

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Mar 25 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/OBP560/2024/25

Compulsory Document Requirements	Yes/No
Competence Requirements (Proof of the below to be submitted with proposal) <ul style="list-style-type: none"> Be well versed in Development of Websites and Content Management System; and Demonstrate past experience- previous work and contactable references. Have demonstrable copywriting credentials. 	
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 SUPPLIER TO PROVIDE THE FOLLOWING ITEM/S OR SERVICE AS PER SCOPE BELOW.

Quantity	Product/Item Code	Specification
24 Months	Hosting, support, and maintenance (per) month for 24 months	<p>Conduct on-going development on the current OBP website, using some of the existing content as well as newly updated content, Securely host, maintain and support the existing website.</p> <p>Refer to full scope below and complete pricing schedule as indicated.</p>

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

• PRICING SCHEDULE –

All pricing should be in Rand and exclusive of VAT.

1.1. Provide a complete Price Schedule with detailed breakdown.

	Deliverable	Monthly	Annual
1.	Hosting, support, and maintenance (per) month for 24 months		

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) 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).

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	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:

.....

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. 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 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

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.

Terms and Conditions:

- Submission should be no later than **(Apr 07 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

DETAILED SCOPE OF WORK:

- Should be less visually crowded, cleaner, vibrant, and attractively organised.
- Should enable visitors to reach the information they need in an intuitive navigation path which need not necessarily be subject to the three-click rule, but more importantly result in a high success rate for task completion.
- Should present information in a clear, collated format, be intuitive for users and platforms, have a modern look and appeal, usable, accessible and as well as easy to update.
- Should make provision for the OBP administration staff to edit existing content as well as create new content.
- Should allow for third-party OBP systems/platform to be accessible via the website through links for portal collaborations
 - Should be mobile compatible (Tablet and Mobile devices).
 - Should be fully searchable using the world's top search engines.
 - Should be secure and scalable.
 - Should be maintained/developed using a suitable content management system.
 - Should be maintained using latest web standard coding that is platform and browser independent.
- The supplier **must** source licensed pictures of livestock (cattle, sheep, goats, horses) to be utilised as a design background/ watermark as well as to be randomly placed throughout the site.
- Should have a Menu/button-based chatbot, sufficient for answering standard questions, e.g. FAQs.
- Management of disseminating the FAQs posed to OBP to the relevant employees with access to the website (committee members) for those questions that require in-depth responses.
 - The supplier should ensure that proofreading and editing are meticulously done.
 - The supplier will use pictures relating to the industry as part of the content for the pages.
 - The supplier should be able to work with other service providers, regarding content and look and feel of OBPs website as instructed by OBP.

Target Audience

The target audience for the website is demographically diverse across age, gender, language, culture, and social economic status. The audience is also diverse in terms of their needs, from new and potential customers looking for animal vaccines, the public wanting information on job opportunities and general interest stories, service providers on the lookout for business opportunities, to researchers and scholars wanting to know more about our industry. Our audiences include but are not limited to:

- Our Stakeholders-Department of Agriculture and other,
- Government departments and officials and quasi-government organisations
- Local, regional, and international customers
- Partners institutions e.g., research, veterinary, etc
- Media (National, Regional, and International)
- Development organisations
- Educational institutions and professional associations
- OBP Staff
- General public

Website Maintenance

The Website should be maintained and therefore be available and always performing for the upkeep of the good name of the OBP, as well as to support business processes.

The activities required for the maintenance of the website include, but not limited to the following:

- Providing support per month, inclusive of AdWords and SEO management for the contract period.
- Training of pre-selected OBP administration staff on how to use the website CMS (content management system) when required; *staff to be equipped to perform basic functions, e.g., uploads of procurement documents, job adverts, news articles and videos, reports, product information, etc.
- Attend to technical functionality changes and modifications requested by OBP.
- Limited uploading of content or data input support should OBP need assistance/training and telephonic support where required.
- Regular posting of scheduled reports/ content to the website.
- Holding of regular meetings to review the performance of the site.
- Production of a monthly Analytics report, which will note the main website traffic trends.
- Production of a monthly SEO (search engine optimisation) report that will review the state of the website's ranking on major search engines; and
- Make modifications to the site to enhance the SEO of the website.

Align the OBP website to our social media platforms

OUTPUTS

- **Maintenance, support, and optimisation of the website:** provide ongoing maintenance, support, and optimisation to keep the website relevant and engagingly interactive.
 - o SSL Management and connection control
 - o Web filtering and threat analysis
 - o Intrusion detection and prevention
 - o Safe passage services
 - § Traffic analysis
 - § Threat monitoring to and from OBP website
 - o Provide dedicated hosting for the OBP website with 99.99% uptime and availability
 - o Provide monthly reports of the system's resource usage, availability and performance
 - o Not allow OBP data to be co-hosted with other data sources
 - o Allow maintain a full backup of the server
- **Dedicated** Project Manager and Social Media Content Manager, with minimum of 3-4 updates per week or as directed by OBP.