

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Jan 23 2026
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/OBP333/2025/26

Compulsory Document Requirements	Yes/No
Include facilitator CV	
Company profile and accreditation details	
provide a detailed course outline per discipline	
<p>SOUTH AFRICAN BIDDERS: Must be registered on CSD (active status) and provide a CSD report not older than 2 months (using the RFQ closing date).</p> <p>INTERNATIONAL BIDDERS: Wishing to bid must request an SBD 1 from the Procurement department (purchasing@obpvaccines.co.za) document to accompany with bid application.</p>	
Provide proof of previous supply of training being requested or similar in the past 24 months (stamped Invoices or delivery note or reference letters). must be a minimum of 2	
SBD4 Bidders Disclosure - All suppliers MUST Complete, sign & submit the SBD4 declaration with their bid application.	

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
5 EA	PNEUMATICS, HYDRAULICS, ALIGNMENT	The Terms of reference are below.

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

Government Procurement: all quotations of goods and services are subject to the General conditions of Contract July 2010

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).

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:

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.

- 3.1 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 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 30 2026 15:00:00)**

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.

- 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

TERMS OF REFERENCE - TRAINING PNEUMATICS, HYDRAULICS AND ALIGNMENT

1. INTRODUCTION

OBP invites suitably qualified training service providers to submit quotations for the delivery of **practical artisan training in Pneumatics, Hydraulics, and Mechanical Alignment**. The training is intended to improve fault-finding, maintenance, installation, and reliability of plant equipment.

2. TRAINING OBJECTIVES

The objectives of the training are to:

- Improve artisans' understanding of **fluid power systems**
- Enable artisans to **read and interpret schematics**
- Develop **hands-on fault-finding and troubleshooting skills**
- Improve **machine alignment accuracy**, reduce vibration and premature failures
- Promote **safe working practices** in industrial environments

3. TARGET GROUP

- Mechanical artisans (Fitters)

4. TRAINING FORMAT & DURATION

Service providers to propose:

- **Course duration** (Service provider to recommend duration)
- Split between:
 - **Classroom theory** (30–40%)
 - **Hands-on practical training** (60–70%)
- **On-site training preferred**, alternatively at provider's accredited facility

5. TRAINING SCOPE & CONTENT

A. Pneumatics Training

Minimum scope to include:

Theory

- Principles of compressed air systems
- Air preparation (FRLs, dryers, compressors)
- Pneumatic symbols & schematic interpretation
- Actuators, valves, sensors, and control elements
- Pressure, flow, and force calculations

Practical

- Assembly of pneumatic circuits
- Directional control & sequencing
- Fault-finding on leaking, slow, or non-operational systems
- Preventive maintenance best practices
- Safe isolation and lock-out procedures

B. Hydraulics Training

Minimum scope to include:

Theory

- Hydraulic principles and Pascal's Law
- Hydraulic fluids and contamination control
- Pumps, valves, cylinders, motors
- Hydraulic symbols and circuit reading
- Pressure, flow, and power calculations

Practical

- Building and testing hydraulic circuits
- Pressure setting and flow control
- Diagnosing common faults (overheating, cavitation, drift)
- Seal replacement and component inspection
- System cleanliness and filtration practices
- Safe working under high pressure

C. Alignment Training

Minimum scope to include:

Theory

- Importance of alignment in rotating machinery
- Types of misalignments (angular, parallel, soft foot)
- Effects of misalignment (bearing failure, vibration, energy loss)
- Alignment tolerances and standards

Practical

- Shaft alignment using:
 - Straight edge and feeler gauges
 - Dial indicators
 - Laser alignment equipment (preferred)
- Pump–motor and gearbox alignment
- Correction techniques (shimming, adjustments)
- Alignment documentation and reporting

6. EQUIPMENT & TRAINING AIDS

Service providers to supply:

- Pneumatic and hydraulic training rigs
- Valves, cylinders, hoses, fittings
- Alignment tools (including laser alignment if available)
- Cut-away components or demo units
- Training manuals and reference material

7. ASSESSMENT & CERTIFICATION

- Knowledge and practical assessments to be included
- Certificates of competence/attendance issued per delegate
- Assessment results and attendance registers to be provided

8. TRAINER REQUIREMENTS

Trainers must:

- Be **qualified artisans or engineers**
- Have **minimum 5 years industrial experience**
- Have proven experience in **artisan training**
- Be competent in **safety and risk management**

9. HEALTH, SAFETY & COMPLIANCE

- Training must comply with **OHS Act requirements**
- Risk assessments and method statements to be provided
- All practical training to follow safe isolation procedures

10. DELIVERABLES

- Training programme and schedule
- Training material (soft or hard copy)
- Attendance register
- Assessment results
- Certificates issued
- Post-training competency feedback

11. INFORMATION TO BE INCLUDED IN THE QUOTATION

Service providers to submit:

- Company profile and accreditation details
- Detailed course outline per discipline
- Training duration and timetable
- Maximum number of delegates per session
- Trainer CVs
- Total cost (VAT inclusive/exclusive)
- Validity period of quotation
- Lead time and availability