

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department  
Date: Jan 08 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: OBP478/2024/25**

<b>Compulsory Document Requirements</b>	<b>Yes/No</b>
CSD Report (With a Tax Compliant status that is current)	
Declarations SBD4 (Completed, signed & submitted)	
Professional Accreditation body - Certificate to be provided	

**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).

<b>Preference Point allocation – 80/20</b>	
<b>Price / Preference</b>	<b>Weighting percentage</b>
<b>Preference:</b>	<b>20%</b>
<b>Price:</b>	<b>80 %</b>
<b>Total must equal:</b>	<b>100%</b>

<b>OBP Onderstepoort Biological Products will award preference points as follows: Specific Goal</b>	<b>Points</b>	<b>Evidence required</b>	<b>Yes/No</b>
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>
1 1	Annual Strategic Risk Assessment workshop	<p>1. Background</p> <p>An Independent facilitator is required to conduct an Annual Strategic Risk Assessment workshop in compliance with our Risk Management policy and framework.</p> <p>OBP risk management process includes annual strategic risk assessments or business risk review aimed at establishing the key business risk exposures facing OBP and their impact in OBP's ability to meet outcome-based goals.</p> <p>The facilitator will design the workshop, facilitate discussions, and provide risk methodology/tools to aid identification, assessment of risk and prioritization actions.</p> <p>The workshop participants will include Board members, Exco and management. The one workshop will be for Exco and Management and the other workshop for Board members and Exco.</p> <p>2. Requirements</p> <p>The workshop should establish a "snapshot" of OBP key business risk exposures, and conducted as follows:</p> <ul style="list-style-type: none"> <li>• Aim to enhance our ability to understand, analyse and manage the significant strategic and related operational risks facing our business.</li> <li>• Apply the integrated Risk Agenda to our business to capture the participants' perceptions of the diverse risk exposures facing our business.</li> <li>• Assess the identical risks according to their likelihood and business impact.</li> <li>• Prioritize the risks according to either manageability and controllability: and</li> <li>• Timeline, and/or the impact on our annual performance plan and the opportunity to improve our performance.</li> <li>• Identify and, if possible, evaluate the effectiveness of the risk mitigation actions currently in place.</li> <li>• Recommend further, prioritized action necessary to improve OBP's risk profile.</li> </ul>

		<p>2.1 Facilitator experience and professional body registration</p> <ul style="list-style-type: none"> <li>• The facilitator should have done Risk assessment facilitation experience in process manufacturing business environment.</li> <li>• A list of relevant references should be provided on the risk assessment workshop facilitation previously conducted.</li> <li>• The facilitator should attach a proof of certification with</li> </ul>
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**Requirements from the supplier (To be used to select the contractor)**

- Requirements from SCM department:
  - All Bidder must register their company on the NEW OBP’s E-Procurement portal via the OBP official website.
    - All open opportunities will reflect on the portal.
    - Once Bidders Account confirmation is received with login credentials and approved by OBP supply chain.
    - Bidders can apply for bids.
    - All required documents and submissions must be uploaded.
  - Any additional queries ONLY please send an email to [purchasing@obpvaccines.co.za](mailto:purchasing@obpvaccines.co.za) (please include screen shots with your query to enable us to provide correct assistance.)

**Government Procurement: all quotations of goods and services are subject to the General conditions of Contract July 2010**

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.

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<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.

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 **(Jan 09 2025 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.

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.

- 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

## **To appoint a supplier to do an Annual Strategic Risk Assessment workshop.**

### **1. Background**

- An Independent facilitator is required to conduct an **Annual Strategic Risk Assessment workshop** in compliance with our Risk Management policy and framework.
- OBP risk management process includes annual strategic risk assessments or business risk review aimed at establishing the key business risk exposures facing OBP and their impact in OBP's ability to meet outcome-based goals.
- The facilitator will design the workshop, facilitate discussions, and provide risk methodology/tools to aid identification, assessment of risk and prioritization actions.
- The workshop participants will include Board members, Exco and management. The one workshop will be for Exco and Management and the other workshop for Board members and Exco.

### **2. Requirements**

The workshop should establish a "snapshot" of OBP key business risk exposures, and conducted as follows:

- Aim to enhance our ability to understand, analyse and manage the significant strategic and related operational risks facing our business.
- Apply the integrated Risk Agenda to our business to capture the participants' perceptions of the diverse risk exposures facing our business.
- Assess the identical risks according to their likelihood and business impact.
- Prioritize the risks according to either manageability and controllability: and required action.
- Timeline, and/or the impact on our annual performance plan and the opportunity to improve our performance.
- Identify and, if possible, evaluate the effectiveness of the risk mitigation actions currently in place.
- Recommend further, prioritized action necessary to improve OBP's risk profile.

## **2.1 Facilitator experience and professional body registration**

- The facilitator should have done Risk assessment facilitation experience in process manufacturing business environment.
- A list of relevant references should be provided on the risk assessment workshop facilitation previously conducted.
- The facilitator should attach a proof of certification with a recognised Risk Management professional body such as IRMSA or PECB.

### **Scope of work**

- Conduct risk assessment on the annual performance plan and corporate plan.
- Design the strategic risk assessment workshop which include research and preparation of pre- workshop packs, pre- workshop sessions.
- The estimated number of the workshop participants is +/- 35 for the Exco and Management workshop and +/- 16 for the Exco and Board workshop.
- Facilitate identification of risks, risk owner allocation, analysis, and prioritization in alignment to 2023/24/25 Corporate plan.
- Facilitate and challenge discussions to ensure precise identification and understanding of risks by all concerned.
- Facilitate identification of control improvement plan(s) with measures, action owners and timelines.
- Present and submit a Strategic Risk Assessment report and Risk profile from the engagement and workshops.