

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department  
Date: Aug 06 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/OBP164/2026/27**

| <b>Compulsory Document Requirements</b>                                                                                                                                                                                  | <b>Yes/No</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Provide proof of previous supply of the goods being requested in the past 24 months (stamped/signed Invoices or Delivery note or Reference Letters - must be signed with contact details). Minimum of 2 to be 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 %                 |
| <b>Total must equal:</b> | <b>100%</b>          |

| OBP Onderstepoort Biological Products will award preference points as follows: <b>Specific Goal</b> | 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> |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 5 pack of 100   | Lever Arch pocket files                                                                                                                                       |                      |
| 5 each          | Durable Shopping Basket<br>-<br>External Dimensions: 440 (L) x 335 (W) x 240 (H) mm<br>Volume: 21 litres<br>Weight: 1 kg<br>Material: PP (Polypropylene)<br>N |                      |
| 1 pack of 100   | Project Boards A4 160gsm<br>100's White                                                                                                                       |                      |
| 1 pack of 100   | Project Boards A4 160gsm<br>100's Bright Blue                                                                                                                 |                      |
| 1 each          | Metal Mesh Clip and Pen Holder with Drawer Black                                                                                                              |                      |
| 3 each          | Memo Cubes 76x73mm<br>pastel                                                                                                                                  |                      |
| 2 Rolls         | packaging tape 48mm x 50m                                                                                                                                     |                      |
| 10 each         | Note assorted 73x73mm<br>(Adhesive)                                                                                                                           |                      |
| 20 each         | Pop up flags - colour pack                                                                                                                                    |                      |
| 15 pack of 48   | Flod back clips 19mm                                                                                                                                          |                      |
| 10 pack of 24   | Fold Back Clips 32mm                                                                                                                                          |                      |
| 10 pack of 48   | Flod back clips 25mm                                                                                                                                          |                      |
| 2 box of 12     | Flod back clips 41mm                                                                                                                                          |                      |
| 3 box of 12     | Flod back clips 51mm                                                                                                                                          |                      |
| 10 each         | Counter books hard cover<br>3Q 288pages                                                                                                                       |                      |
| 2 each          | Display file hard cover<br>50pg                                                                                                                               |                      |
| 7 each          | Pocket files 50pg                                                                                                                                             |                      |
| 4 each          | Pocket files 20pg                                                                                                                                             |                      |
| 2 each          | Pocket files 100 pg                                                                                                                                           |                      |
| 5 each          | GLue stick - Jumbo 43gr                                                                                                                                       |                      |
| 4 each          | Cutting Knives 18mm                                                                                                                                           |                      |
| 5 each          | Shorthand note pad A5<br>140pg                                                                                                                                |                      |
| 1 each          | V220 Value Punch - Pink<br>(20 Sheet)                                                                                                                         |                      |
| 1 each          | V220 Value Punch - Green<br>(20 Sheet)                                                                                                                        |                      |
| 2 each          | V220 Value Punch - Black<br>(20 Sheet)                                                                                                                        |                      |
| 1 each          | Adhesive Tack ('Press stick')                                                                                                                                 |                      |
| 6 each          | Palstic Ruler 30xm<br>assorted                                                                                                                                |                      |

|                |                                                                                                                                                 |  |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 2 Pack of 100  | Paper clips 33mm Assorted                                                                                                                       |  |
| 6 each         | A4 Masonite Clipboard                                                                                                                           |  |
| 1 Box of 12    | Uni-BALL Eye Roller BALL oen 0.5mm (RED)                                                                                                        |  |
| 3 Box of 12    | Uni-BALL Eye Roller BALL oen 0.5mm (BLACK)                                                                                                      |  |
| 1 Box of 12    | Permanent Maker (BLACK) Xylene Free, Waaterproof, intant drying, 0.7mm -EK700 Bullet tip                                                        |  |
| 3 Box of 12    | Permanent Maker (BLACK) Xylene Free, Waaterproof, intant drying, 1.5mm -EK70 Bullet tip                                                         |  |
| 7 Box of 5000  | Staples 66/11                                                                                                                                   |  |
| 19 Box of 5000 | Staples 26/6                                                                                                                                    |  |
| 7 each         | Scissors -Econo Large- 210mm                                                                                                                    |  |
| 20             | 3M Sign here post-it flags & dispenser repositionable 25mm x 43mm 50 flags                                                                      |  |
| 5              | Heavy Duty Staple Remover                                                                                                                       |  |
| 3 each         | Desktop 12 Digit Calculator 334 Decimal Digits F320A. Profit Margin Calculation. Cost/Sell/Margin Functions. Total Summing Function. Total Accu |  |
| 1 each         | Desktop 12 Digit Calculator (Green)                                                                                                             |  |
| 1 each         | Desktop 12 Digit Calculator (Red)                                                                                                               |  |
| 3 each         | Desktop 12 Digit Calculator (Black)                                                                                                             |  |
| 7 each         | Standard 100/200 Full Strip Stapler - Black                                                                                                     |  |
| 14 Pack of 6   | HiGlo Fluorecent Ink Highlighters 6-Piece Set                                                                                                   |  |
| 2 pack of 50   | Click R-Pen (RED)                                                                                                                               |  |
| 3 pack of 50   | Click R-Pen (BLACK)                                                                                                                             |  |
| 3 pack of 50   | Triangular Grip, Solid barrel. Fine high precision 0.7mm (BLUE)                                                                                 |  |
| 7 pack of 50   | Triangular Grip, Solid barrel. Fine high precision 0.7mm (BLACK)                                                                                |  |
| 10 pack of 4   | G2 Gel Pen (BLACK)                                                                                                                              |  |
| 20 pack of 10  | A4 File Dividers Bright Board (Jan - Dec)                                                                                                       |  |
| 25 pack of 10  | A4 File Dividers Bright Board (10 tab)                                                                                                          |  |
| 27 pack of 10  | Lever Arch File                                                                                                                                 |  |

|               |                                           |                                           |
|---------------|-------------------------------------------|-------------------------------------------|
| 20 pack of 10 | A4 File Dividers Bright Board (Jan - Dec) | A4 File Dividers Bright Board (Jan - Dec) |
| 25 pack of 10 | A4 File Dividers Bright Board (10 tab)    | A4 File Dividers Bright Board (10 tab)    |

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

- SCM Administration requirements:
- SBD4 Bidders Disclosure - All suppliers MUST Complete, sign & submit the SBD4 declaration with their bid application
- Bidder must submit CSD report and must be register on CSD
- Foreign /International companies must complete SBD1(To be requested purchasing@obpvaccines.co.za )

## **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](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.
- 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

---

<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.

<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.

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 **(Aug 12 2026 16:00:00)**
- 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](mailto: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

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

|                                                  | POINTS     |
|--------------------------------------------------|------------|
| PRICE                                            | 80         |
| SPECIFIC GOALS                                   | 20         |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

|                                                                                                                               |           |              |
|-------------------------------------------------------------------------------------------------------------------------------|-----------|--------------|
| <b>80/20</b>                                                                                                                  | <b>or</b> | <b>90/10</b> |
| $Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$ |           |              |

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \text{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

$P_s$  = Points scored for price of tender under consideration

$P_t$  = Price of tender under consideration

$P_{max}$  = Price of highest acceptable tender

#### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

| The specific goals allocated points in terms of this tender                                                                                  | Number of points allocated (90/10 system) (To be completed by the organ of state) | Number of points allocated (80/20 system) (To be completed by the organ of state) | Number of points claimed (90/10 system) (To be completed by the tenderer) | Number of points claimed (80/20 system) (To be completed by the tenderer) |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------|
| A valid BBBEE Certificate showing at least 51% black ownership                                                                               |                                                                                   | 10                                                                                |                                                                           |                                                                           |
| A valid BBBEE Certificate showing at least 30% women ownership                                                                               |                                                                                   | 8                                                                                 |                                                                           |                                                                           |
| A doctor's note confirming disability, confirmation of disability from the Department of Labour, BEE certificate or equivalent confirmation. |                                                                                   | 2                                                                                 |                                                                           |                                                                           |
|                                                                                                                                              |                                                                                   |                                                                                   |                                                                           |                                                                           |
|                                                                                                                                              |                                                                                   |                                                                                   |                                                                           |                                                                           |
|                                                                                                                                              |                                                                                   |                                                                                   |                                                                           |                                                                           |
|                                                                                                                                              |                                                                                   |                                                                                   |                                                                           |                                                                           |

#### DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

.....

.....

.....