning, any previous assessment and development that the individual previously participated in e.g. 360-degree or other assessments, and their current challenges.
- ii. Where previous 360-degree assessment reports or similar information is available, the individual would be encouraged to share the outcomes with the service provider to guide the executive coaching programme.
- iii. Although the coaching is aimed at business or professional performance, it is important for the coach to understand a little about the individuals' personal or life experiences because these may affect the way they behave at work.

**Goal setting, development of a coaching plan and contracting with the individual (and line manager) Executive coaching must be focused and purposeful, so we anticipate that coaching goals would need to be negotiated. These goals relate to the individual's**

**performance at work and will assist both parties to be clear about the parameters of the coaching sessions.**

- i. The executive coach will be expected to assist the individual in formulating these goals, along with ways of measuring progress, which are realistic for the individual's working context. Furthermore, the coach and individual must agree specific objectives of each session and agree topics for discussion.
- ii. Goals would need to be agreed upon by the second coaching session, though as the coaching progresses, they may be reviewed and amended.
- iii. Interaction with direct line managers may be facilitated both at the needs analysis and contracting stages.

### **Implementation of the coaching plan**

- i. Following goal setting and contracting the coaching sessions must focus on working towards the agreed goals.
- ii. Session's content can vary, and it is expected of the service provider to ensure relevant methods are explored throughout the coaching sessions. This could include discussions on a particular issue, the executive coach can talk through a useful model or framework, or the coach could request the individual to work through certain exercises, like rehearsing a presentation, role-playing a difficult conversation, or preparing for a meeting or workshop.
- iii. One-on-one interactions must provide time to reflect, consider new perspectives, discover insight and clarity, and optimise skills.
- iv. Coaches will also be required to give the individual feedback during sessions and create a platform for open and honest communication.
- v. Measuring and reporting on the results against the plan.
- vi. After several coaching sessions a review of the achievement against the initial goals as set out initially as well as the effectiveness of the coaching will need to be reviewed.
- vii. At this stage, the individual and / or the coach, in consultation with the line manager and OBP, may decide to extend the coaching contract for more sessions to continue working on the original goals or to work on different goals.

### **Transitioning to long-term development**

- i. Once the goals have been achieved the executive coach will be required to wrap up the coaching process by summarizing insights and assisting the individual in determining future development actions.