REQUEST FOR QUOTATION FOR GOODS AND SERVICES

PM

ONDERSTEPOORT BIOLOGICAL PRODUCTS LTD
PRIVATE BAG X7, ONDERSTEPOORT 0110

From: Supply Chain Department Date: Oct 29 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/OBP220/2025/26

Compulsory Document Requirements	Yes/No
Provide three (3) contactable reference letters that demonstrate experience with similar work having been done.	
Certified Training (the training to be provided must be accredited) - provide proof of accreditation	
SBD4 Bidders Disclosure - All suppliers MUST Complete, sign & submit the SBD4 declaration with their bid application.	
Include facilitator CV	
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). INTERNATIONAL BIDDERS: Wishing to bid must request an SBD 1 from the Procurement department (purchasing@obpvaccines.co.za) document to accompany with 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 SUPPLIERTO PROVIDE THE FOLLOWING ITEM/S OR SERVICE AS PER SCOPE BELOW.

Quantity	Product/Item Code	Specification
6 People	Sterile Manufacturing Training	Scope of Work • Designing and delivering a comprehensive sterile manufacturing training program. • Covering key regulatory requirements (e.g., EU GMP Annex 1, FDA 21 CFR Part 210/211, ISO 9001). • Customizing content to suit (Viral Vaccines Manufacturing) product types (e.g., sterile injectables, biologics). Illustrations of Best Industry practice • Providing training materials, case studies, and assessments. • Delivering training onsite, online, or hybrid, as mutually agreed. • Offering certification of completion and a summary training report. Minimum Requirement • Principles of sterility /aseptic manufacturing • GMP requirement specific to sterile production • Gowning and aseptic technique • Cleanroom classification and behaviour • Environmental Monitoring • Contamination Control and sterility assurance • Documentation and data integrity Training Objectives By the end of the training, participants should be able to: 1. Understand principles of aseptic processing and sterility assurance. 2. Identify and control sources of contamination Problem Solving and Troubleshooting 3. Describe the proper design and use of cleanrooms, Grade A/B/C/D areas, RABS, and isolators. 4. Apply gowning procedures, cleanroom

		behaviour, and environmental monitoring principles. 5. Understand cleaning, disinfection, and validation requirements for bio-pharmaceutical manufacturing environment. 6. Differentiate between aseptic processing and terminal sterilization. 7. Respond effectively to deviations, non-conformances, and implement CAPA related to sterile operations 8. Gain awareness of recent updates to GMP and relevant Iso standards

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 wit you 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	**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. However, communication between partners in a joint venture or consortium2 will not be

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.

2 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill

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 (**Nov 04 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.**

and knowledge in an activity for the execution of a contract.

- 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

QUANTITY	PRODUCT/ITEM CODE	SPECIFICATION
6 people	Sterile Manufacturing Training.	**Scope of Work** • Designing and delivering a comprehensive sterile manufacturing training program. • Covering key regulatory requirements (e.g., **EU GMP Annex 1**, **FDA 21 CFR Part 210/211**, **ISO 9001**). • Customizing content to suit (Viral Vaccines Manufacturing) product types (e.g., sterile injectables, biologics). Illustrations of Best Industry practice • Providing training materials, case studies, and assessments. • Delivering training onsite, online, or hybrid, as mutually agreed. • Offering certification of completion and a summary training report. **Minimum Requirement** • Principles of sterility /aseptic manufacturing • GMP requirement specific to sterile production • Gowning and aseptic technique • Cleanroom classification and behaviour • Environmental Monitoring • Contamination Control and sterility assurance • Documentation and data integrity **Training Objectives** By the end of the training, participants should be able to: • Understand principles of aseptic processing and sterility assurance. • Identify and control sources of contamination Problem Solving and Troubleshooting • Describe the proper design and use of cleanrooms, Grade A/B/C/D areas, RABS, and isolators. • Apply gowning procedures, cleanroom behaviour, and environmental monitoring principles. • Understand cleaning, disinfection, and validation requirements for bio-pharmaceutical manufacturing environment. • Differentiate between aseptic processing and terminal sterilization. • Respond effectively to deviations, non-conformances, and implement CAPA related to sterile operations. • Gain awareness of recent updates to GMP and relevant Iso standards