

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Oct 17 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/OBP211/2025/26

Compulsory Document Requirements	Yes/No
Provide proof of previous supply for the product being requested or similar in the past 24 months (stamped Invoices or delivery note or reference letters). must be a minimum of 2	
<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>	
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
4 Packs (25 each pack)	Binding combs	Plastic, 21 loop, 125 sheets, black
8 Packs (25 each pack)	Top Retrieval Files Employee file; Ex. H-weight	Employee file; Ex. H-weight flapless & clip (301gsm)
7 Packs (25 each pack)	Top Retrieval Files Extra heavyweight	Extra heavyweight flapless files with clip (301 gsm)
1 unit	Shredder, optimum 300x auto feed +	Rexel shredder, Auto feed, P4 crosscut, height 73.5cm, sheet capacity 300, 1 hour run time, POPI compliant
1 unit	Smart fit conform backrest	Independent springs conform to fit body shapes and postures, Height adjustable for customised lumbar support.
2 Units	Memory Foam Seat cushion	Black, removable cover, Anti-slip backing prevents sliding
7 units	Microban Mousepads	Fellowes, Built in Microban, non-slip rubber base, Blue
5 Packs (10 each pack)	Bright board folders	240 gsm, blue, Foolscap
5 Packs (10 each pack)	Premium Quotation folder	A4, Assorted colours, thick quality, 350 micron quotation folder
24 Boxes (10 in each box)	lever arch file	80mm, A4
1 Pack (250 in each pack)	C4 Envelopes	c4 envelopes, white, 324 x 229 mm, full gum
1 250 per pack	C3 Envelopes	C3, white envelopes, full gum, 458 x 324 mm
1 unit	Fellowes screen cleaning wipes	Non streak formula , anti static properties
1 Box (10 in each box)	Micro & fine rollerball pens	UB150 Micro (Black)
1 Box (10 in each box)	Uni ball eye micro & fine rollerball pens	UB150 Micro (Blue)
7 units	Grip sharpener double hole	Double hole, waste container
1 Box (10 in each box)	BIC CLIC Medium	Blue
1 Pack (5 in each pack)	Coloured stripes	A5, 253 x 280 mm (Assorted)
3 Units	A4 Flip File	50 pockets

4 units	Scissors	210mm
1 unit	Extract-it Staple Remover	Extract-it Staple Remover
4 Units	Scissors	210mm
10 Packs (200 sheets per pack)	Stick n pop-up flags	45 x12mm, 200 sheets, 5 pads (Assorted)
5 Units	Glue stick (multi tack stick)	100g
3 Units	Stapler Supreme	FS S17, 30 sheets
11 boxes (20 in each box)	foldback clips	Black, 51mm
10 boxes (20 in each box)	foldback clips	Black, 32mm
10 boxes (20 in each box)	black foldback clips	25 mm, black
10 boxes (20 in each box)	black foldback clips	19mm
8 books	A4 counter books 3 Quire notebook	feint/margin 288 page
8 books	A4 counter books 1 Quire notebook	feint/margin 96 pages
11 note pads (100 sheets per note pad)	Info Sticky notes	76mm x 76mm mix cube (100 sheets) purple
15 sticky notes (450 sheets per pack)	Info Sticky notes	75mm x 75mm mix cube, (450 sheet)
11 packs (50 sheets per pack)	Stick 'n pop-up flags sign here	yellow sign here 45 x25 mm, 50 sheets
8 packs (50 sheets per pack)	Stick 'n pop-up flags yellow	yellow,45 x25 mm, 50 sheets
10 packs (50 sheets per pack)	pop-up flags green	50 sheets
7 packs (wallet of 8)	boss highlighters	8 assorted, diferent colours
3 Boxes (10 in each box)	black Permanent Markers	EK70 bullet point, black
2 Boxes (10 in each box)	camel pencil eraser tip	HB
5 Boxes (10 in each box)	Bic ballpen crystal black	tradition pencils 2b
1 Pack (2 in each pack)	ballpen crystal black	medium xtra life ballpen
1 Pack (2 in each pack)	ballpen crystal black	Black, medium xtra life ballpen
1 unit (30 ml)	Black Ink for Stamp	Black, 30 ml
1 unit (30 ml)	Red Ink for Stamp	30ml, red
2 packs (200 Labels per pack)	Top Retrieval Adhesive Tabs / Labels	55 mm, dark purple labels
2 packs (200 Labels per pack)	Top Retrieval Adhesive Tabs / Labels	55 mm, dark red labels
2 packs (200 Labels per pack)	Top Retrieval Adhesive Tabs / Labels	SFS , 55mm, dark Green
13 packs (25 per pack)	Plastic snap clip	Econo Plastic clip
4 packs (25 per pack)	Top Retrieval Files Extra heavyweight	SFS Top Retrieval, 233gsm, Extra heavyweight
16 Boxes (10 in each box)	lever arch file	black A4 70mm mottled lever arch file

2 Packs (4 in each pack)	AA rechargeable batteries	AA pack 4 ERNH15VBP4
2 Pack (4 in each pack)	batteries plus mainline	Plus mainline pack 4 D141124
1 unit	heavy duty punch	65 sheets of 80gsm paper, Black steel Punch
3 Units	staples 26/6 staples	staples (5000)
3 Units	Staples no. 16 24/6	staples (5000)
3 Units	Staples no. 23/10	staples (1000)
1 unit	digital voice tracer	8GB 360 degrees meeting recorder
4 Units	call centre Headset Wired	USB, Noise cancellation mic, Flexible boom arm, adjustable headband, high quality sound
4 Units	wireless mouse	M185, 10m range, 12 months battery life
1 unit	mesh black back support	Professional series 8029901
2 Box of 10	rubber bands size	size 69,40 per 100g
2 Box of 10	rubber bands size 38	Trefoil, size 38, 70 per 100g
8 Box of 20	foldback clips	Black, 41mm
8 Box of 20	foldback clips	Black, 51mm
8 Box of 20	foldback clips	Black, 32mm
8 Box of 20	foldback clips	black, 41 mm
10 Box of 20	black foldback clips	black 19 mm
15 Box of 12	Fold back clips	25mm

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

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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:

3.1 I have read, and I understand the contents of this disclosure.

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.

- 3.2 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 **(Oct 23 2025 15:00:00)**
- Please indicate your offer validity and lead time: _____

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.

- 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