

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department  
Date: Mar 24 2026  
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/OBP452/2025/26**

<b>Compulsory Document Requirements</b>	<b>Yes/No</b>
Provide proof of previous supply for the items being requested or similar in the past 24 months (stamped Invoices or delivery note or reference letters). must be a minimum of 2	
South African Companies should provide a CSD Report that isn't older than 2 month, that shows that the service provider is registered/active and tax compliant.  Foreign /International companies must complete SBD1(To be requested purchasing@obpvaccines.co.za )	
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 %
<b>Total must equal:</b>	<b>100%</b>

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.	
<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>
50000 EACH	RIFT VALLEY FEVER LIVE 100ML Label	See attached specification
50000 each	50 ML Sterile Diluent labels	See attached specification
60000 Each	Sterile Diluent 2.5 ml labels	See attached specifications
100000 EACH	STERILE DILUENT 100	see attached

**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](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

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 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 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 **(Mar 26 2026 09:00:00)**
- 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.

\_\_\_\_\_

<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.

- 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.*

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Signature

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Date



**STERILE DILUENT**  
**SUPPLIER SPECIFICATIONS**  
**100 ML BOTTLE LABEL**  
**ITEM CODE : BL 006**



**1. Specification Details**

REQUIREMENTS	SPECIFICATIONS
1. Label dimensions	46(H) x 140 (W) mm ( $\pm 0,1$ mm) Height: 45,9 - 46,1 mm Width: 139,9 - 140,1 mm
2. Material of construction	Gloss mc Hi Tack Hotmelt
3. Topsheet	160 gsm/m <sup>2</sup>
4. Core size ( <i>Inner Dimension</i> )	40 mm ( $\pm 0,1$ mm) 39,9 - 40,1 mm
5. Adhesive used	Hotmelt adhesive spread 16-19 g/m <sup>2</sup>
6. Pantone colours	Pantone 639 C, Pantone 290 C, Pantone 583 C, Pantone 5405 C, Pantone 7544 C. (From Pantone: Solid Chips coated) Y – Process Yellow; M – Process Magenta; K – Process Black; C – Process Cyan.
7. Print process	ABG Cutt + Varnish
8. Die used	Flexible rectangle
9. Direction of the roll	Right edge leading
<b>10. Quantity per roll</b>	<b>3000 per roll</b>
11. Packing Requirements	The shipper must have a label with the supplier name, address, label name, order number as well as the quantity. The shipper must have a sample attached to the outside as a quick reference.
12. Stores acceptance criteria	All consignments must have a Certificate of Conformance signed by the suppliers responsible person and must be on a company letterhead. The Certificate of Conformance must state the batch number, label name, specifications and results of in-house tests completed by the supplier. The Certificate of Conformance must contain OBP's specifications as requested and the same terminology. .
13. Special requirements	Company identification on label.
14. Before initial printing	Uncut draw sheet to be approved by QA on final material.



Designation	Signature	Date approved
Manager : Quality Assurance		
Manager : Procurement		

OBP

**STERILE DILUENT**  
**SUPPLIER SPECIFICATIONS**  
**100 ML BOTTLE LABEL**  
**ITEM CODE : BL 006**

## 2. Artwork

140 mm

 <p>ONDERSTEPOORT BIOLOGICAL PRODUCTS</p>	For animal use only	 <p>ONDERSTEPOORT BIOLOGIESE PRODUKTE</p>	Slegs vir dieregebruik
<b>STERILE DILUENT</b>		<b>STERIELE VERDUNNINGS- VLOEISTOF</b>	
<b>100 ml</b>		<b>100 ml</b>	
<b>2 °C – 8 °C</b>		<b>2 °C – 8 °C</b>	
Storage: <del>4 °C – 8 °C</del> . See package insert for full instructions. Registration holder: Onderstepoort Biological Products SOC Ltd Co. Reg. No. 2000/022686/06, Private Bag X07, Onderstepoort, 0110 Tel: +27 (0) 12 522 1500, Fax: +27 (0) 12 522 1591	Made in South Africa	Bewaring: <del>4 °C – 8 °C</del> . Sien voubiljet vir volle besonderhede. Registrasiehouer: Onderstepoort Biologiese Produkte MSB Bpk Mpy. Reg. Nr. 2000/022686/06, Privaatsak X07, Onderstepoort, 0110 Tel: +27 (0) 12 522 1500, Faks: +27 (0) 12 522 1591	Vervaardig in Suid



**STERILE DILUENT  
SUPPLIER SPECIFICATIONS  
50 ML BOTTLE LABEL  
ITEM CODE : BL006/50**



**1. Specification Details**

REQUIREMENTS	SPECIFICATIONS
1. Label dimensions	42(H) x 90 (W) mm ( $\pm 0,1$ mm) Height: 41,9 - 42,1 mm Width: 89,9 - 90,1 mm STERILE DILUENT SUPPLIER SPECIFICATIONS 50 ML BOTTLE LABEL ITEM CODE : BL006/50
2. Material of construction	Gloss mc Hi Tack Hotmelt
3. Topsheet	160 gsm/m <sup>2</sup>
4. Core size ( <i>Inner Dimension</i> )	40 mm ( $\pm 0,1$ mm) 39,9 - 40,1 mm STERILE DILUENT SUPPLIER SPECIFICATIONS 50 ML BOTTLE LABEL ITEM CODE : BL006/50
5. Adhesive used	Hotmelt adhesive spread 16-19 g/m <sup>2</sup>
6. Pantone colours	Pantone 639 C, Pantone 290 C, Pantone 583 C, Pantone 5405 C, Pantone 7544 C. (From Pantone: Solid Chips coated) Y – Process Yellow; M – Process Magenta; K – Process Black; C – Process Cyan.
7. Print process	ABG Cutt + Varnish
8. Die used	Flexible rectangle
9. Direction of the roll	Right edge leading
<b>10. Quantity per roll</b>	<b>5000 per roll</b>
11. Packing Requirements	The shipper must have a label with the supplier name, address, label name, order number as well as the quantity. The shipper must have a sample attached to the outside as a quick reference.
12. Stores acceptance criteria	All consignments must have a Certificate of Conformance signed by the suppliers responsible person and must be on a company letterhead. The Certificate of Conformance must state the batch number, label name, specifications and results of in-house tests completed by the supplier. The C of C must contain OBP's specification requirements and same terminology.
13. Special requirements	Company identification on label.
14. Before initial printing	draw sheet to be approved by QA on final material.

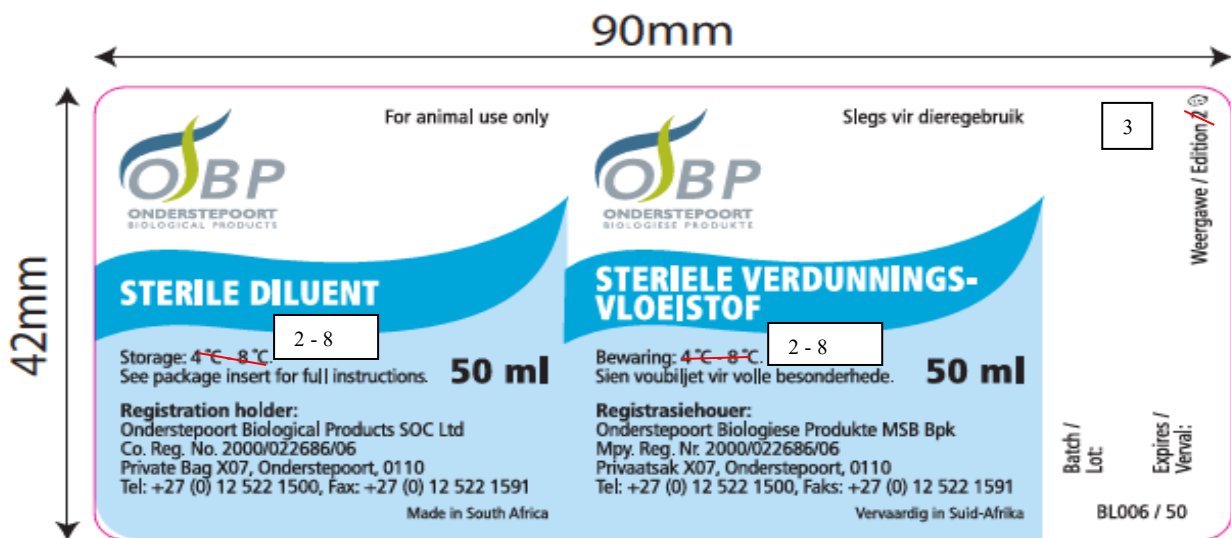
Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:	Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:	Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:
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OBP

**STERILE DILUENT  
SUPPLIER SPECIFICATIONS  
50 ML BOTTLE LABEL  
ITEM CODE : BL006/50**

VP

**2. Artwork**



Author: Samuel Tshabangu  
Initials:

Reviewed by: Raynard McDonald  
Initials:

Approved by: Soveena Harriepersadh  
Initials:



**STERILE DILUENT 2.5 ML**  
**SUPPLIER SPECIFICATIONS**  
**BOTTLE LABEL**  
**ITEM CODE : BL 011S**



**1. Specification Details**

REQUIREMENTS		SPECIFICATIONS
1.	Label dimensions	24 (H) x 65 (W) mm ( $\pm 0,1$ mm) Height 23,9 - 24,1 mm Width 64,9 - 65,1 mm
2.	Material of construction	Semi Gloss
3.	Topsheet	160 gsm/m <sup>2</sup>
4.	Core size ( <i>Inner Dimension</i> )	40 mm ( $\pm 0,1$ mm) 39,9 - 40,1 mm
5.	Adhesive used	Hotmelt adhesive spread 16-19 g/m <sup>2</sup>
6.	<b>Core labels</b>	<b>All core labels must indicate supplier name and the batch details on the inner core of every label</b>
7.	Pentone colours	Pantone 639 C, Pantone 583 C, Pantone 5405 C, Pantone 7544 C. (From Pantone: Solid Chips coated) Y – Process Yellow; M – Process Magenta; K – Process Black; C – Process Cyan.
8.	Print process	ABG Cutt + Varnish
9.	Die used	Flexible rectangle
10.	Direction of the roll	Right edge leading
11.	<b>Quantity per roll</b>	<b>5000 per roll, each roll must be individually shrinked wrapped</b>
12.	<b>Space between labels</b>	<b>3mm</b>
13.	<b>Backing paper</b>	<b>Top and bottom 1.5 mm</b>
14.	<b>Tension of the roll</b>	<b>The tension of the roll must be firmly closed.</b>
15.	<b>Storage temperature</b>	<b>All labels must display the storage temperature of 2 to 8 degrees.</b>
16.	Stores acceptance criteria	All consignments must have a Certificate of Conformance signed by the suppliers responsible person and must be on a company letterhead. The Certificate of Conformance must state the batch number, label name, specifications and results of in-house tests completed by the supplier. The C of C must contain OBP's specification requirements and same terminology.
17.	Special requirements	Company identification on label.
18.	Before initial printing	Uncut draw sheet to be approved by QA on final material.

Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:	Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:	Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:
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OBP

**STERILE DILUENT 2.5 ML**  
**SUPPLIER SPECIFICATIONS**  
**BOTTLE LABEL**  
**ITEM CODE : BL 011S**

VP

2. Artwork

← 65.000 mm →

24.000 mm



Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:	Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:	Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:
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**RIFT VALLEY FEVER LIVE VACCINE**  
**SUPPLIER SPECIFICATIONS**  
**FREEZE DRY BOTTLE LABEL**  
**ITEM CODE : BL 2153S**



Please note this is a new format. Changes in future would be in **Bold** and *Italics*

**1. SPECIFICATION DETAILS**

REQUIREMENTS	SPECIFICATIONS
1. Label dimensions	24 (H) x 65 (W) mm ( $\pm 0,1$ mm) Height 23,9 - 24,1 mm Width 64,9 - 65,1 mm
2. Material of construction	Gloss mc Hi Tack Hotmelt
3. Topsheet	160 gsm/m <sup>2</sup>
4. Core size ( <i>inner dimension</i> )	40 mm ( $\pm 0,1$ mm) 39,9 - 40,1 mm
5. Adhesive used	Hotmelt adhesive spread 16-19 g/m <sup>2</sup>
6. Pantone colours	Pantone 583 C, 5405 C; 7544 C, 468 C, 336 C.
7. Namibian registration number	V01/24.4/150
8. Print process	ABG Cutt + Varnish
9. Die used	Flexible rectangle
10. Direction of the roll	Left edge leading
<b>11. <i>Quantity per label</i></b>	<b>5000 per roll</b>
12. Packing Requirements	The shipper must have a label with the supplier name, address, label name, order number as well as the quantity. The shipper must have a sample attached to the outside as a quick reference.
13. Stores acceptance criteria	All consignments must have a Certificate of Conformance signed by the suppliers responsible person and must be on a company letterhead. The Certificate of Conformance must state the batch number, label name, specifications and results of in-house tests completed by the supplier. The C of C must contain OBP's specification requirements and same terminology.
14. Special requirements	Company identification on label.
15. Before initial printing	Uncut draw sheet to be approved by QA on final material.

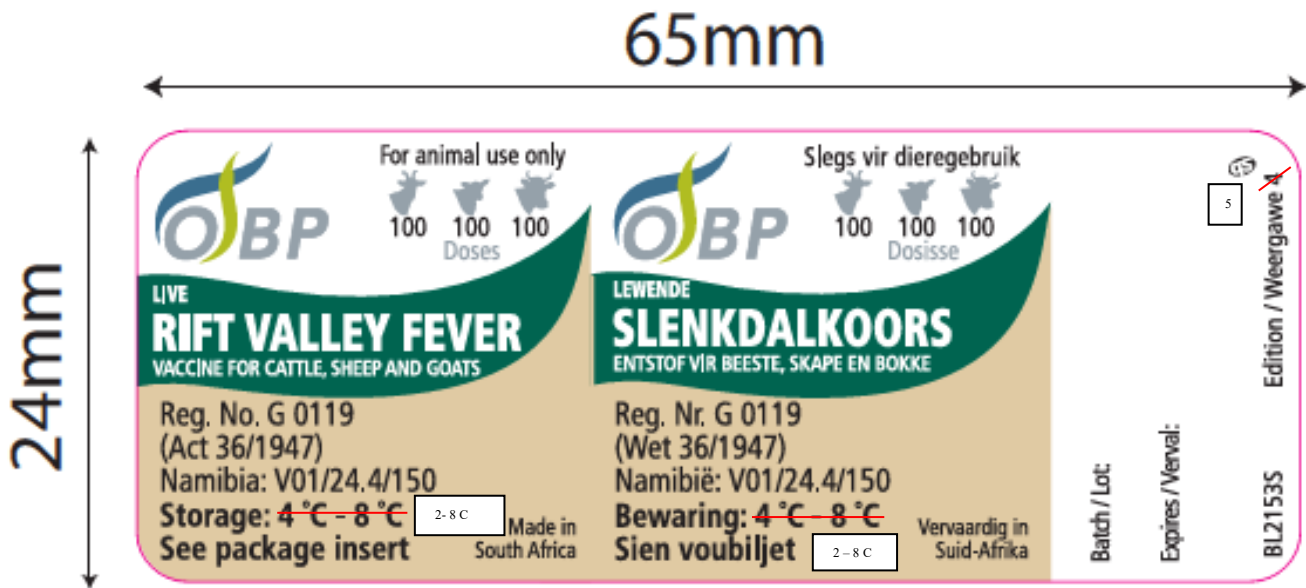
Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:	Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:	Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:
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OBP

**RIFT VALLEY FEVER LIVE VACCINE  
SUPPLIER SPECIFICATIONS  
FREEZE DRY BOTTLE LABEL  
ITEM CODE : BL 2153S**

VP

2. ARTWORK



Author: Samuel Tshabangu Role: Packaging Manager Signature: Date:	Reviewed by: Raynard McDonald Role: QC Manager Signature: Date:	Approved by: Soveena Harriepersadh Role: QA Manager Signature: Date:
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