

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department  
Date: May 12 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/OBP037/2025/26**

<b>Compulsory Document Requirements</b>	<b>Yes/No</b>
LOCAL AGENTS - Provide a CSD Report (With a Tax Compliant status that is current) / INTERNATIONAL AGENTS - Complete the SBD1 form attached.	
COID letter of good standing	
Declarations SBD4 (Completed, signed & submitted)	
Demonstrate prior experience in the execution of the following: (Headhunting that resulted in successful placements. 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)	
Present a report on all qualifying candidates' CVs received / obtained, to the Selection Panel on a date, time and place as specified by OBP. (A period of 2 weeks will be allocated for the service provider to generate and obtain CVs of suitable candidates)	
A list of 4 or more contactable references of successful placements executives/CEO's clearly stating the performance of the service provider. (The reference should not be older than 2 years.)	
A company profile that highlights 8 or more years' experience, capabilities and methodology in the search and successful placement services	

### **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).

<b>Preference Point allocation – 80/20</b>	
<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: <u>Specific Goal</u></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 Service Provider	TURNKEY PROCESS OF HEADHUNTING AND PLACEMENT OF THE CHIEF EXECUTIVE OFFICER (CEO)	Refer to ToR below.

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

- Please complete pricing schedule on ToR below, and quote as per schedule indicated.

NOTE- This RFQ contains three phases for evaluation:

1. Compulsory requirements (In RFQ document)
2. Functionality (Below ToR)
3. Price and BBBEEE (In the ToR)

Ensure these sections are compiled to.

**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 wit you bid application.
- Any additional questions or Queries can be directed via email ([purchasing@obpvaccines.co.za](mailto: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 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

<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.

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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 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

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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.

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 **(May 25 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

## PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX]		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX]	
	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>					

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	<b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>

<b>2. TAX COMPLIANCE REQUIREMENTS</b>	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

**NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED: .....

(Proof of authority must be submitted e.g. company resolution)

DATE: .....

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE A TURNKEY PROCESS  
OF HEADHUNTING AND PLACEMENT OF THE CHIEF EXECUTIVE OFFICER FOR  
ONDERSTEPOORT BIOLOGICAL PRODUCTS. (SOC) LTD**

**1. BACKGROUND & PURPOSE**

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 services.

**2. SCOPE AND DEFINITION OF WORK**

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

2.1.1 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 individuals as executives and/or CEOs.

Bidders are expected to ensure that all Compulsory Documents are submitted. Failure to submit all the compulsory documents will automatically disqualify their bid offer.

2.1.2 Bidders that comply with all compulsory requirements will then move to the Functionality Criteria Phase and be assessed on the functionality as noted in the document below

Bidders must obtain a minimum of 70 points out of 100 points to qualify to be evaluated for Price and BBBEE compliance as per the Specific Goals indicated.

2.1.3 Bids including proposed pricing must be valid for a period of 120 days.

**2.2 Bid requirements:**

2.2.1 The service provider must provide the following:

- A company profile that highlights 8 or more years' experience, capabilities and methodology in the search and successful placement services.
- A list of 4 or more contactable references of successful placements executives/CEO's clearly stating the performance of the service provider. The reference should not be older than 2 years.
- 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.
- A period of 2 weeks will be allocated for the service provider to generate and obtain CVs of suitable candidates.

2.3 The service provider must be able to demonstrate **prior experience** in the execution of the following:

2.3.1 Headhunting that resulted in successful placements. 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 account of the service provider.

## 2.4 **Appointment of Service Provider**

2.4.1 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.

2.4.2 Once appointed, the service provider should provide the following services within 4 weeks from the 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 related to the projects including taking minutes.
- Attend status meetings with OBP as and when required and provide written reports on the progress of the project.
- The service provider will work closely with OBP for the period of the contract and will be responsible for providing services as outlined in this document.

**3. SPECIFIC CONDITIONS**

- 3.1 The successful bidder 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, exhibit the highest professional standards and exercise due care, skill, and competence to ensure that the service 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.

**4. COMPULSORY REQUIREMENTS**

- Refer to PAGE 1 of the Request for Quote (RFQ) document for the list of compulsory documents that needs to be submitted with your bid offer.
- Please note that if any of the above Compulsory requirements is not submitted with the quote, it will be an immediate disqualification of the bid offer.

**5. FUNCTIONALITY CRITERIA**

- Only bidders that comply with all the compulsory criteria will move to the functionality criteria phase.
- Bidders must obtain a minimum of 70 points out of 100 points to qualify to be evaluated for price and BBBEE compliance as per the Specific Goals outlined on page 1 of the RFQ document.

**6. PRICING**

**All bidders must submit their pricing proposal as noted below.**

**The total value below will be used for the pricing evaluation.**

	<b>Pricing</b>
<b>Execution of Project (Rand value)</b>	<b>R.....</b>
<b>Placement of CEO (specify percentage only)</b>	<b>.....%</b>

**FUNCTIONALITY CRITERIA:** (Minimum points to be achieved by bidder for functionality is 70)

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 = 0 points</li> <li>• 3 to 5 years' experience, capabilities and methodology in search and placement. = 20 points</li> <li>• 6 to 10 years' experience, capabilities and methodology in thesearch and placement. = 30 points</li> <li>• More than 10 years' experience, capabilities and methodology in the search and placement = 40 points</li> </ul>	40	Company profile
Contactable references	<ul style="list-style-type: none"> <li>• Less than 4 contactable references, not older than 4 years of successful placements = 0 points</li> <li>• 4 contactable references, not older than 4 years of successful placements = 20 points</li> <li>• 5 or more references, not older than 4 years of successful placements of = 60 points</li> </ul>	60	References for previous successful headhunting work done
Total		100	