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/OBP437/2024/25

Compulsory Document Requirements	Yes/No
Minimum of three (3) reference letters from former clients must be provided.	
Minimum five (5) years' experience to Supply, installation and configuration of LIMS - proof to be provided	
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	
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 SUPPLIERTO PROVIDE THE FOLLOWING ITEM/S OR SERVICE AS PER SCOPE BELOW.		
Quantity	**Product/Item Code**	**Specification**
36 Months	SERVICE PROVIDER TO SUPPLY, CONFIGURE AND IMPLEMENT A LABORATORY INFOMRATION MANAGEMENT SYSTEM (LIMS), AND TO PROVIDE MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (3) YEARS FOR OBP	Please refer to scope included below.

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

- 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 (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 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	dentity 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.

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.

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.

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 (**Dec 11 2024 11:00:00)**
- 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.

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.

- 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

REQUIREMENT

Onderstepoort Biological Products (OBP) requires the services of a supplier, with proven experience to supply, configure and implement a web-based Laboratory Information Management System (LIMS), user training, annual licenses, and provide maintenance and support for a period of three (3) years. The required solution is necessary for:

- Sample management: Track samples from receipt to disposal
- Test data: Manage test data and results
- Workflow automation: Automate repetitive tasks
- Instrument and application integration: Integrate instruments and systems
- Data management: Centralize data and processes. Database integrated with other related databases including but not limited to ERP solution
- Quality control: Ensure work meets regulatory requirements
- Reporting: Generate test reports and real-time reporting
- Data integrity: Enhance data integrity with audit logging and revision control
- LIMS training for 22 end-users and for two (2) IT staff

SOLUTION CAPABILITY

The solution must comply with the following functionality:

- Sample Management
    - o Accessioning samples
    - o Barcoding / QR Code
    - o Clinical or phenotypic information
    - o Sample location
- Instrument and Application Integration
    - o Importing and management of raw assay data result e.g. qPCP, deep sequencing,
    - o Adaptability to different assay formats at data and import creation layers
    - o BLOBs storage
- Electronic Data Interchange
    - o Management of input and out data
    - o Remote collection sample data imported and exported

- o Mobility

- Integration of the DBMS with other DBMS in on other major system including but not limited to ERP

Additional Solution Functionality

This includes but not limited to:

- Audit management - Fully track and maintain an audit trail
- Barcode / QR Code handling - Assign one or more data points to a barcode / QR code format; read and extract information from a barcode / QR code
- Chain of custody - Assign roles and groups that dictate access to specific data records and who is managing them
- Compliance - Follow regulatory standards that affect the laboratory
- Customer Relationship Management - Handle the demographic information and communications for associated clients
- Document Management - Process and convert data to certain formats; manage how documents are distributed and accessed
- Instrument calibration and maintenance - Schedule important maintenance and calibration of lab instruments and keep detailed records of such activities
- Inventory and equipment management – Measure and record inventories of vital supplies and laboratory equipment
- Manual and electronic data entry - Provide fast and reliable interfaces for data to be entered by a human or electronic component
- Method management - Provide one location for all laboratory process and procedure (P&P) and methodology to be housed and managed as well as connecting each sample handling step with current instructions for performing the operation
- Personnel and workload management - Organize work schedules, workload assignments, employee demographic information, training, and financial information
- Quality Assurance and Quality Control - Gauge and control sample quality, corrective and preventive action (CAPA), data entry standards, and workflow
- Reports - Create and schedule reports in a specific format; schedule and distribute reports to designated parties
- Templates – create templates for laboratory activities eg. Form templates
- Time tracking - Calculate and maintain processing and handling times on chemical reactions, workflows, and more
- Traceability - Show audit trail and/or chain of custody of a sample
- Workflows - Track a sample, a batch of samples, or a "lot" of batches through its lifecycle

DELIVERABLES

- Submit solution presentation when responding to bid.
- Project Management with Complete documentation of the solution (Test, sign-off and handover)
- Solution design
- Solution Configuration and deployment
- End user and IT training
- The service provider is required to deliver the following:

· On premises Web-based LIMS solution specific to OBP processes
    - o Good Manufacturing Practice (GMP) Compliant with GAMP5 requirements
    - o Compliance with FDA's 21 CFR Part II
    - o ISO/IEC 17025
    - o ISO 20387

· Provider validation documents i.e. DQ/ IQ/OQ

· Exécute validation Protocol i.e. DQ/IQ/OQ

· Provide maintenance and support (time and material) for the solution for a period of three (3) years including but not limited to:
    - o Upgrades and patches in line with OBP change control procedures
    - o Yearly license renewal for:

§ Solution; and

§ 24 end-user licences including Two (2) for internal IT.

· Enter into a Service Level Agreement with OBP.