

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: May 08 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/OBP023/2026/27

Compulsory Document Requirements	Yes/No
South African Companies should provide a CSD Report that isn't older than 2 month, that shows that the service provider is registered/active and tax compliant. Foreign /International companies must complete SBD1(To be requested purchasing@obpvaccines.co.za)	
SBD4 Bidders Disclosure - All suppliers MUST Complete, sign & submit the SBD4 declaration with their bid application.	
valid Waste transporter permit (General /Hazardous or both) - Proof to be provided	
valid Gauteng Waste Information System registration - Proof to be provided	
valid Waste Destruction Facility License - Service Provider shall provide proof of an agreement with a licensed waste disposal facility where the waste shall be disposed.	
COID (Valid letter of good standing.)	
Provide proof of previous supply for the items/service being requested or similar in the past 24 months (stamped/signed Invoices or Delivery note or Reference Letters - must be signed). Must be a minimum of 2 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).

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
1 KG	Fiber from ceilings	Fiber from ceilings
1 KG	Animal dung/ Manure	Animal dung/ Manure
1 KG	Pharmaceuticals	Pharmaceuticals
1 KG	Sharps	Sharps
1 KG	Animal carcasses	Animal carcasses
1 KG	Effluent	Effluent
1 KG	Testing of unknown	Testing of unknown
1 KG	Fluorescent tubes	Fluorescent tubes
1 KG	Medical waste	Medical waste
1 KG	Biological waste	Biological waste
1 KG	Chemical waste	Expired chemicals
10 Each	Ad-hoc collection of general waste	Ad-hoc collection of general waste per load
6 Monthly	Onsite Waste Operator/Sorter	Onsite Waste Operator (Mon - Fri) Working Hours : 07:30 - 16:00
6 Monthly	General Waste	• Non-hazardous domestic and office waste • Collection, transportation, and disposal at a licensed landfill

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

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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:

.....

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.

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 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.

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.

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 **(May 21 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
- **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

7. PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 SBD6.1

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- 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

- a) The value of this bid is estimated to exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) BBBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
BBBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and BBBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

4. POINTS AWARDED FOR B-BBBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBBEE status level of contribution in accordance with the table below:

B-BBBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBBEE Status Level of Contribution must complete the following:

6. BBBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 BBBEE Status Level of Contributor: . = (maximum of 10 or 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBBEE status level of contributor.)

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted.....?.....%
- ii) The name of the sub-contractor.....
- iii) The B-BBBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
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v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME	QSE
	√	√
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm.....

8.2 VAT registration number.....

8.3 Company registration number.....

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....
.....
.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has BBBEE in business.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificates, qualifies the company/ firm for the preference(s) shown and I / we 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 because of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- iv) If the B-BBBEE status level of contributor has BBBEE claimed or obtained on a fraudulent basis or any of the conditions of contract have not BBBEE fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders, and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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 BBBEE applied; and
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

2.

.....

SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

Title:

Appointment of a competent and legally compliant waste management service provider to manage the collection, segregation, treatment, handling, transportation, and disposal of all waste streams generated on site, including the provision of an on-site waste sorter/operator and the operation of an autoclave for waste treatment **for a period of 6 months.**

Scope:

The scope includes the collection, sorting, treatment, recycling, and lawful disposal of multiple waste streams, as well as the provision of a dedicated on-site waste sorter and autoclave operation.

1. WASTE STREAMS

The appointed service provider shall manage the following waste streams:

1.1 General Waste

- Non-hazardous domestic and office waste
- Collection, transportation, and disposal at a licensed landfill

1.2 Recyclable Waste

- Paper and cardboard
- Plastic
- Glass
- Steel and other recyclable metals
- Supply of clearly labelled recycling containers
- Separation, baling (where applicable), and removal

1.3 Animal Waste

- Animal by-products and manure
- Bedding and contaminated animal waste
- Carcasses (Removal and Disposal)

1.4 Pharmaceutical Waste

- Expired, damaged, or recalled pharmaceutical products
- Contaminated pharmaceutical packaging
- Controlled and non-controlled pharmaceutical waste

1.5 Hazardous Waste

- Chemical waste
- Contaminated materials
- Laboratory waste

1.6 Anatomical Waste

- Human and/or animal anatomical waste
- Pathological waste
- Handling and treatment in compliance with biohazard and healthcare waste regulations

1.7 Electronic Waste (E-Waste)

- Computers, monitors, printers
- Electrical and electronic components
- Batteries and cables
- Data destruction certification where applicable
- Empty printer cartridges

2. On-Site Waste Sorting and Treatment

2.1 Waste Sorter

The service provider shall provide a dedicated, trained waste sorter on site, whose responsibilities shall include:

- Ensuring correct segregation of waste streams
- Preventing cross-contamination
- Monitoring compliance with waste segregation rules
- Reporting non-conformances to SHE Department
- Maintaining housekeeping standards in waste areas

2.2 Autoclave Operation

The waste sorter/operator shall:

- Operate the on-site autoclave for treatment of applicable waste streams
- Ensure correct loading, cycle selection, and validation
- Maintain treatment records
- Ensure treated waste is rendered non-infectious prior to disposal
- Report breakdowns or non-compliance immediately

3. Recycling and Rebates

The service provider **must offer rebates** for the recovery and recycling of the following materials:

- Steel
- Electronic waste (E-waste)
- Paper
- Cardboard

Rebate requirements:

- Clear rebate structure and rates must be provided by the service provider
- Rebates to be reflected as credits on monthly invoices
- Weight tickets or recycling certificates to be supplied as proof

4. Service Levels

- Scheduled collections as agreed (**Weekly on Friday's collections of general waste**)
- Emergency and ad-hoc collections when required (**for other waste streams**)
- Replacement of damaged containers
- Clean and hygienic waste areas are always maintained

5. Compliance and Legal Requirements

The service provider must submit the following compulsory requirements:

- Produce a valid Waste Accreditation Permit to collect hazardous waste issued by the City of Tshwane and/ or any relevant regulatory statutory requirements. The bidder must provide proof of a valid Waste Accreditation Permit and relevant permits relating to waste management.
- Use licensed treatment and disposal facilities (**Proof of license or Agreement/MOU with a destruction facility**)
- **Submit waste destruction methodology used for waste destruction**
- Provide waste manifests, safe disposal certificates, and treatment records
- Maintain valid insurance (**public liability, environmental liability**)

6. Reporting and Documentation

The contractor shall provide:

- Monthly waste reports by waste stream
- Quantities collected, treated, recycled, and disposed
- Autoclave treatment records
- Certificates of safe disposal and destruction

7. Health, Safety, and Environmental Controls

- Contractor to submit a Safety, Health, and Environmental (SHE) File (**Before commencement**)
- Update safety file as in and when required
- Ensure staff are trained, competent, and medically fit (**vaccinated for hepatitis A, B and tetanus**)
- Risk assessments and method statements for waste handling
- Use of appropriate PPE (**Supplied by service provider**)
- Incident reporting and investigation procedures
- All employees to attend induction upon approval of safety file

8. Ownership & Responsibility

8.1 All supplied containers and consumables shall remain the **property of the Service Provider**, unless otherwise agreed in writing.

The Service Provider shall be responsible for:

- Cleaning and sanitising containers
- Replacing lost or damaged containers due to normal wear and tear
- Ensuring adequate quantities are available at all times

9. Equipment required

TYPE	Purpose	QTY
6 m3 Skip Bin with a covering net	General waste	2
11 m3 Skip Bin with a covering net	General Waste	1
6 m3 Skip Bin with a covering net	Animal bedding and Waste Feed	2
6 m3 Skip Bin with a covering net	Scrap metal	1
Yellow 25L Buckets	Sharps	Adhoc
Red 25L Buckets	Biohazardous Waste	Adhoc
Red 90L bin	Infectious Waste	Adhoc
Green 25L Buckets	Pharmaceutical Waste	Adhoc
Black 240Lt wheelie bin with locking mechanism: 580 x 600 x 1075mm high with liners	General Waste	20
Red 240Lt wheelie bin with locking mechanism: 580 x 600 x 1075mm high with Red Liners	Glass	20
Yellow 240Lt wheelie bin with locking mechanism: 580 x 600 x 1075mm high with liners	Paper	10
Green 240Lt wheelie bin with locking mechanism: 580 x 600 x 1075mm high with liners	Plastic	10



ANNEXURE A

Pricing Schedule

Instruction to Bidders:

Rebates must be quoted as **ZAR per kilogram or ton** and shall be credited monthly against invoices.

A1. Waste

Waste stream	Unit	Monthly Cost Rate (ZAR)
General Waste	Per Month	
Onsite Waste Operator (Mon - Fri) Working Hours : 07:30 - 16:00	Per Month	
Ad-hoc collection of general waste	Per Load	

B2.

Waste stream	Unit	Monthly Cost Rate (ZAR)
Chemical waste	KG	
Biological waste	KG	
Medical waste	KG	
Fluorescent tubes	KG	
Testing of unknown	KG	
Effluent	KG	
Animal carcasses	KG	
Sharps	KG	
Pharmaceuticals	KG	
Animal dung/ Manure	Cube	
Fiber from ceilings	KG	
Asbestos	KG	

ANNEXURE B

Recycling Rebate Schedule (Mandatory)

Instruction to Bidders:

Rebates must be quoted as **ZAR per kilogram or ton** and shall be credited monthly against invoices.

B1. Recyclable Materials – Rebate Rates

Material	Unit	Rebate Rate (ZAR)
Steel	Per ton	
Oil	Per Litre	
Electronic Waste (E-Waste)	Per kg	
Paper	Per kg	
Cardboard	Per kg	
Wood Pallets	Each	
PET bottles, PVC	Per kg	

B2. Rebate Conditions

- Rebates shall be based on **actual weighbridge measurements**
- Supporting documentation required:
 - Weighbridge slips
 - Recycling facility confirmation
- Rebates shall appear as **separate credit line items** on monthly invoices
- No rebates may be claimed for contaminated or untreated waste