

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

### ONDERSTEPOORT BIOLOGICAL PRODUCTS LTD PRIVATE BAG X7, ONDERSTEPOORT 0110

From: Supply Chain Department  
Date: Nov 06 2024  
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/OBP363/2024/25

Compulsory Document Requirements	Yes/No
Experience - Proof to be provided	
Qualifications - Provide proof	
CSD Report (With a Tax Compliant status that is current)	
Declarations SBD4 (Completed, signed & submitted)	

### 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 %
Total must equal:	100%

OBP Onderstepoort Biological Products will award preference points as follows: Specific Goal	Points	Evidence required	Yes/No
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.	
Total points	20		

**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>
1	expert to advise on costing of inventory and a suitable ERP system for a period of six months	<p>The expert that is requested is expected to possess the following attributes:</p> <p>Advise on process and system (Key deliverables)</p> <p>With regard to the process mapping of the costing element, the expectation is as follows,</p> <ul style="list-style-type: none"> <li>• Implementation of Accurate costing of OBP inventory and cost of sales;</li> <li>• Ensuring that the process produces reliable and accurate information that supports a robust reporting framework (driven by quality of data)</li> <li>• Review of the costing process of production and gap assessment and identification;</li> <li>• Suggested solution to enable costing system that is fit for purpose for business;</li> </ul> <p>o The solutions need to be three-fold:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1. Needs to accurately portray the current production environment;</li> <li><input type="checkbox"/> 2. Needs to be predictive of future needs including projection models of future growth that can be utilized by management to either upscale or downscale the production process;</li> <li><input type="checkbox"/> 3. Process needs to be linked to the full organizational reporting needs/processes (automated process must be fully integrated).</li> </ul> <p>• The expectation is that the above must be graphically represented in an organizational value chain.</p> <p>1. Key attributes of process:</p> <ul style="list-style-type: none"> <li>• Governance and legislative requirements</li> <li>• Standards (IFRS)</li> <li>• ISO requirements</li> <li>• Illustrations of benefit analysis in terms of efficiency, effectiveness and economy</li> <li>• Deliberate gates and gatekeepers to be reflected upon to ensure that processes can only continue when key milestones are achieved (control environment)</li> </ul> <p>2. Key attributes of system:</p> <ul style="list-style-type: none"> <li>• Utilising the process mapping visualization, set criteria and dimensions for an appropriate fit for purpose ERP system;</li> <li>• The system needs to be efficient, effective and economical to meet current needs and future growth;</li> <li>• The system needs to accommodate costing at a micro-level to ensure that all associated costs that are deemed by management as production costs</li> </ul>

		must be included in the costing of the products eg. Fixed costs such as water& electricity, vehicle maintenance; • The ab
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### **Requirements from the supplier (To be used to select the contractor)**

- **Qualification**

The requested resource would be expected to have a Costing qualification like CIMA, ACCA, CA coupled with IT.

**Experience**

The requested resource must have Extensive experience (10 years +) in costing and setting up ERP systems in a manufacturing environment

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BIDDERS MUST REGISTERD ON OBP'S E E-PROCUREMENT PORTAL VIA THE OBP WEBSITE.

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SUBMIISIONS AND ALL REQUIRED DOCUEMNTS MUST BE UPLOADED.

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

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,

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<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.

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:

.....  
 .....

### 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.

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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.

- 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

.....  
Position

.....  
Name of bidder

#### Terms and Conditions:

- Submission should be no later than **(Nov 19 2024 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.*

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Signature

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Date

## BACKGROUND

The costing system in OBP serves a strategic function for the business. It plays a vital role as understanding costs leads to better decisions. Costing of production is a critical component of the OBP manufacturing process. Production process consists of materials, Labour and overheads.

A costing system serves as a compass, offering valuable insights into the financial implications of various endeavors across diverse domains and sectors. A best-in-class costing system: Empowering decision-making at every turn.

Historically, OBP has experienced challenges in the costing of its production process due to systems not fit for purposes.

OBP requires an expert in setting up costing systems that will be best suited for its manufacturing process. This expert will do the end-to-end analysis of the production process and advise on a suitable ERP system. The detail of this need is ventilated in the OBP OPCA plan.

### **Responsibilities:**

**The expert that is requested is expected to possess the following attributes:**

### **Advise on process and system (Key deliverables)**

With regard to the process mapping of the costing element, the expectation is as follows,

- Implementation of Accurate costing of OBP inventory and cost of sales;
- Ensuring that the process produces reliable and accurate information that supports a robust reporting framework (driven by quality of data)
- Review of the costing process of production and gap assessment and identification;

- Suggested solution to enable costing system that is fit for purpose for business;
  - The solutions need to be three-fold:
    - 1. Needs to accurately portray the current production environment;
    - 2. Needs to be predictive of future needs including projection models of future growth that can be utilized by management to either upscale or downscale the production process;
    - 3. Process needs to be linked to the full organizational reporting needs/processes (automated process must be fully integrated).
- The expectation is that the above must be graphically represented in an organizational value chain.

#### 1. *Key attributes of process:*

- *Governance and legislative requirements*
- *Standards (IFRS)*
- *ISO requirements*
- *Illustrations of benefit analysis in terms of efficiency, effectiveness and economy*
- *Deliberate gates and gatekeepers to be reflected upon to ensure that processes can only continue when key milestones are achieved (control environment)*

#### 2. *Key attributes of system:*

- *Utilising the process mapping visualization, set criteria and dimensions for an appropriate fit for purpose ERP system;*
- *The system needs to be efficient, effective and economical to meet current needs and future growth;*
- *The system needs to accommodate costing at a micro-level to ensure that all associated costs that are deemed by management as production costs must be included in the costing of the products eg. Fixed costs such as water& electricity, vehicle maintenance;*



- *The above bullet is critical for management decision making on the sustainability and profitability positioning of OBP as a future fit SOE 1. Provides relevant service in terms of mandate and 2. Is self-sufficient;*
- *The system needs to be predictive using data analytics especially in projections of increases and decreases in line products eg. The system must be able to predict costing of products in the event of increases or decreases in the production of a specific product that will support business decision-making resulting in optimal production levels that support profit maximization;*
- *The system must contain key security safeguards and recording of activities (controls and audit trail);*
- *System must be able to integrate with other OBP systems and processes;*
- *The envisaged system specifications must reflect on the availability of support and training into the foreseeable future to ensure that the system is sustainable and usable;*
- *The vision is for OBP to have one integrated system that is fit for purpose that serves the needs of all depts in an integrated manner.*

#### Qualification

The requested resource would be expected to have a Costing qualification like CIMA, ACCA, CA coupled with IT

#### Experience

The requested resource must have Extensive experience (10 years +) in costing and setting up ERP systems in a manufacturing environment