

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Jan 23 2026
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/OBP335/2025/26

Compulsory Document Requirements	Yes/No
<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. provide a detailed course outline per discipline</p>	
<p>Provide proof of previous supply of training being requested or similar in the past 24 months (stamped Invoices or delivery note or reference letters). must be a minimum of 2</p>	
<p>SBD4 Bidders Disclosure - All suppliers MUST Complete, sign & submit the SBD4 declaration with their bid application.</p>	

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
3 People	PLC TRAINING	The Terms of Reference are below

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.

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 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

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.

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 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 **(Jan 30 2026 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.

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.

- 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

TERMS OF REFERENCE - TRAINING: PLC

1. INTRODUCTION

The purpose of this RFQ is to appoint a qualified and accredited training service provider to equip industrial electricians with the knowledge and practical skills required to:

- Safely install, wire, program, troubleshoot, and maintain PLC-based control systems
- Interpret PLC logic in existing plants
- Reduce downtime through effective fault finding
- Interface PLCs with industrial equipment and field devices

2. TRAINING LEVEL

Beginner to Intermediate

Advanced (optional extension module)

3. TRAINING OUTCOMES (COMPETENCY-BASED)

On completion, learners shall be able to:

1. Explain PLC fundamentals and operating principles
2. Identify PLC hardware components and their functions
3. Read and interpret PLC wiring diagrams and I/O lists
4. Program basic PLC logic using ladder logic
5. Interface PLCs with:
 - Digital inputs and outputs
 - Motors, contactors, and solenoid valves
 - Sensors and switches
6. Perform PLC fault finding using:
 - Online monitoring
 - Forcing and diagnostics
7. Apply safe working practices on live and simulated systems

4. TRAINING CONTENT (MINIMUM SCOPE)

4.1 PLC Fundamentals

- What is a PLC and why it is used
- PLC vs relay control systems
- Typical industrial PLC applications

4.2 PLC Hardware

- CPU, power supply, I/O modules
- Digital vs analogue I/O (overview)
- PLC racks and expansion modules
- Field devices (sensors, actuators)

4.3 Electrical Wiring & Interfaces

- PLC input wiring (PNP/NPN, sourcing/sinking)
- Output wiring (relay, transistor, triac)
- Earthing and noise considerations
- Control panel best practices

4.4 PLC Programming (Core Focus)

- Programming software introduction
- Ladder logic fundamentals:
 - Contacts (NO/NC)
 - Coils
 - Timers (TON, TOF)
 - Counters
 - Interlocks
- Start/stop motor circuits in PLC logic
- Seal-in circuits (latching)

4.5 Practical Exercises (Mandatory)

- Wiring PLC I/O to real or simulated devices
- Writing and downloading programs
- Modifying existing logic
- Simulating faults and troubleshooting

Minimum 60% of training time must be practical

4.6 Troubleshooting & Maintenance

- PLC status LEDs and diagnostics
- Online monitoring and forcing
- Common PLC faults:
 - Input failures
 - Output failures
 - Program logic errors
- Backup and restore procedures

4.7 Safety & Standards

- Lock-out / tag-out procedures
- Working on control panels
- Electrical safety regulations
- Introduction to relevant standards (IEC / SANS overview)

5. PLC PLATFORMS (SPECIFY OR EQUIVALENT)

Training shall be delivered on **industrial-standard PLCs**, such as:

- Siemens (LOGO!, S7-1200 or equivalent)
- Allen-Bradley (MicroLogix / CompactLogix)
- Schneider (Modicon)
- Omron

Service providers shall clearly state the PLC platform used.

Training on **multiple platforms** is an advantage.

6. TRAINING DURATION

- **Recommended duration:**
 - Service provider needs to specify

7. TRAINING METHODOLOGY

- Classroom theory sessions

- Hands-on practical training
- Group and individual exercises
- Real-world industrial examples
- Fault simulation and troubleshooting scenarios

8. TRAINING MATERIALS (PROVIDER TO SUPPLY)

- Training manuals (printed or electronic)
- PLC programming software (licensed or training version)
- Practical training rigs or panels
- Sample programs and exercises

9. ASSESSMENT & CERTIFICATION

9.1 Assessment Requirements

- Practical assessment (mandatory)
- Short theory test or oral assessment
- Demonstration of fault-finding ability

9.2 Certification

- Certificate of Competence or Attendance
- Certificate must include:
 - Learner name
 - Course title
 - Duration
 - Training provider details
 - Date of completion

10. TRAINER REQUIREMENTS

Service providers must demonstrate that trainers:

- Have **minimum 5 years industrial PLC experience**
- Possess electrical or automation qualifications
- Have proven training or facilitation experience

11. Provider Requirements

The service provider must submit:

- Company profile and experience
- Trainer CVs and qualifications
- PLC platforms offered
- Training outline aligned to this specification
- Proof of previous similar training delivered

12. VENUE & EQUIPMENT

Training may be delivered:

- On-site or at client premises
- Facilities must include:
 - Adequate workstations
 - PLC hardware per learner or per small group
 - Safe electrical training environment

13. OPTIONAL ADVANCED MODULES (ADD-ON)

- Analogue signals and PID basics
- HMI integration
- Variable Speed Drive (VSD) interfacing
- Industrial networks (Profibus, Ethernet/IP)