

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Sep 25 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/OBP342/2024/25

Compulsory Document Requirements	Yes/No
CSD Report (With a Tax Compliant status that is current)	
Specification/ COA/ catalogue / samples to be provided with quote for all new suppliers.	
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
240000	STERILE DILUENT 2.5 ML FOR AHS	Refer to PDF

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

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

Correct quotation, compatibility to requirements and competency to deliver.

Capital to deliver on the scope quoted.

Lead time to be indicated on quote.

Bulk order to be delivered as requested by department.

**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.

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.

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 bid opening or of the awarding of the contract.

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.

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 **(Sep 26 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 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



STERILE DILUENT 2.5 ML
SUPPLIER SPECIFICATIONS
BOTTLE LABEL
ITEM CODE : BL 011S



1. Specification Details

REQUIREMENTS		SPECIFICATIONS
1.	Label dimensions	24 (H) x 65 (W) mm ($\pm 0,1$ mm) Height 23,9 - 24,1 mm Width 64,9 - 65,1 mm
2.	Material of construction	Semi Gloss
3.	Topsheet	160 gsm/m ²
4.	Core size (<i>Inner Dimension</i>)	40 mm ($\pm 0,1$ mm) 39,9 - 40,1 mm
5.	Adhesive used	Hotmelt adhesive spread 16-19 g/m ²
6.	Core labels	All core labels must indicate supplier name and the batch details on the inner core of every label
7.	Pentone colours	Pantone 639 C, Pantone 583 C, Pantone 5405 C, Pantone 7544 C. (From Pantone: Solid Chips coated) Y – Process Yellow; M – Process Magenta; K – Process Black; C – Process Cyan.
8.	Print process	ABG Cutt + Varnish
9.	Die used	Flexible rectangle
10.	Direction of the roll	Right edge leading
11.	Quantity per roll	5000 per roll, each roll must be individually shrink wrapped
12.	Space between labels	3mm
13.	Backing paper	Top and bottom 1.5 mm
14.	Tension of the roll	The tension of the roll must be firmly closed.
15.	Storage temperature	All labels must display the storage temperature of 2 to 8 degrees.
16.	Stores acceptance criteria	All consignments must have a Certificate of Conformance signed by the suppliers responsible person and must be on a company letterhead. The Certificate of Conformance must state the batch number, label name, specifications and results of in-house tests completed by the supplier. The C of C must contain OBP's specification requirements and same terminology.
17.	Special requirements	Company identification on label.
18.	Before initial printing	Uncut draw sheet to be approved by QA on final material.

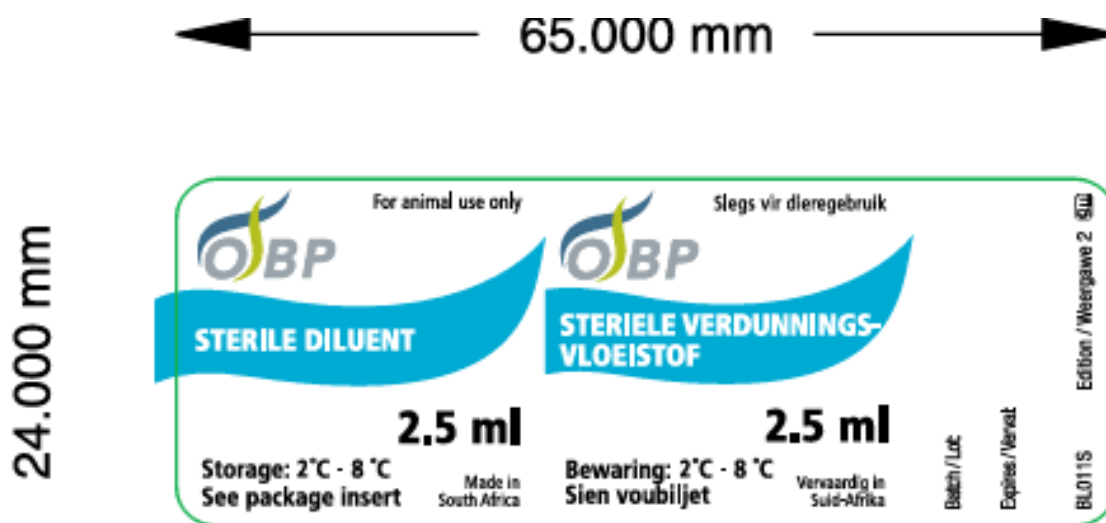
Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:	Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:	Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:
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OBP

STERILE DILUENT 2.5 ML
SUPPLIER SPECIFICATIONS
BOTTLE LABEL
ITEM CODE : BL 011S

VP

2. Artwork



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:
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