

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

ONDERSTEPSPOORT BIOLOGICAL PRODUCTS LTD
PRIVATE BAG X7, ONDERSTEPSPOORT 0110

From: Supply Chain Department
Date: Nov 20 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/OBP420/2024/25

| Compulsory Document Requirements | Yes/No |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| Training Partner should comply with the below. (Provide proof) o Valid MCT certification (attached). o Practical experience in training for the MS-102 Microsoft 365 Administrator exam and Microsoft 365 solutions. | |
| CSD Report (With a Tax Compliant status that is current) | |
| Instructor Qualifications should comply with the following: (Provide proof) o Microsoft Certified Trainer (MCT) with expertise in MS-102 Microsoft 365 Administrator. o the service provider and trainer must be MICT SETA-approved, and Microsoft Authorised | |
| 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 SUPPLIER TO PROVIDE THE FOLLOWING ITEM/S OR SERVICE AS PER SCOPE BELOW.

| Quantity | Product/Item Code | Specification |
|-----------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 Delegates | MS-102 Microsoft Administrator Training including examination voucher | <p>1. MS-102 Microsoft Administrator Training</p> <ul style="list-style-type: none"> o Comprehensive course content covering all Microsoft 365 Administrator learning objectives, including: <ul style="list-style-type: none"> § MS-102 Configure your Microsoft 365 tenant § MS-102 Manage your Microsoft 365 tenant § MS-102 Implement identity synchronization § Manage identity and access in Microsoft 365 § MS-102 Manage your security services in Microsoft Defender XDR <p>2. Format</p> <ul style="list-style-type: none"> o Delivery options: On campus o Access to supplemental resources (Presentations, Study guides, and Practical's). o Customized schedule for 3 Individuals at different times. <p>3. Training Materials</p> <ul style="list-style-type: none"> o Provision of up-to-date, Microsoft-approved course materials and practice exams to prepare for the MS-102 Microsoft 365 Administrator certification. o Additional study resources such as mock tests, flashcards, and summary sheets. <p>4 Certification Preparation and Support</p> <ul style="list-style-type: none"> o Guidance on exam registration, including the issue of MS-102 Microsoft 365 Administrator certification exam vouchers. o Access to a dedicated instructor or support line for questions and clarifications throughout the training period. <p>5 Post-Training Evaluation and Feedback</p> <ul style="list-style-type: none"> o Conduct a post-training assessment or evaluation to gauge participant understanding. o Collect feedback to assess training effectiveness and areas for improvement. |

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

- End user requirements:

The training for the three individuals scheduled for different dates. Not more than one at a single training session.

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 an 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,

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

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.
- 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

_____ of the enterprise.

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.

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 **(Nov 26 2024 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 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