

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Nov 14 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/OBP418/2024/25

Compulsory Document Requirements	Yes/No
Qualifications required: Postgraduate degree at master's level in Business Administration/ Leadership.	
Qualifications required: Bachelor's Degree (NFQ 8) in Law, Business Admin, Marketing, or Public Admin/ Office Management	
Service provider must be able to provide references letters of identical service as per scope of work, supplied, not less than 12 months old (minimum 3 references)	
Certified copies, of all qualifications, certificates and professional memberships (not older than 6 months) must be supplied	
Detailed Curriculum Vitae (CVs) must be supplied of proposed qualified delegate, including qualifications, work experience, professional associations and three contactable referees. References must be direct managers of proposed qualified delegate. (min of 4 proposed delegates CV to be submitted)	
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
7	To appoint a Service Provider to provide the services of a qualified delegate/s to assist at an executive, strategic and administrative levels with the operations in the Office of the CEO	Refer to scope of work inserted below.

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

- 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
- Bidders can apply for bids.
- All required documents and submissions must be uploaded.
- Any additional queries please send and 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 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.

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.

- 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 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 27 2024 15:00:00)**
- Please indicate your offer validity and lead time: _____

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.

- 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

To appoint a Service Provider to provide the services of a qualified delegate/s to assist at an executive, strategic and administrative levels with the operations in the Office of the CEO for a contracted period of seven (7) months.

1. SCOPE OF WORK

The offices of the CEO and that of the Legal and Company Secretary need to be capacitated to enable efficiency and adherence to all legislative requirements prescribed by the Shareholder or Government.

The envisaged assistance entails

- strategic support to the office of the CEO in planning.
- strategy execution ensuring the success of the CEO in executing his mandate.
- drive the organizations' corporate governance and compliance.
- ensure updating and alignment of OBPs policies and procedures to applicable legislations and regulations.

2. KEY PERFORMANCE AREAS:

Strategic Performance

- Provide strategic planning advisory services and support to the CEO.
- Ensure governance structures are supported and properly governed.
- Ensure that the company's operations support the OBP's vision and strategy.
- Coordinate weekly, monthly, quarterly, and annual reporting responsibilities to the office of the CEO and the Board.
- Project manage CEO's strategic initiatives and deliverables as aligned with the annual plans.
- Ensure presentations from the office of the CEO are at a strategic level and in accordance with the appropriate standards
- Effectively communicate the strategic objectives with Executive management.
- Ensure that policy or strategy decisions are communicated to the organisation.
- Provide support to the CEO regarding matters from the Department of Agriculture, Parliament and other key stakeholders.
- Ensure risk management processes are clearly identified documented and executed to support the strategy.

Business performance

- Coordinate the business performance, monitoring and reporting.
- Oversee the development of short, medium and long-term plans and strategies for the OBP in alignment with government objectives.
- Assist the CEO in tracking organization's performance, including business and financial performance, governance and strategic risk matters that may impact the organisation.
- Compile reports on OBP performance and communicate these to the business and other identified stakeholders
- Tracking the performance of the OBP against Board approved strategy, APP and business plan
- Manage and quality control the OBP reporting dashboard ensuring that it is updated accurately against the KPI's.
- Assist to embed a strong achievement culture through performance management.

Corporate governance and compliance

- Ensuring review and alignment of OBPs policies and procedures to applicable legislations and regulations.
- Provide administrative and secretariat support to Management, Executives and Board.
- Develop knowledge management systems, inclusive of digitization of governance related documents and information.
- Ensure quality reports are submitted to the Board.
- Ensure efficient and effective reporting across multiple levels in the organisation Department monthly reports, quarterly management reports, Board preparations, document preparation for reporting purposes.
- Ensure Board resolutions are followed through and implemented timeously.
- Assist the office of the CEO to ensure that the Internal Audit function is effective and supports the Board Committees.
- Monitor and perform forensic investigations for internal matters.
- Provide assistance to manage and conclude legal and labour matters.

Stakeholder and communications management

- Interface with the CEO's direct reports to understand the operating environment and assess to prioritise focus areas.
- Review and update stakeholders and communication strategies of the business.
- Facilitate the CEO's communication with the internal and external stakeholders

- Build and maintain solid partnerships with assigned internal and external stakeholders to better develop, coordinate, direct, and facilitate strategic communications designed to meet business goals.
- Researches and understands key business challenges, stakeholder behaviours, target audiences, competitive activity, and environmental factors that impact business operations.
- Communicates directly, and on behalf of the CEO, with stakeholders, on matters related to CEO's programmatic initiatives.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the CEO.
- Successfully completes critical aspects of deliverables with a hands-on approach, including business projects, and other tasks that facilitate the CEO's ability to effectively lead the company.

3. The service provider is expected to possess the following attributes

- Corporate strategy development, implementation and performance monitoring
- Corporate and Annual Performance plans development monitoring and reporting as per government processes.
- Practical knowledge in governance and legislation pertaining to Schedule 3B business government entities
- Stakeholders' and communication strategies development and management.
- Ability to monitor and perform forensic investigations for internal matters.
- Ability to manage and conclude legal and labour matters.

4. Qualifications and experience

The preferred service provider must provide staff with a combination of the following verifiable qualifications and experiences:

- Bachelor's Degree (NQF 8) in Law, Business Admin, Marketing, or Public Admin/Office Management.
- A postgraduate degree at Masters level in Business Administration/Leadership.
- 5 years' experience in an executive management environment.
- 10 years+ experience in corporate governance.
- Experience in State-Owned Entities (SOE).
- Experience in Strategy development and performance monitoring.

- Proven track record of performing within a diverse and dynamic internal and external environment and diverse teams.
- Ability to exercise good judgment in a variety of situations, and organizational skills, and the ability to maintain a realistic balance among multiple priorities.
- Ability to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.
- Understanding of protocol matters regarding government, parliament, and other key stakeholders.
- Understanding of marketing and communications environment.

5. Knowledge

- Outstanding business writing skills
- Stakeholder management
- Strong leadership and problem-solving skills
- Excellent organisational skills
- Outstanding written and oral communication skills
- Sound people management skills and experience
- Practical experience in administrative and document management systems.
- A sound understanding of the Animal health sector.

6. FINANCIAL IMPLICATIONS

The service provider will be contracted for a period of 7 months. Supplier must give a costing breakdown per month per delegate.