

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

ONDERSTEPSPOORT BIOLOGICAL PRODUCTS LTD PRIVATE BAG X7, ONDERSTEPSPOORT 0110

From: Supply Chain Department
Date: Jan 14 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/OBP480/2024/25

| Compulsory Document Requirements | Yes/No |
|---|--------|
| 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) | |
| CSD Report (With a Tax Compliant status that is current) | |
| Declarations SBD4 (Completed, signed & submitted) | |

Compulsory Sight Briefing Date: Jan 21 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 |
|-----------------|--|--|
| 12 Months | Service and Maintenance of Laboratory Autoclaves | Please refer to scope of work and technical requirements with list of autoclaves below |

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

- Requirements from the supplier**

- All prospective service providers must attend a site briefing on
- All service providers must ensure use of PPE at site briefing (closed shoes, long pants, no loose-fitting clothing)
- Correct quotation and competency to deliver.
- Capital to deliver on the scope.
- All service providers must provide proof of supply of identical or similar product and/or service product within the last 6 months (Proof of supply – invoices or reference letters from client)
- Service providers must provide a safety file to safety officer prior to commencing with any work
- Service providers to engage with department head 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.

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 |
|-----------|-----------------|---------------------------|
| | | |
| | | |
| | | |
| | | |

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.

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

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.

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 27 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

Period: 12 months

Compulsory site briefing:

Date: 21st January 2025

Time:11h00

Place: Onderstepoort Biological Products (OBP)

Address:100 Old Soutpan Road

Onderstepoort

Pretoria

0110

| Quantity | Product/Item Code | Specification |
|---|---|--|
| TO APPOINT A SUPPLIER TO DO MAINTENANCE OF LABORATORY AUTOCLAVES | | |
| Year 1 | 3 services per year | <ul style="list-style-type: none">• 1 Major Service per year• 2 Minor Services per year |
| | <p>Technical Specification for Maintenance of Laboratory Autoclaves:</p> <p><u>Supplier Technical Requirements:</u></p> <ul style="list-style-type: none">• Supplier must have experience, competence, and expertise in the maintenance of laboratory autoclaves (list of contactable references or agency agreement must be provided)• Supplier must have maintenance technicians who are trained and competent to service and repair laboratory autoclaves.• Supplier must have an established service operation in the Gauteng area, (or within 100km) to provide timely and cost-effective site support. <p><u>Safety Requirements:</u></p> <ul style="list-style-type: none">• Supplier must submit a hardcopy Safety File for review by OBP before booking the start of onsite service work.• Supplier must provide all necessary PPE for service technicians (Face Shield, Gloves, Safety Shoes, Overall, etc) <p><u>Procedural Requirements:</u></p> <ul style="list-style-type: none">• Maintenance service to be carried out on a 4-monthly schedule for all laboratory autoclaves.• Maintenance service tasks and procedures are proposed by the | |

competent supplier, but must include the following: o Note and investigate any complaint/ comments from the equipment user

- Inspection of door locking mechanism
- Inspection and verification of door interlocking mechanism
- Visual inspection of chamber, safety valves and ancillaries for signs of cracks, distortion, leaks, etc.
- Inspection of door seal.
- Functional check of the controls (including displays, gauges, keypads, valves, etc)
- Functional test of the Autoclave operation and sub-systems (including heating, cooling, draining, etc)
- Condition of any filters, with replacement as necessary.

Minor Service

- Check all pipes for leaks
- Check pressure and temperature gauges for accuracy.
- Lubrication.
- Test machine through all cycles
- Check for cycle accuracy adjust or repair where it's necessary
- Tasks not limited to above mentioned

Major Service

- Open all valves. Check kits (Replace if necessary)
- Check and clean steam traps.
- Replace air filter dust cover (replace filter)
- Replace door gasket
- Calibrate all pressure and temperature gauge.
- Also carry out 4-month tasks during the yearly services.
- Tasks not limited to above mentioned

Any additional:

- If any defects are noted which require additional maintenance or repair outside of the scope of the SLA, these must be quoted separately.
- In the case of any safety-critical defects, the equipment must be shut down and locked out. Notify the equipment user and EMU Manager immediately.
- If any calibrated sensors, probes, or gauges are to be replaced, then a 3rd party calibration will be required before the autoclave can be returned to service.
- Configured programs and cycle information may not be changed without written instruction by an authorized OBP representative.
- Complete a service record for each autoclave.
- Affix a service status label to the equipment after service is completed: A

red label must indicate “Do Not Use”. A white label must indicate the successful service date, supplier name, and service due date.

Equipment to be serviced:

| AUTOCLAVES | | | | |
|--------------|----|----------|-----------------|--------|
| 1. Autoclave | RM | 100-AU01 | | 495kPa |
| 2. Autoclave | RM | 100-AU02 | 0.6 cubic meter | 325kPa |
| 3. Autoclave | RM | 100-AU03 | 0.6 cubic meter | 325kPa |
| 4. Autoclave | RM | 100-AU04 | | 325kPa |
| 5. Autoclave | RM | 100-AU05 | 2 cubic meter | 325kPa |
| 6. Autoclave | RM | 100-AU06 | 2 cubic meter | 325kPa |
| 7. Autoclave | RM | 100-AU07 | 0.6 cubic meter | |
| 8. Autoclave | RM | 100-AU08 | 2 cubic meter | 325kPa |
| 9. Autoclave | RM | 100-AU09 | | |

| | | | | |
|---------------|---------------------|-----------|----------------|--------|
| 10. Autoclave | RM | 100-AU10 | | |
| 11. Autoclave | RM | 100-AU11 | | |
| 12. Autoclave | RM | 100-AU12 | | |
| 13. Autoclave | EA | 107-AU01 | | 325kPa |
| 15. Autoclave | VP | 103-AU03 | | 315kPa |
| 16. Autoclave | VP | 103-AU04 | | |
| 17. Autoclave | RM | 106-AU01 | decommissioned | 315kPa |
| 18. Autoclave | RM | 106-AU02 | | 320kPa |
| 19. Autoclave | QC | 108-AU-04 | | 315kPa |
| 20. Autoclave | QC | 108-AU-05 | | 320kPa |
| 21. Autoclave | RDV (Cirrus) | 105-AU02 | | 315kPa |
| 22. Autoclave | RDV (Lab companion) | 105-AU03 | | 315kPa |
| 23. Autoclave | VV (Block S) | 102-AU01 | | |
| 24. Autoclave | VV | 102-AU02 | | |
| 25. Autoclave | BV | 101-AU-02 | | |
| 26. Autoclave | BV | 101-AU-01 | | |
| 27. Autoclave | RDB | 106-AU-03 | | |
| 28. Autoclave | RDB | 106-AU-04 | | |

Requirements from the supplier

- All prospective service providers must attend a site briefing on
- All service providers must ensure use of PPE at site briefing (closed shoes, long pants, no loose-fitting clothing)
- Correct quotation and competency to deliver.
- Capital to deliver on the scope.
- All service providers must provide proof of supply of identical or similar product and/or service product within the last 6 months (Proof of supply – invoices or reference letters from client)
- Service providers must provide a safety file to safety officer prior to commencing with any work
- Service providers to engage with department head before proceeding with work
- Service providers must ensure that jobcard/service report must be signed off by service representative and OBP personnel before leaving site.