

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

**ONDERSTEPOORT BIOLOGICAL PRODUCTS LTD
PRIVATE BAG X7, ONDERSTEPOORT 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/OBP414/2024/25

Compulsory Document Requirements	Yes/No
Provide a minimum of 2 references letters for previous or similar work successfully completed not older than 36 months	
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
12	MAINTENANCE SERVICES & SUPPORT OF STANDBY DIESEL GENERATORS	Refer to detailed scope inserted below

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

• **Supplier Requirements:**

Supplier must have experience, competence, and expertise in the maintenance of Diesel Electric Generators, Automatic Transfer Panels, Generator Controls, etc (list of contactable references or agency agreements must be provided)

Supplier must have permanently employed technicians including.

- Diesel Mechanics (trade tested), and
- Electricians (trade tested)

Supplier must have an established service operation in the Gauteng area, (within 100km of OBP site) to provide 24/7/365 standby, and cost-effective site support.

Standard Submission guidelines and safety Requirements for this SLA.

All quotations to be itemized.

A standard hard copy safety file must be allowed for and submitted before any on-site work commences.

Service providers to engage with department head daily before proceeding with work.

Service providers must ensure that job card/service report must be signed off by service representative and OBP personnel before leaving site.

All work areas to be cleaned and tidied after work is done (no parts, equipment, consumables lying around)

Should service providers note that during the course of their repairs that equipment requires additional attention such as servicing, repairs or refurbishment, then this must be indicated as such on the job card/service report. This must be reported to the head of department who will decide on the further course of action.

All repairs, tasks and services must have a minimum 6-month guarantee on parts and labour/workmanship.

If any work is to be subcontracted, OBP must be notified. Subcontractors' supervision is the responsibility of the service provider.

Supplier must provide all necessary PPE for service technicians (Gloves, Safety Shoes, Overalls, Hearing Protection, etc)

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

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.

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.

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.

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.

- 3.7 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 25 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

Quantity	Product/Item Code	Specification
TO APPOINT A SUPPLIER FOR AN SERVICE LEVEL AGREEMENT (SLA) FOR MAINTENANCE SERVICES & SUPPORT OF STANDBY DIESEL GENERATORS AT OBP FOR A PERIOD OF 12 MONTHS.		
<ul style="list-style-type: none"> The Service Level Agreement includes routine maintenance and services, and demand maintenance/ breakdown repairs on the following standby Diesel generators. <p>Service Interval:</p> <ul style="list-style-type: none"> Initial annual service (as per below list) Ongoing 24/7/365 call-out service for the duration of the 12-month SLA period. Final annual Service (as per below list) 		
1	Cold-room Generator Set	ENGINE: KIRLOSKAR HOUR: 167hours POWER :125KVA ENGINE TYPE :6R1080TA Sr No :6H.2514/O40005 Rated KW/HP:115/156 RPM:1500 Rating STD: BS
2	Boiler House Generator Set	ENGINE: KIRLOSKAR HOURS: 172hours POWER: 200KVA ENGINE TYPE:6SL1500TA Sr No: F6.2511/0800016 Rated KW/HP:187/254 Rating STD:BS 5514 GOVERNIBG CLASS :A1
3	EA large new facility	ENGINE: FAW TYPE :4DX22-65D NET POWE-SPEED: 48Kw 1500 r/min ENGINE NO: WA396326 RATING:500KVA ORDER NO: XA19HMS20W
4	Substation 8 Generator Set	ENGINE: CATERPILLAR RATING:500KVA Ser NO:81Z09089 RPM:1500 POWER:540 HP:403.0KW AR NO: IW9604 PERF SPEC:0T6506

Procedural Requirements

2 x Annual Maintenances (to be completed at the start and end of the 12-month SLA period):

For each of the 4 (four) Standby Generator Sets:

- Record and investigate any controller alarms.
- Record the total running hours.
- Record the battery voltage on standby, and during cranking.
- Record the battery charging voltage (both standby, and running)
- Check the starter battery terminals, lugs, and cables for corrosion or leakage. (clean / repair as required)
- Check the diesel tank level indicator / low switch if fitted.
- Inspect the engine governing mechanism and control.
- Thoroughly inspect the condition of cable harnesses, spade connectors, etc. Ensure that all engine-mounted electrical components, relays, and cabling is securely fastened.
- Thoroughly inspect the condition of hoses and clamps (fuel, coolant)
- Check the condition of engine mounts / isolators.
- Check the engine for any leaks (fuel, coolant, oil)
- Check the engine coolant pre-heating temperature.
- Replace Engine Oil & Engine Oil Filters
- Replace the Diesel Fuel Filters
- Clean the diesel fuel separator trap (if fitted)
- Replace the Air Intake Filter, and clean the centrifugal intake separator (if fitted)
- Flush and replace the Engine Coolant
- Clean the radiator core.
- Replace the Auxiliary Drive Belts (Fan & alternator belts)
- Clean and de-grease the engine
- Observe electrical lockout safety, check tightness of main electrical connections and lugs on the generator and electrical panel. Confirm the machine earthing.
- Start the engine on test, and monitor operation:
 - Record the generator frequency and phase voltage.
- Switch the unit on load:
 - Record the generator frequency, phase voltage, and phase amps.
 - Restore the mains power; observe auto transfer delay time, and cooldown time.
- Ensure all electrical panels are closed and locked.
- Remove all used parts, fluids etc from the area. Clean the generator room / enclosure.
- Switch the generator to AUTO, and double check the unit is ready to run.

Technical requirements:

- Complete a detailed service record for each generator set.
- Inform the OBP Engineer immediately if any deficiencies were found.
- All service parts must be original equipment replacement parts.
- Oils must meet the original manufacturers recommendations for grade and viscosity.
- Coolant must meet the original manufacturers specification.
- All used parts, used oils, and coolants must be removed from site and disposed of by the supplier.
- Supplier must allow for any service parts, service equipment, tools and cleaning consumables required. (Filters, v-belts, oils, coolant, tools, cleaning equipment, degreaser, etc)

COSTING BREAKDOWN:

SLA – service costing breakdown: FIXED COST for period of 12 months (EXCL VAT).

Equipment to be serviced / supported:			
Quantity	Description	Initial Annual Service (Excl vat)	Final Annual service (Excl vat)
1	Cold-room		
1	Boiler House		
1	EA large new facility		
	Substation 8		

Service parts, and consumables must be included in the SLA pricing with each service as listed above.

Additional Requirements:**Call-out Service:**

- An after-hours (24/7/365) call-out service must be available to attend to failures of the standby generating plant (including emergency fuel supply, diesel mechanical faults, electrical faults, batteries, etc).
- The call-out service must remain in place for the duration of the 12-month SLA agreement.
- Supplier must stipulate the committed call-out response time.
- Any remedial work, including replacement of engine parts, contactors, controllers, batteries, etc must be quoted separately for prior authorization under the SLA.

Additional Costing Breakdown:

Description	Per call out	Total cost (excl VAT)
Call out fee (additional work)		
Travelling (full distance to OBP)		
Description - Additional	Per hourly rate	Total cost (excl VAT)
Technician / Artisan		

The above fees need to be a fixed amount for the period of 12 months.