

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department  
Date: Nov 28 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/OBP453/2024/25**

<b>Compulsory Document Requirements</b>	<b>Yes/No</b>
Submit CVs of suitable qualified Candidates - Certified copies not older than 6 months	
A company profile	
List of contactable references for past and present clients, where highly skilled costing and inventory specialists with extensive knowledge of ERP systems were successfully placed.	
COID letter of good standing	
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**

<b>Price / Preference</b>	<b>Weighting percentage</b>
<b>Preference:</b>	<b>20%</b>
<b>Price:</b>	<b>80 %</b>
<b>Total must equal:</b>	<b>100%</b>

<b>OBP Onderstepoort Biological Products will award preference points as follows: Specific Goal</b>	<b>Points</b>	<b>Evidence required</b>	<b>Yes/No</b>
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.	
<b>Total points</b>	<b>20</b>		

**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.**

<b>Quantity</b>	<b>Product/Item Code</b>	<b>Specification</b>
1 each	A TURNKEY PROCESS OF HEADHUNTING AND PLACEMENT OF AN EXPERT TO ADVISE ON COSTING OF INVENTORY AND A SUITABLE ERP SYSTEM	Please refer to the following attachments below. 1. The ToR  2. Compulsory , Functionality requirements and the pricing  3. ANNEXURE A: RESPONSIBILITIES OF CANDIDATE

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

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**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 and approved by OBP supply chain.
- 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](mailto: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 interest<sup>1</sup> 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

<sup>1</sup> 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.

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 consortium<sup>2</sup> 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 **(Dec 11 2024 15:00:00)**

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<sup>2</sup> 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.

- 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

# **THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A TURNKEY PROCESS OF HEADHUNTING AND PLACEMENT OF AN EXPERT TO ADVISE ON COSTING OF INVENTORY AND A SUITABLE ERP SYSTEM FOR ONDERSTEPSPOORT BIOLOGICAL PRODUCTS. (SOC) LTD**

## **1. BACKGROUND & PURPOSE**

OBP requires an expert in setting up costing systems that will be best suited for its manufacturing process. This expert will do the end-to-end analysis of the production process and advise on a suitable ERP system.

The Onderstepoort Biological Products (SOC) Ltd (OBP) is looking to partner with a company with an excellent track record and extensive experience in headhunting and placements with a national network of highly skilled costing and inventory specialist with extensive knowledge of ERP systems.

## **2. SCOPE AND DEFINITION OF WORK**

2.1 The appointment requested is to be on a short- term fixed contract for a period of 6 months.

2.2 The responsibilities of the candidate are outlined in annexure A.

### **2.3 Qualifications**

The requested resource would be expected to have a Costing qualification like CIMA, ACCA, CA coupled with IT (ERP systems)

### **2.4 Experience**

The requested resource must have Extensive experience (10 years +) in costing and setting up ERP systems in a manufacturing environment

2.5 The process in the selection of the preferred service provider will be evaluated as follows:

2.5.1 Evaluation of the service provider's proven track record in the provision of a turnkey recruitment process of the successful sourcing and placement of highly skilled costing and inventory specialist with extensive knowledge of ERP systems. Bidders are expected to ensure that all compulsory documents are submitted. Failure to submit compulsory documents will automatically disqualify the bid offer. Bidders will then move to the functionality criteria and be assessed on the functionality as noted in the document.

2.5.2 Bidders must obtain a minimum of 70 points out of 100 points to qualify to be evaluated for price and BBBEE compliance.

2.5.3 Bids including proposed pricing must be valid for a period of 90 days.

## 2.6 Bid requirements:

2.6.1 The service provider must provide the following:

- A company profile that highlights 3 or more years' experience, capabilities and methodology in the search and successful placement of a highly skilled costing and inventory specialist with extensive knowledge of ERP systems.
- A list of 3 or more contactable references of successful placement of a highly skilled costing and inventory specialists with extensive knowledge of ERP systems clearly stating the performance of the service provider. The reference should not be older than 4 years.
- A period of 2 weeks will be allocated for the service provider to generate and obtain CV's of suitable candidates.
- The service provider must present a report on all qualifying candidates' CVs received / obtained, to the Selection Panel on a date, time and place as specified by OBP.

2.7 The service provider must be able to  $\pm$  in the execution of the following:

2.7.1 Headhunting that resulted in the successful placement of highly skilled costing and inventory specialists with extensive knowledge of ERP systems. Generating interest and approaching suitable candidates to apply for the position. This may be through the bidder's various channels, including the use of electronic databases or advertising, all of which will be on the account of the service provider.

## 2.8 Appointment of Service Provider

2.8.1 On completion of bid evaluation, a service provider will be appointed and confirmed as the service provider to provide the turnkey services as detailed in the document.

2.8.2 Once appointed, the service provider should provide the following services within 4 weeks from date of appointment or until the service is no longer necessitated:

- Ascertain shortlisted candidates' salary expectations for presentation to the Selection Panel.
- Manage the process of competency-based interviews with shortlisted candidates in consultation with the Selection Panel.
- Prepare and issue interview packs to the Selection Panel at the interviews.

- Conduct comprehensive competency and behavioural assessments of nominated candidates and present results / reports to the Selection Panel.
- Conduct probity checks on shortlisted candidates (credit checks, criminal record checks, ID Verification checks, qualification checks, tax compliance checks with SARS), including risk profiles (including social media) on headhunted candidates and present results / reports to the Selection Panel.
- Manage feedback to shortlisted candidates on the outcome of interviews.
- Provide an electronic catalogue of all meetings and/or discussions relative to the project including taking minutes.
- Attend status meetings with OBP as and when required and provide written reports on progress of project.
- Present the offer and employment contract to the preferred candidate and facilitate the signing thereof as mandated by OBP.
- The service provider will work closely with the OBP for the period of the contract and will be responsible to provide services as outlined in this document.

### **3. Specific Conditions**

- 3.1 The successful applicant must be able to work both on-site and offsite via MS Teams as and when required by the Selection Panel.
- 3.2 During the duration of the assignment, the service provider and its assigned personnel shall avail themselves for the provision of mandated services to OBP.
- 3.3 In providing services to OBP, the service provider and its assigned personnel shall ensure, to the best of its reasonable endeavors, to exhibit the highest professional standards and exercise due care, skill, and competence to ensure that the services provided is to the complete satisfaction of OBP, and in accordance with the agreed upon mandate and any applicable legislation.
- 3.4 The service provider shall render the services in a proper and timely manner.
- 3.5 All reports and documents prepared during the assignment shall be treated as the property of OBP.
- 3.6 Reports / documents or any part, therefore, cannot be sold, used and reproduced in any manner without the prior written approval of OBP.

## Compulsory requirements

Failure to submit compulsory documents will automatically disqualify the bid offer.

## Functionality Criteria

Bidders must obtain a minimum of 70 points out of 100 points to qualify to be evaluated for price and BBEE compliance.

Requirement	Functionality Criteria	Weighting	Means of Verification.
Previous experience	<ul style="list-style-type: none"><li>• Less than 3 years' experience, capabilities and methodology in the search and placement of highly skilled costing and inventory specialists with extensive knowledge of ERP systems. = 0 points</li><li>• 3 to 5 years' experience, capabilities and methodology in the search and placement of highly skilled costing and inventory specialists with extensive knowledge of ERP systems. = 20 points</li><li>• 6 to 10 years' experience, capabilities and methodology in the search and placement of highly skilled costing and inventory specialists with extensive knowledge of ERP systems. = 30 points</li></ul>	20	Company profile

Requirement	Functionality Criteria	Weighting	Means of Verification.
	<ul style="list-style-type: none"> <li>More than 10 years' experience, capabilities and methodology in the search and placement of highly skilled costing and inventory specialists with extensive knowledge of ERP systems = 40points</li> </ul>		
Contactable references	<ul style="list-style-type: none"> <li>Less than 3 contactable references, not older than 4 years of successful placements of highly skilled costing and inventory specialists with extensive knowledge of ERP systems = 0 points</li> <li>3 contactable references, not older than 4 years of successful placements of highly skilled costing and inventory specialists with extensive knowledge of ERP systems = 20 points</li> <li>4 contactable references, not older than 4 years of successful of highly skilled costing and inventory specialists with extensive knowledge of ERP systems = 40 points</li> <li>5 or more references, not older than 4 years of successful placements of highly skilled costing and inventory specialists with extensive knowledge of ERP systems = 60 points</li> </ul>	20	References of previous successful headhunting work done

	<ul style="list-style-type: none"> <li>• Less than 1 CV of a costing of inventory specialists with extensive ERP systems = 0 points</li> <li>• 1-2 CV's of a costing of inventory specialists with extensive ERP systems = 40 points</li> <li>• 3 or more CV's of a costing of inventory specialists with extensive ERP systems = 60 points</li> </ul>	60	Qualifying CV's in line with responsibilities, experience and qualifications
Total		<b>100</b>	
	Minimum points to be achieved by bidder for functionality		70

## Pricing

**All bidders must submit their pricing proposal as noted below. The total value of below will be used for the pricing evaluation.**

	<b>Pricing</b>
<b>Execution of Project (Rand value)</b>	<b>R.....</b>
<b>Placement of Costing and inventory specialist (specify percentage only)</b>	<b>.....%</b>

## ANNEXURE A: RESPONSIBILITIES OF CANDIDATE

The expert that is requested is expected to possess the following attributes:

Advise on process and system (Key deliverables)

With regard to the process mapping of the costing element, the expectation is as follows,

- Implementation of Accurate costing of OBP inventory and cost of sales;
- Ensuring that the process produces reliable and accurate information that supports a robust reporting framework (driven by quality of data)
- Review of the costing process of production and gap assessment and identification;
- Suggested solution to enable costing system that is fit for purpose for business;
  - The solutions need to be three-fold:
    - 1. Needs to accurately portray the current production environment;
    - 2. Needs to be predictive of future needs including projection models of future growth that can be utilized by management to either upscale or downscale the production process;
    - 3. Process needs to be linked to the full organizational reporting needs/processes (automated process must be fully integrated).
- The expectation is that the above must be graphically represented in an organizational value chain.
- *Key attributes of process:*
  - *Governance and legislative requirements*
  - *Standards (IFRS)*
  - *ISO requirements*
  - *Illustrations of benefit analysis in terms of efficiency, effectiveness and economy*
  - *Deliberate gates and gatekeepers to be reflected upon to ensure that processes can only continue when key milestones are achieved (control environment)*
- *Key attributes of system:*
  - *Utilising the process mapping visualization, set criteria and dimensions for an appropriate fit for purpose ERP system;*

- *The system needs to be efficient, effective and economical to meet current needs and future growth;*
- *The system needs to accommodate costing at a micro-level to ensure that all associated costs that are deemed by management as production costs must be included in the costing of the products eg. Fixed costs such as water& electricity, vehicle maintenance;*
- *The above bullet is critical for management decision making on the sustainability and profitability positioning of OBP as a future fit SOE 1. Provides relevant service in terms of mandate and 2. Is self-sufficient;*
- *The system needs to be predictive using data analytics especially in projections of increases and decreases in line products eg. The system must be able to predict costing of products in the event of increases or decreases in the production of a specific product that will support business decision-making resulting in optimal production levels that support profit maximization;*
- *The system must contain key security safeguards and recording of activities (controls and audit trail);*
- *System must be able to integrate with other OBP systems and processes;*
- *The envisaged system specifications must reflect on the availability of support and training into the foreseeable future to ensure that the system is sustainable and usable;*
- *The vision is for OBP to have one integrated system that is fit for purpose that serves the needs of all depts in an integrated manner.*