

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Jun 12 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/OBP062/2026/27

Compulsory Document Requirements	Yes/No
List of contactable references for past and present clients, where highly skilled sales, regulatory, compliance or legal candidates with extensive knowledge were successfully placed. List to contain (Company Name, Contact person, Telephone Number, and e-mail address). Bidder must ensure that referees are willing to provide necessary information to OBP.	
A detailed project plan that included timeframes, methodology, and risk assessment.	
Bidders should provide any proof of registration bodies/ organisation (valid membership) attach valid certificate. Example APSO – must be relevant.	
COID letter of good standing (must be valid)	
A company profile that highlights years' experience, in the search and successful placement of highly skilled executives and managers.	
A minimum of 3 contactable reference letters for the successful placement of highly skilled executives/managers within the private/government the reference should not be older than 3 years (must be signed/stamped)	
A list of previous work done with contactable information (can be in a table format).	

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%
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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
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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

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).

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

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.

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

Terms and Conditions:

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 should be no later than **(Jun 19 2026 14:00:00)**
- 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 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
Total points for Price and SPECIFIC GOALS	100

- 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:

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

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:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

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:

.....

.....

.....

**THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE SERVICES FOR THE
PLACEMENT OF DOMESTIC SALES AND CUSTOMER RELATIONSHIP MANAGER,
COMPLIANCE OFFICER AND RESEARCH AND DEVELOPMENT MANAGER FOR
ONDERSTEPSPOORT BIOLOGICAL PRODUCTS (SOC) LTD**

1. BACKGROUND & PURPOSE

The Onderstepoort Biological Products (SOC) Ltd (OBP) seeks to partner with agencies that have an excellent track record, extensive experience in headhunting and placement, and a national reach specifically within the Pharmaceutical/Agricultural/Manufacturing industry of the Domestic Sales, Compliance Officer and Research and Development Manager.

2. SCOPE AND DEFINITION OF WORK

2.1 The process in the selection of the preferred service provider will be evaluated as follows:

2.1.1 Evaluation of the service provider's proven track record in the provision of a recruitment process of successful sourcing and placement of highly skilled candidates.

2.1.2 Proven track record of successfully placing candidates at management level within the pharmaceutical, agricultural and manufacturing industries.

2.1.3 Bidders are expected to ensure that all compulsory documents are submitted. Failure to submit compulsory documents will automatically disqualify the bid offer. Bidders will then move to the functionality criteria and be assessed on the functionality as noted in the document.

2.1.4 Bidders must obtain a minimum of 70 points out of 100 points to qualify to be evaluated for price and BBBEE compliance.

2.1.5 Bids including proposed pricing must be valid for a period of 90 days.

2.2 Bid requirements:

2.2.1 The service provider must provide the following:

- A company profile that highlights 3 or more years' experience, capabilities

and methodology in the search and successful placement of highly skilled candidates. A list of 4 or more contactable references for the successful placement of highly skilled candidates clearly stating the performance of the service provider. The reference should not be older than 4 years.

- A period of 2 weeks will be allocated for the service provider to generate and obtain CV's of suitable candidates.
- The service provider must present a report on all qualifying candidates' CVs received / obtained, to the Selection Panel on a date, time and place as specified by OBP.

2.3 The service provider must be able to demonstrate prior experience in the execution of the following:

2.3.1 Headhunting that resulted in the successful placement of highly skilled candidates. Generating interest and approaching suitable candidates to apply for the position. This may be through the bidder's various channels, including the use of electronic databases or advertising, all of which will be on account of the service provider.

2.4 Appointment of Service Provider

2.4.1 On completion of bid evaluation, a service provider will be appointed and confirmed as the service provider to provide the services as detailed in the document.

2.4.2 Once appointed, the service provider should provide the following services within 2 weeks from date of appointment or until the service is no longer necessitated:

- Ascertain shortlisted candidates' salary expectations for presentation to the Selection Panel.
- Manage the process of competency-based interviews with shortlisted candidates in consultation with the Selection Panel.
- Conduct comprehensive competency and behavioral assessments of nominated candidates and present results/reports to the Selection Panel.
- Conduct probity checks on shortlisted candidates (credit checks, criminal record checks, ID Verification checks, qualification checks, tax compliance checks with SARS), including risk profiles (including social media) on headhunted candidates and present results/reports to the Selection Panel.
- Act as the central liaison for scheduling all interview stages.

- Manage feedback to shortlisted candidates on the outcome of interviews.
- Provide an electronic catalogue of all meetings and/or discussions related to the project including taking minutes.
- Attend status meetings with OBP as and when required and provide written reports on progress of project.
- Present the offer and employment contract to the preferred candidate and facilitate the signing thereof as mandated by OBP.
- The service provider will work closely with OBP for the period of the contract and will be responsible to provide services as outlined in this document.

3. SPECIFIC CONDITIONS

- 3.1 The successful bidder must be able to work both on-site and offsite via MS Teams as and when required by the Selection Panel.
- 3.2 During the duration of the assignment, the service provider and its assigned personnel shall avail themselves for the provision of mandated services to OBP.
- 3.3 In providing services to OBP, the service provider and its assigned personnel shall ensure, to the best of its reasonable endeavors, to exhibit the highest professional standards and exercise due care, skill, and competence to ensure that the service provided is to the complete satisfaction of OBP, and in accordance with the agreed upon mandate and any applicable legislation.
- 3.4 The service provider shall render the services in a proper and timely manner.
- 3.5 All reports and documents prepared during the assignment shall be treated as the property of OBP.
- 3.6 Reports/documents or any part, thereof, cannot be sold, used and reproduced in any manner without the prior written approval of OBP.
- 3.7 The service provider shall provide six (6) months guarantee from the candidate's start date. If the candidate departs or is terminated for performance reasons within this period, the service provider will re-open the search and provide a replacement candidate who will go through the same process at no additional cost.

4. COMPULSORY REQUIREMENTS

Failure to submit compulsory documents will automatically disqualify the bid offer.

YES	NO	Compulsory Documents
		<ul style="list-style-type: none"> - A list of previous work done with contactable information (can be in a table format). - A minimum of 3 contactable reference letters for the successful placement of highly skilled executives/managers within the private/government the reference should not be older than 3 years (must be signed/stamped) - A company profile that highlights years' experience, in the search and successful placement of highly skilled executives and managers. - COID letter of good standing. - Bidders should provide any proof of registration bodies/organisation (valid membership) attach certificate. Example APSO – must be relevant. - A detailed project plan that included timeframes, methodology, and risk assessment. - List of contactable references for past and present clients, where highly skilled sales, regulatory, compliance or legal candidates with extensive knowledge were successfully placed. List to contain (Company Name, Contact person, Telephone Number, and e-mail address). Bidder must ensure that referees are willing to provide necessary information to OBP.

5. FUNCTIONALITY CRITERIA

Bidders must obtain a minimum of 70 points out of 100 points to qualify to be evaluated for price and specific goals.

Requirement	Functionality Criteria	Weighting	Means of Verification.
Previous experience	<ul style="list-style-type: none"> • Less than 3 years' experience, capabilities and methodology in the search and placement of highly skilled candidates. = 0 points • 3 to 5 years' experience, capabilities and methodology in the search and placement of highly skilled candidates. = 20 points • 6 to 10 years' experience, capabilities and methodology in the search and placement of highly skilled candidates. = 30 points 	40	Company profile

Requirement	Functionality Criteria	Weighting	Means of Verification.
	<ul style="list-style-type: none"> • More than 10 years' experience, capabilities and methodology in the search and placement of highly skilled candidates = 40 points 		
Contactable references	<ul style="list-style-type: none"> • Less than 3 contactable references, not older than 3 years of successful placements of highly skilled candidates = 0 points • 3 contactable references, not older than 3 years of successful placements of highly skilled candidates = 10 points • 4 contactable references, not older than 3 years of successful placement of highly skilled candidates = 20 points • 5 or more references, not older than 3 years of successful placements of highly skilled candidates = 30 points 	30	References for previous successful headhunting work done

Method used	<ul style="list-style-type: none"> • No project plan provided, or it completely omits timeframes, methodology, and risk assessments. = 0 points • Includes all three elements, but they lack detail. The plan shows a basic understanding but fails to tailor the approach to the specific project risks or constraints. = 10 points • Fully meets requirements. Provides a clear timeline (e.g. Gantt chart), a sound and logical methodology, and a relevant risk register with mitigation strategies. = 20 points • Exceeds basic requirements. Demonstrates deep operational insight. The timeline includes critical paths, the methodology is highly optimized, and the risk assessment includes clear ownership. = 30 points 	30	A detailed project plan that included timeframes, methodology, and risk assessment.
Total		100	

Bidders must obtain a minimum of 70 points out of 100 points to qualify for evaluation of their price and BBBEE compliance

6. PRICING

All bidders must submit their pricing proposal as noted below. The total value of below will be used for the pricing evaluation.

	Pricing
Execution of Project (Rand value)	R.....
Placement of the Domestic Sales and Customer Relationship Manager and Compliance Officer (specify percentage only)%