

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

ONDERSTEPSPOORT BIOLOGICAL PRODUCTS LTD  
PRIVATE BAG X7, ONDERSTEPSPOORT 0110

From: Supply Chain Department  
Date: Jul 25 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/OBP103/2025/26

Compulsory Document Requirements	Yes/No
Min of 3 contactable references letters (as per scope)- with at least 1 from a Medical/Pharmaceutical Industry) - Must be on the client's, company letter head, signed and not older than 12 months.	
List of recommended cleaning chemicals/reagents going to use within relevant areas (including COA/MSDS) to be submitted with proposal	
Should be a member of National Contract Cleaners Association (NCCA) - Proof to be provided (Valid with closing date of RFQ)	
Training Certificate reflecting competency of the team to be submitted with quote	
Site briefing attended	
CSD Report (With a Tax Compliant status that is NOT OLDER THAN TWO MONTHS of RFQ date)	
Declarations SBD4 (Completed, signed & submitted)	

*Compulsory Sight Briefing Date: Aug 01 2025 10:00:00*

*Address: 100 Soutpan Rd Onderstepoort, Pretoria, 0110*

### 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>
--------------------------	-------------

<b>OBP Onderstepoort Biological Products will award preference points as follows: 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>
12 months	Deep Cleaning services	Refer to scope below.

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

**• PRICING SCHEDULE:**

<b>Departmental Areas</b>	<b>Cost per unit – Excluding VAT (Per Deep cleaning Cycle)</b>	<b>Total cost per unit - Including VAT (Per Deep cleaning Cycle)</b>
Canteen	R-----	R-----
Bathrooms including showers (where relevant)	R-----	R-----
Office Spaces	R-----	R-----
General areas (Reception)	R-----	R-----
Distribution & Stores	R-----	R-----
Laboratories' (various departments)	R-----	R-----
Dispensary	R-----	R-----
Production Area	R-----	R-----
<b>TOTAL</b>	<b>R-----</b>	<b>R-----</b>

All service providers attending the site briefing MUST wear applicable PPE, - safety shoes and long pants (failure to comply,

will result in denied access)

## **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

---

<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.

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.

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

---

<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.

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 **(Aug 08 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

**To appoint a service provider for Deep Cleaning services at  
Onderstepoort Biological Products for a period 12 months (as and  
when required).**

**BACKGROUND:**

Onderstepoort Biological Products (OBP) is a National Public Entity (Schedule 3B) corporatized in 2000 under the Onderstepoort Biological Products Incorporation Act 19 of 1999. We are a Pharmaceutical Manufacturing Entity, with the core functions of developing, manufacturing and distributing animal vaccines to ensure food security through promotion of animal health.

**PURPOSE:**

This RFQ is to provide guidance for environmental surface cleaning and disinfection of laboratories and all work areas at OBP. Regular disinfection is required in any laboratory environment, handling biohazardous agents. Regular disinfection is also important in other laboratorial areas to reduce the risk of contamination. Reducing risk of contact exposure to infectious agents through routine cleaning and disinfection, is an important part of regular laboratory environment maintenance.

**DEFINITIONS:**

Cleaning:

- Refers to the removal of dirt and impurities, including germs from surfaces. Cleaning alone does not kill germs, but by removing the germs, it decreases their number and therefore any risk of spreading infection. Cleaning is achieved with soap and water.

Disinfecting:

- Works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove all germs but rather killing all germs that remains on a surface after cleaning, further reduces any risk of spreading infection.

**REQUIRED SERVICES)**

**SCOPE OF WORK:**

**Below is the scope of work the service provider will be required to perform but not limited to points below.**

Preparation before commencements:

- Prepare the workplace to facilitate cleaning and disinfecting procedures.
- (For example, use plastic keyboard covers for shared computers, and disposable plastic clings over touch screens.)
- Pause of lab operations in the target areas to be indicated before commencement of cleaning/disinfecting.

Cleaning procedures of relevant areas:

- Visibly soiled surfaces must be cleaned prior to disinfection.
- Use damp cleaning methods. Do not sweeping, dust or used dry materials when cleaning, as this may create airborne particles
- Clean from least to most dirty areas. Change mop heads, rags, and similar items frequently during the cleaning/disinfection process. Consider using disposable cleaning items.

- Use a double-bucket method when rinsing necessary (one bucket for cleaning solution, one for rinsing). Some reagents are corrosive or otherwise damaging to certain surfaces and will require rinsing after the appropriate contact time has been achieved.
- Clean and dry non-disposable equipment at the end of each work shift and when known to be contaminated
- Work surfaces (e.g., biosafety cabinets, lab benches, etc.) and high-touch surfaces should be cleaned.

Disinfecting procedures of relevant areas:

- Ensure proper contact time during disinfecting (Efficacy depends on proper contact time to achieve adequate effectiveness)
- Use a double-bucket method when rinsing necessary (one bucket for disinfectant solution, one for rinsing). Some disinfectants are corrosive or otherwise damaging to certain surfaces and will require rinsing after the appropriate contact time has been achieved.
- Disinfect, and dry non-disposable equipment at the end of each work shift and when known to be contaminated.
- Work surfaces (e.g., biosafety cabinets, lab benches, etc.) and high-touch surfaces should be disinfected.

Foot notes to be taken into consideration.

- When risk of community acquired infection is high, clean and disinfect shared spaces/items after use and before sharing with others.
- Disinfectants have a finite shelf life. (Do not use expired disinfectants.)
- Disinfectants present health and physical hazards. Read and adhere to all precautions and instructions (including proper use concentration) in the manufacturer's Safety Data Sheet (SDS) and label
- Use all disinfectants according to manufacturer's instructions.
- Proper disinfection procedure should include:
  - Recommended dilution of disinfectant
  - Liberal application with clean cloth, sponge, or hand mop
  - Sufficient surface contact time as indicated by manufacturer
  - Allow to air dry.

**Departmental Areas Included in the SCOPE:**

- Canteen
- Bathrooms including showers (where relevant)
- Office Spaces
- General areas (Reception)
- Distribution & Stores
- Laboratories' (various departments)
- Dispensary
- Production Area

**Cleaning section Examples Include: (Within Relevant Departments)**

- Door, appliance, and cabinet handles
- Light switches
- Benchtops
- Desks
- Chairs/seats
- Telephones

- Computers, screens, keyboards, and other analytical equipment (e.g., centrifuge lids, biosafety cabinets, fume hoods, incubators, etc.)
- Reagent and other containers, pipettors, and other shared equipment/devices
- Hand-washing sinks and handles

<b>ADDITIONAL REQUIREMENTS TO BE TAKEN INTO CONCEDERATION</b>
---------------------------------------------------------------

**SUPPLY OF EQUIPMENT AND CONSUMABLES:**

- Service provider to ensure that personal protective equipment (PPE) as required is provided for all staff (including, but not limited to overalls, safety boots/shoes, and relevant protective clothing required to perform the required service.)
- The service provider will be responsible for providing All industrial equipment required for the service to be supplied by service provider.

**REPORTING AND COMMUNICATING:**

The service provider will be required to:

- Undergo safety induction prior to starting work (all personnel).
- Service providers to engage with facilities /Project (relevant department head) before proceeding with work.
- Service providers must ensure that service reports must be signed by site supervisor/service representative and OBP personnel daily before leaving site.
- A post cleaning inspection will be done before area hand-over. OBP will do swabs and plates to confirm cleaning
- Service requirements will be indicated by OBP within the 12-month SLA period. (SLA will be drawn up with the appointed service provider, which will include performance reviews and feedback.)

**SAFETY FILE:**

The service provider will be required to submit a standard hard copy safety file before any on-site work commences.

- A Standard Safety file must include the following:
  - Letter of Good Standing (COID).
  - Company Profile;
  - Health and Safety Plan.
  - Environmental Management Plan;
  - Method Statement.
  - Risk Assessment;
  - Standard Operating Procedures;
  - Toolbox Tasks;
  - Appointment Letters, Qualifications and Medicals (all recommended employees for this service).
  - Management of Change; Housekeeping Plan;
  - Equipment – Checklists and maintenance and/or service records of equipment