

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Jan 10 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/OBP474/2024/25

Compulsory Document Requirements	Yes/No
Reference letters (3) from previous and/ or current customer for similar goods and services (Not older than 24 months)	
Proof of certified qualifications of the project manager and technical team	
Attached proof of certificate/partnership letter from OEM/OSM	
Approved (registered) service provider accredited by SAAA - Proof to be provided	
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	SERVICE PROVIDER TO SUPPLY, INSTALL AND CONFIGURE A DIGITAL SIGNATURE SOLUTION WITH MAINTENANCE AND SUPPORT ON A TIME AN	Refer to scope of work below.

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

- **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 (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 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:

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.

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.

- 3.3 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

Terms and Conditions:

- Submission should be no later than **(Jan 23 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.)**

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.

- 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

Technical requirements

- Ø Provide technical support on a Time and Material basis for two years post implementation
- Ø Conduct upgrades, patches and updates of the software
- Ø Solution must have local support
- Ø Secure Cloud-based Solution must be available on the internal network, the internet or via

VPN

- Ø Data must reside in South Africa – provide proof
- Ø Solution should operate on desktop and smart mobile devices. Allow users review and sign
- Ø Solution must be scalable
- Ø Supply digital certificates for all users
- Ø Training of all users
- Ø Configuration of solutions on devices
- Ø Must support multi-document type including but not limited to .doc, .docx, .pptx, .xls, .xlsx and automatically convert final document to pdf format
- Ø Must be able to create a standard template with defined recipient roles and signing
- Ø License, software assurance
- Ø Compliance including but not limited to:[\[RR1\]](#)
 - o POPI Act, Act No. 04 of 2013
 - o Minimum Information Security Standard (MISS),
 - o National Cyber Security Policy Framework,
 - o ECT Act 2002,
 - o ISO 27001
 - o ISO 9001
 - o CFR 21 Part 11
 - o OBP Records Management Policy,
 - o OBP Risk Management Policy,
 - o National Archives and Records of South Africa Act (Act No. 43 of 1996, as amended),
 - o National Key Points Act,
 - o Certification Authorities (CA)
- § Certification Practice Statement (CPS)
- § Statement of Compliance with X.509V3 Certificate
- § Approved (registered) service provider accredited by SAAA
- Ø Enter a two (2) year or 24-month SLA with OBP to commence post solution implementation and hand-over

Integration Requirements

- Ø Must integrate with Active Directory – must provide functionality to add names, emails and AD groups
- Ø Integration APIs
- Ø ERP system integration
- Ø One Drive and SharePoint
- Ø Office 365
- Ø Other OBP current and future systems

Solution Documentation

- Ø Functional Specification
- Ø Technical Specification
- Ø Training Manuals

EXPERIENCE AND EXPERTISE

The bidding company MUST comply with the following requirements:

- Attached proof of certificate/partnership letter from OEM/OSM
- Proof of qualification of the project manager and technical team
- Reference letters (3) from previous and/ or current customer for similar goods and services

PRICING

- 1 Server Software License Type i.e. Perpetual vs Subscription per annum
- 2 User License per user, per annum
- 3 Solution Configuration and Implementation
- 4 Training:
 - Technical Resource
 - Service Desk
 - End-users

Solution Capability

- Ø Central admin portal that allows management of users, access control, customization of environment, company branding with settings and preferences
- Ø Seven (7) priority users – advanced digital signatures – with unlimited signatures
- Ø 160 standard/regular users and 4 ICT official for admin and support.
- Ø Training of users including train the trainer
- Ø The solution should manage internal documents through integrated systems and as a standalone
- Ø Must create a unique ID for each digitally signed document
- Ø Must allow end-users to personally sign or request signature
- Ø Must allow for workflow to include non-signatories in a workflow
- Ø Must allow for multiple signatures in either series, parallel or custom
- Ø Must allow single and/or multiple signatures for individual signatories
- Ø Ability to delegate documents and enable end-users to be granted permission to send or manage documents on another user's behalf
- Ø Must allow for the easy toggle through a document with hyperlinks to other referenced documents
- Ø Ability of signing by external parties on either source or received documents
- Ø Must allow for easy digital signing and provide real-time visibility into the status of a document including sending reminders and notifications
- Ø Audit trail of workflow information to be retained for compliance proof throughout document lifecycle
- Ø Define and store signing templates on documents to be signed/routed
- Ø Re-assign valid license when employee leaves the organisation
- Ø Provide signature validation – detect unauthorised and illegal changes in the document
- Ø Tamper-proof seal on each document from first signature ensuring document is not changed and or modified.
- Ø Should allow for addition of:
 - o Name(s), Initials and Surname
 - o Date
 - o Data Box and Data field for comments of authorised signatories
 - o Check box and radio button for decision selecting, voting, and choices

Solution Documentation

- Ø Functional Specification
- Ø Technical Specification
- Ø Training Manuals

