

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Dec 05 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/OBP291/2025/26

Compulsory Document Requirements	Yes/No
Provide proof of previous supply for the product being requested or similar in the past 24 months (stamped Invoices or delivery note or reference letters). must be a minimum of 2	
<p>SOUTH AFRICAN BIDDERS: Must be registered on CSD (active status) and provide a CSD report not older than 2 months (using the RFQ closing date).</p> <p>INTERNATIONAL BIDDERS: Wishing to bid must request an SBD 1 from the Procurement department (purchasing@obpvaccines.co.za) document to accompany with bid application.</p>	
SBD4 Bidders Disclosure - All suppliers MUST Complete, sign & submit the SBD4 declaration with their bid application.	

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.

Quantity	Product/Item Code	Specification
50000 each	RVF live 100ml Cartons	See attached specifications

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

-

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) 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.

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 interest¹ 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:
.....
.....

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

¹ 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.

consultation, communication, agreement, or arrangement with any competitor. However, communication between partners in a joint venture or consortium² 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
.....
Position	Name of bidder

Terms and Conditions:

- Submission should be no later than **(Dec 10 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.

2 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.

- 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




RIFT VALLEY FEVER LIVE VACCINE
100 ML COMBO DISPLAY CARTON
SUPPLIER SPECIFICATIONS
ITEM CODE : DC2153



Changes in future would be in **Bold** and *Italics*.

1. SPECIFICATION DETAILS

	REQUIREMENTS	SPECIFICATIONS
1	Carton	
1.1	Carton material	SBS (Cellulose) Solid bleach sulphate (Virgin board.) (Cellulose & ground wood pulp or wastepaper)
1.2	Carton material of construction	320 – 340 g/m ²
1.3	Carton size	82 mm (L) x 54mm (W) (± 0,25 mm) x 92.5 mm (H) (± 0,25 mm) (Inner dimensions). (See drawing for full details of carton size)
1.4	Board colour	Both sides of the board must be white.
1.5	Direction of Grain	Direction of grain to be horizontal. (As per drawing)
1.6	All Carton flaps	Pre-cut is added on creasing line as per drawing. (See drawing)
1.7	Carton stiffness	171TB 28 mNm longitudinal 67 TB 11 mNm cross
1.8	Varnish used	Matt finish
1.9	Adhesive used	26 AE or Equivalent.
1.10	Pre-breaking crease line	Pre-break carton at 140 to 180 degree and flatten again prior to making the longitudinal gluing seams.
1.11	Bar coding	Product bar code to be affixed on the top and bottom of the tucked flaps. The tucked flaps must be unpainted and unprinted. (See drawing).
1.12	Bar code	
1.13	Top of the tucking flap	To be perforated for gluing and must be unprinted and unpainted. (See drawing).
1.14	Bottom side flaps	To be perforated for gluing and must be unprinted and unpainted. (See drawing).
2	Printing	
2.1	Pantone colours to comply to design specifications for each product	Pantone 583 C, 5405 C; 7544 C, 468 C, 336 C.
2.2	Namibian Registration number	V01/24.4/150
2.3	Supplier identification	The supplier company identification must be indicated on the Display Carton.
2.4	Display carton reference, edition and batch number on the bottom	The DC reference number and batch number must be printed on the bottom flap on the top left hand corner and
Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:		Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:
		Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:



RIFT VALLEY FEVER LIVE VACCINE
100 ML COMBO DISPLAY CARTON
SUPPLIER SPECIFICATIONS
ITEM CODE : DC2153

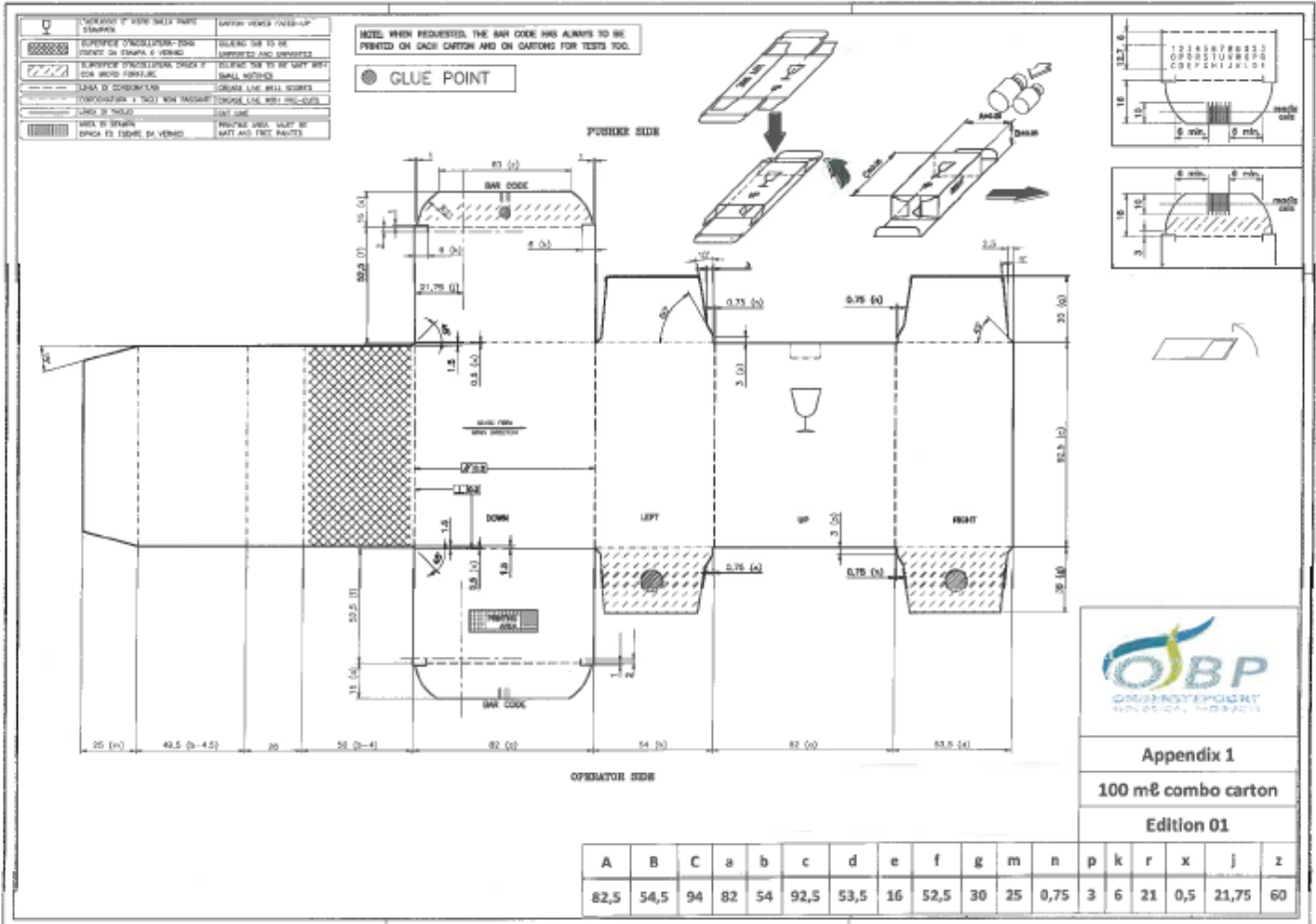


	flap	the edition number must be printed on the bottom flap on the bottom right hand corner. Space must be provided for OBP to print the batch number and expiry date in the PRINTING AREA. (See drawing).
--	------	--

3	Die	
3.1	Perforated ruling	The die must include special perforating ruling on the creases to assist machine packaging. (See drawing).
3.2	Pre-Cut Crease line	The die must include pre-cuts on all the crease lines on all the flaps. (See drawing).
4	Special requirements	
4.1	Gluing	No excess glue leakage must be present on the gluing tab of the carton.
4.2	Format of delivery and delivery	Die cut, creased, glued and delivered flat in bundles of 50, wrapped in paper. No rubber bands.
4.3	Flatened Box	Glue flap must be in center and the face up must be on the right side
4.4	Packed shipper requirements	<p>The shipper must have a label with:</p> <ul style="list-style-type: none"> • the Supplier name; • Supplier address; • Box / product name; • order number; • the quantity; and • The shipper must have a printed sample of the box attached to the outside as a quick reference.
5	OBP acceptance criteria	
5.1	Certificate of Conformance (C of C)	<p>All consignments must have a Certificate of Conformance (C of C) containing the following:</p> <ul style="list-style-type: none"> • Must be on company letter head; • State the batch number; • Name of carton printed and DC reference number; • Provide specifications and suppliers results of in house test of product; • Must indicate compliance with OBP's specification requirements and use same terminology; and • Results of supplier in-process tests.
5.2	Quality Assurance approval	<ul style="list-style-type: none"> • Before initial printing an uncut draw sheet with correct colours to be supplied to OBP for approval. • First print copies on final board must be supplied and approved by QA at OBP. • Mock-up box to be supplied and approved by OBP prior to printing.

Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:	Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:	Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:
--	--	---

2. DRAWING



Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:	Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:	Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:
--	--	---

OBP

**RIFT VALLEY FEVER LIVE VACCINE
100 ML COMBO DISPLAY CARTON
SUPPLIER SPECIFICATIONS
ITEM CODE : DC2153**

VP

3. ARTWORK



<p>Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:</p>	<p>Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:</p>	<p>Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:</p>
---	---	--