

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

ONDERSTEPSPOORT BIOLOGICAL PRODUCTS LTD  
PRIVATE BAG X7, ONDERSTEPSPOORT 0110

From: Supply Chain Department  
Date: Feb 21 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/OBP525/2024/25

Compulsory Document Requirements	Yes/No
Post-graduate degree or qualification -in the field related to Human resources management and Employment Relations NQF8 - provide certified proof of qualification	
Detailed CVs of suitable qualified Candidates -should be submitted with request	
A company profile - that highlights 3 or more years' experience, capabilities and methodology in the successful placement of HR Manager.	
CSD Report (With a Tax Compliant status that is current)	
Minimum 5 years' experience in a human resources environment of which 3 years must include supervisory experience. - Provide candidate CV	
Declarations SBD4 (Completed, signed & submitted)	
Graduate Degree in Human Resources Management NQF 7. - Provide certified proof	

### 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.	
<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>
4 Months	Placement of a candidate for Human Resource Manager position	<p>The Human Resources Manager is responsible for providing strategic and operational human resources support to executives, managers and employees</p> <p>Refer to job profile below for detailed information and requirements</p>

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

- 

**OBP therefore invite interested bidders to submit proposals to the company in accordance with the requirements as indicated below and refer to the JOB Profile**

**SERVICE TO BE PROVIDED**

- The successful bidder will be required to provide a dedicated resource to be based at the offices of OBP in Onderstepoort, Pretoria North.
- The successful candidate will be placed at OBP, (Candidate will be paid by the service provider), OBP will be paying the service provider for this service.
- The Dedicated Resource will receive instructions from the Corporate Services Executive
- The dedicated resource shall be required to adhere to the company's office hours (08:00-16:00) Mondays to Fridays or as otherwise directed by the Corporate Services Executive
- Willing to accept extra responsibilities, projects and functions as delegated by the Corporate Services Executive
- Please refer to the scope of work (below) and compulsory requirements (above) set out for this position.

**NB. THE SUGGESTED CANDIDATE/S SHOULD BE AVAILABLE IMMEDIATELY**

## **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.

---

<sup>1</sup> 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.

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 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.

---

<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.

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 06 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

## JOB PROFILE

### 1. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. HR support to executives, managers &amp; employees</p> <ul style="list-style-type: none"> <li>• Oversee and manage the recruitment and talent management, labour relations, performance management, training &amp; skills development function for OBP.</li> <li>• Administer bursaries, internships and learnership programmes for OBP.</li> <li>• Oversee and manage the administration of HR related matters such as leave utilisation, performance agreements and reviews, terminations, appointments, pension administration, medical aid and all other benefits applicable to OBP employees.</li> <li>• Provide appropriate advice on recruitment and selection processes, assist managers and executive with shortlisting and interview process</li> <li>• Manage the onboarding of employees.</li> <li>• Ensure compliance and implementation of performance management processes within OBP</li> <li>• Implement diversity management initiatives and drive employment equity within OBP.</li> </ul>	30%
<p>2. Reporting and Insights</p> <ul style="list-style-type: none"> <li>• Develop and maintain HR databases for reporting purposes</li> <li>• Monitor and report on HR statistics to drive business strategic objectives and decisions Preparation and presentation of EXCO/MANCO/BOARD related reports</li> <li>• Attend and/or chair relevant HR forums and provide reports and recommendations on outcomes</li> </ul>	20%
<p>3. HR Systems, Innovation and Automation</p> <ul style="list-style-type: none"> <li>• Promote and manage HR information systems within OBP.</li> <li>• Ensure and implement innovative HR practices to ensure OBP is aligned to industry standards, norms &amp; best practices</li> <li>• Drive the automation of HR processes and practices within OBP</li> </ul>	20%
<p>4. People Management</p>	10%

HR Manager

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<ul style="list-style-type: none"> <li>• Implement strategic targets, performance management, and the required cascading of performance objectives in order to drive operational success.</li> <li>• Responsible for the leadership and development of all staff within the department including Receptionist. <ul style="list-style-type: none"> <li>• Maintain a professional environment that sets the example for the business by living the OBP values.</li> <li>• Continuous focus on improving overall productivity throughout the department.</li> <li>• Responsible for creating an environment where staff are developed, engaged and successfully retained.</li> <li>• Responsible for guiding the determination of staffing requirements and overseeing all personnel processes for the department, incl. performance management, mentoring, coaching, recruitment, engagement etc.</li> </ul> </li> </ul>	
<p>5. Risk and Compliance Management</p> <ul style="list-style-type: none"> <li>• Ensure the mitigation of the department's risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks.</li> <li>• Responsible for the coordination and maintenance of quality risk management in line with regulatory requirements.</li> <li>• Drive the implementation of compliance with policies and procedures aimed at strengthening the OBP reputation and stakeholder interface.</li> <li>• Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements.</li> <li>• Support and provide evidence to all internal and external audit requirements.</li> <li>• Oversee the maintenance and enforcement of related operational Service Level Agreements to minimise business risk and ensure business continuity.</li> <li>• Ensure adherence in the team to all relevant legislation, including internal policies and procedures throughout the organisation.</li> </ul>	20%
<b>TOTAL</b>	<b>100 %</b>

## 2. JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
<b>FORMAL EDUCATION</b>	<ul style="list-style-type: none"> <li>Graduate Degree in Human Resources Management NQF 7.</li> <li>Additional post-graduate degree or qualification in the field related to Human resources management and Employment Relations is mandatory, NQF 8.</li> </ul>
<b>TECHNICAL/ LEGAL CERTIFICATION</b>	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Minimum 5 years experience in a human resources environment of which 3 years must include supervisory experience.</li> <li>Experience working within a manufacturing environment is advantageous.</li> </ul>

## 3. COMPETENCIES

KNOWLEDGE	
COMPETENCY	DESCRIPTION
Human Resources	Knowledge and understanding of management of human resources for better organisational performance
Labour Legislation	Sound knowledge and understanding of the legislations pertaining to labour management and the interaction and impact of labour on the organisation
Recruitment and Selection Principles	Knowledge and understanding of the principles applied in the recruitment and selection process

SKILLS	
COMPETENCY	DESCRIPTION
Recruitment and Selection Process	The ability to apply the principles of recruitment and selection to successfully source and retain competent staff
Reporting	The ability to accurately give an account of information pertaining to the performance of outputs
Relationship Management	The ability to identify the relevant role players involved in critical relationships and manage the relationships to ensure the success of the business

ATTRIBUTES	
COMPETENCY	DESCRIPTION
Approachable	To display an open and friendly disposition enabling easy communication to people at all levels



Assertiveness	The ability to be firm in all situations without sacrificing principles
Confidentiality	The ability to maintain confidentiality at all times when dealing with situations

4. **OTHER SPECIAL REQUIREMENTS**

- Extra working hours