

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Jan 15 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/OBP486/2024/25

Compulsory Document Requirements	Yes/No
CSD Report (With a Tax Compliant status that is current)	
References letters- Proof of previously service rendered as per scope to be submitted with quote. (References letters - Not older than 12 months minimum 2 letters No orders - invoices or delivery notes of service rendered.)	
Declarations SBD4 (Completed, signed & submitted)	

Compulsory Sight Briefing Date: Jan 22 2025 11:00:00

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 %
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
6 Months	Refrigeration Contractor	REFER TO SCOPE and REQUIREMENTS BELOW

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

- 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).

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.

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.

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.

- 3.3 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 28 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.)**

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.

- 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

Compulsory Site Briefing:**Date: 22 January 2025****Time:11H00****Place: ONDERSTEPOORT BIOLOGICAL PRODUCTS****Department: EMU (Engineering Maintenance Unit)****Address: 100 Soutpan Road****Onderstepoort****Pretoria****0110**

Quantity	Product/Item Code	Specification
To appoint a Refrigeration Contractor for a period of 6 months.		
Highlighted service in Table 1 below.		
<i>Table 1: Service Requirements</i> OBP has on site refrigeration systems for vaccines preservations and air conditioning systems to keep cold rooms below specific temperatures. OBP also have heat pumps that are used for heating buildings and producing industrial process heat. OBP requires a supplier with expert service knowledge of Carnot refrigeration cycle, capable of evaluating principal work and heat transfers, enhancement of the vapour-compression systems, knowledge of cascade cycles, multistage compression with intercooling and knowledge of Carnot heat pump cycles. Service providers must have demonstrated knowledge of working on the following equipment (please note that this list is not exhaustive): <ul style="list-style-type: none">• Refrigerators• Ultra Deep Temperature Freezers• Cold-rooms• Incubators• Air conditioners/ air conditioner replacement if needed under authorisation• Freeze Dryers• Chillers• Provide proof of experience of working on Freeze dryer• Air Handling Unit (EA and VP)		
Onsite Service Required Includes:		On-site refrigeration maintenance service level agreement (1 x Refrigeration Technician & 1 x Assistant) for 8 hrs/day x 5 days per week for a period of 6 months. Must include 24/7 emergency standby support with a maximum on-site response time of 1 hour. <u>100 hours overtime for 1 Refrigeration Technician and 100 hours for 1 Assistant to be included in quote.</u> Refrigeration Technician must be trade-tested with minimum 3 years of industrial refrigeration experience. Must be competent to maintain air conditioners, Chillers, cold rooms, and freezer rooms. Refrigeration Technician must hold a valid SAQCCA Gas Authorised Technician card. <u>CVs of technician and assistant must be included in quotation.</u>

	<p>Any new refrigeration units (including refrigerators, air conditioners, incubators and cold rooms), gas, materials, consumables, replacement parts, etc required must be supplied at proven retail cost plus a mark-up of maximum 8% (to be included in the SLA)</p> <p>The refrigeration maintenance service team must be equipped with the necessary tools of the trade and must have their own transport to and from site and <u>have sufficient cash flow</u> to purchase materials and spares as required.</p> <p>A standard hardcopy safety file must be allowed for and submitted before any on-site work commences.</p>
Additional Requirements to Note:	<p>OBP reserves the right to check competency from the potential suppliers using any acceptable engineering measures.</p> <p>All parts, components and services provided will be subjected to not less than 6 months warranty.</p> <p>Performance bonds up to 8% of the whole invoice may be withhold as a guarantee and paid once the 6 months warranty period has elapsed. Agreements meetings will be conducted between supplier and OBP (i.e., legal, finance, procurement, and engineering departments)</p>
<p>Requirements from the supplier (To be used to select the contractor)</p> <ul style="list-style-type: none"> • Attendance of site briefing at OBP on 22 January 2025. • Correct quotation and competency to deliver. • Lead time not more than 5 days after issuing of an order. • Capital/cash flow to deliver on the scope. • References of previous or similar work done as per scope (minimum 2 not older than 12 months) • 6 months guarantee on equipment and workmanship. 	
<p>Successful service provider to adhere to the following requirements:</p> <ul style="list-style-type: none"> • A standard hard copy safety file must be allowed for and submitted before any on-site work commences. • Safety file must include the following – Letter of Good Standing; Company Profile; Health and Safety Plan; Environmental Management Plan; Method Statement; Risk Assessment; Standard Operating Procedures; Toolbox Tasks; Appointment Letters, Qualifications and Medicals; Management of Change; Housekeeping Plan; Equipment Checklists • Service provider to engage with EMU manager or designate on a daily basis before proceeding with work. • Service provider must ensure that service report must be signed off by site supervisor/service representative and OBP personnel daily before leaving site. • All work areas to be cleaned and tidied after work is done (no parts, equipment, waste, consumables lying around) 	

- Should service provider note that during the course of their work that equipment requires additional attention such as servicing, repairs or refurbishment, then this must be indicated as such on the daily service report. This must be reported to the facilities controller who will decide on the further course of action.