

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Nov 12 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/OBP412/2024/25

Compulsory Document Requirements	Yes/No
Provide a minimum of 2 references letters for similar work successfully completed not older than 12 months	
Service provider must be SANAS 17025 accredited - Proof to be provided	
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.

Quantity	Product/Item Code	Specification
25	Inspection, repair, testing, calibration and certification of Scales and Balances	Refer to scope in table inserted

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

•) **Safety Requirements:**

Supplier must submit a hardcopy safety file for review by OBP before they render their service.

Supplier must provide necessary PPE (eg. Gloves, Safety Shoes, Overalls etc)

Procedural Requirements:

All test weights/masses (primary reference) must be calibrated (certificates must be provided for traceability to national standards)

Inspect the balances and test masses to ensure that there are no damages and that the balances are fully functional and stable before proceeding.

Any damaged mass pieces shall be labelled, tagged or otherwise identified as not useable until accuracy is verified.

The components of the balances: the pan must be cleaned with damp cloth, weighing mechanism dusted with a soft brush. Cleaning solvent like alcohol may be used as it evaporates very quickly.

If the readings fluctuate then the contractor must complete the necessary corrective actions.

The balances/scales will be calibrated according to the usable range.

Affix a calibration status label to the balances after calibration is complete (red label if it has failed or white label if it has passed the calibration, calibration dates, period, equipment number and location must be stated in the label.

if a balance is damaged it must be repaired and recalibrated.

The contractor will provide a certificate of calibration with all the raw data collected during the calibration. The certificate must include the balance make, model, measurement range, serial number, equipment number and location.

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

• Correct quotation and competency to deliver.

- Lead time 5 to 10 days after issuing of an order.
- Proof of similar work done (reference letters)
- Capital to deliver on the scope
- Minimum 12 months warranty on each equipment.

Requirements from SCM department:

- All Bidder must register their company on the NEW OBP's E-Procurement portal via the OBP official website.
- All open opportunities will reflect on the portal.
- Once Bidders Account confirmation is received with login credentials 3
- Bidders can apply for bids.
- All required documents and submissions must be uploaded.
- Any additional queries please send an email to purchasing@obpvaccines.co.za (please include screen shots with your query to enable us to provide correct assistance.)

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 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

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.

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 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

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.

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 18 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 compliant*
- **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

Kindly provide the quotation for the following: Inspection, repair, testing, calibration and certification of Scales and Balances at Onderstepoort Biological Products.

Department	Equipment Name	Asset Number	ID Tag (EMU Number)	LOCATION
RDV	Precisa 120A Analytical Balance	10567	105-SC01	J8
	Kern PCB 3500-2 Precision balance	07139		J8
RDB	Top Balance	03789	106-SC05	K6
	Ohaus Mechanical Scale	00866	106-SC01	K6
	Balance	00605	106-SC04	K6
	Analytical Balance	09147		Block Q
	Mettler Toledo Analytical Balance	09167		Block Q
QC	Analytical Balance	01392	108-SC02	QC Lab B3
	Mettler AE200 Analytical balance Scale	02032	108-SC01	QC Lab Viral Laboratory Room 15
	Analytical Balance	06347		QC Lab Raw Material
RM	Warrior Scale Balance	07147		Room 4
	Analytical Balance	09568		Room 12
VP	Precisa scale	01997	103-SC01	Packaging
	Richeter scale	07838	103-SC03	Packaging
VV	Analytical balance	09636	102-SC02	Viral Vaccine Lab
	Analytical balance	06352		Viral Vaccine Lab
	Analytical balance	03914		Viral Vaccine Lab
	Analytical balance	05628l	102-SC01	Viral Vaccine Lab

	Analytical balance	05537		Viral Vaccine Lab
BV	Kern analytical balance	03756		M7/8
	Adam 20kg Scale	10186		M9
	Adam 20kg Scale	10187		M9
	Harvard Trip balance	01460	101-SC05	M7/8
	Harvard Trip balance	01429	101-SC04	M3
	Mettler PJ 3000	09865		M3