

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Jul 14 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/OBP084/2025/26

Compulsory Document Requirements	Yes/No
Site briefing attended	
Equipment - To provide proof of ownership (Maintenance records and/or service records) or evidence of access (Supplier account) for all Gardening equipment listed.	
Licensed landfill site / waste handling facility for disposal / treatment of waste generated at OBP facilities. The bidder must provide proof that the proposed landfill site / waste handling facility is licensed. The bidder must further provide proof of account/ relationship with the proposed landfill / waste handling facility that will be used for the disposal/ treatment of waste generated at OBP facilities	
Registered waste transporter, for the removal of all waste accumulated from the project (Valid Permit to be provided)	
Quotation to indicate number of employees that will be deployed on a daily basis onsite. (A minimum of 8 employees and 1 supervisor)	
A List of all pesticides/herbicides including the Material and Safety Data Sheets (MSDS) to be provided	
All employees must be trained and assessed as competent on all gardening services equipment used (Certificates of training and assessment must be provided).	
Service providers must have a minimum of three years' experience in garden services/landscaping in a commercial/industrial/manufacturing environment. Proof must be provided in the form of at least two contactable reference letters (not older than 24 months).	
CSD Report (With a Tax Compliant status that is NOT OLDER THAN TWO MONTHS of RFQ date)	

Declarations SBD4 (Completed, signed & submitted)	
---	--

Compulsory Sight Briefing Date: Jul 22 2025 11:00:00

Address: 100 Soutpan Rd Onderstepoort, Pretoria, 0110

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
12 Months	GARDENING SERVICES	Refer to scope of work below.

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

•

All service providers attending the site briefing MUST wear applicable PPE, (failure to comply, will result in denied access)

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

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.

--	--	--

2.2 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 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

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.

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 **(Jul 28 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.)**
- 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

THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE GARDENING SERVICES AT ONDERSTEPSPOORT BIOLOGICAL PRODUCTS (SOC) LTD FOR A PERIOD OF 12 MONTHS.

BACKGROUND

Onderstepoort Biological Products (OBP) is a National Public Entity (Schedule 3B) corporatized in 2000 under the Onderstepoort Biological Products Incorporation Act 19 of 1999. The core functions of OBP are to develop, manufacture, and distribute animal vaccines locally and globally to ensure food security through the promotion of animal health.

PURPOSE

The Onderstepoort Biological Products (SOC) Ltd (OBP) is looking to partner with a company with an excellent track record and extensive experience in providing Gardening Service.

SCOPE OF WORK

This scope of work covers the following geographical areas.

- OBP main site, including the external area of the security fence next to the main road
- OBP houses (adjacent to the University of Pretoria) and the external area of the domestic fences along the road.
- Experimental animals' area, which includes the stables, paddocks, maintenance of the fire breaker in and around the stables.

REQUIRED SERVICES

The service provider will be required to:

- Supply permanent staff of a minimum of 8 personnel and 1 supervisor onsite on a daily basis to ensure satisfactory execution of garden services.
- Collect and remove all waste arising from gardening services. This removal must be carried out on the day the waste is generated and must not be allowed to accumulate. Dumping of waste MUST be at a registered dumping site (proof of registration with a dump site to be provided)
- Total area to be cut and maintained measuring at 364574m² inclusive of drains, paved area (inclusive of the carports) and flowers.

Service providers must have sufficient capital to ensure continuity of service to OBP

Area Specific Considerations:

1. OBP Main Site & Houses - Maintenance of veld grass:

- Keep security fence area at OBP main site clean (1 meter on each side) – clean minimum once per week.

- Keep veld grass areas short and neat – cut minimum once per week. This includes but is not restricted until the paving next to the main road, and to areas outside of fences at OBP house.

2. OBP Main Site & Houses - Maintenance of lawns:

- Mowing of the lawns and edge trimming minimum once per week
- Topsoil to be applied yearly, in consultation with facilities controller/security manager.
- Removal and disposal of garden refuse on day of execution

3. OBP Main Site & Houses – General Maintenance:

- Ensure all flowerbeds and flowerboxes have suitable flowers planted and tended to. Flowers to be decided based on seasonality and in consultation with facilities controller/security manager.
- Keep all flowerbeds and flowerboxes neat and tidy.
- Grass and lawns to be kept weed free.
- Irrigate lawns and all flowerbeds (borehole water if available)
- Pruning of shrubs and trees where necessary, and on request
- Clean paved areas with petrol operated blower
- General waste and litter encountered during the course of duties covered in this scope must be picked up and removed.
- Weed and grass on paving and all other concrete areas around and in the buildings using weed killers/herbicides.
- Keep veld grass areas short and neat – cut a minimum of once per week. This includes areas outside of fences at OBP houses.
- Mowing of the lawns and edge trimming minimum once per week
- Removal and disposal of garden refuse on day of execution
- Ensure storm water trenches and drains are clear of weeds and vegetation.
- Ensure gutters are clean and free of weeds, vegetation, and debris.
- Maintain fence line clear of shrubs and bushes (3m wide maintenance on the outer side of the fence line)

4. Veld Grass:

- These areas are the following – outside the fence; behind the boiler house; the field at Letlapeng and the toxicology building and the area in front of Stable 155 and behind QC building.

5. Paved Areas and Roads:

- These areas are to be kept free of weeds, vegetation etc.
- These areas must be kept free and clean of waste (litter, papers, plastic, and general refuse) – this waste must be placed in the bins/skips provided.
- These areas are the following – all roads; all paved areas; concreted areas between the facility blocks; water trenches.
- Herbicides for removal of weeds must be sprayed at a minimum frequency of every two weeks.

6. Stables Area:

- These areas must be kept weed free but NO weedkillers/herbicides to be used.
- This includes inside the stable paddocks when there are no animals present

SUPPLY OF EQUIPMENT AND CONSUMABLES

- Service provider to ensure that personal protective equipment (PPE) as required is provided for all staff (including, but not limited to overalls, safety boots/shoes, ear protection, eye protection and gloves)
- Fertilizers, pesticides, and herbicides to be provided by the service provider and included in the monthly fee.
- The service provider will be responsible for providing All industrial equipment required for the service to be supplied by service provider.
- List of gardening equipment but is not limited to:
 - Brush cutters x 4
 - Ride on lawnmower x 1
 - Leaf Blowers x 2
 - Chainsaw x 1
 - Petrol Lawnmower x 1
 - Gardening hand tools
 - Pruning Shears
 - Hedge Shears
 - Mini shovels
 - Tractor
 - Slasher
- For electrical equipment, own generator must be supplied by the service provider.
- Service providers must ensure that equipment is maintained in line with manufacturers' maintenance schedules to reduce breakdowns
- Where equipment breakdowns occur, the service provider must be available to source alternative equipment within 24 hours to ensure the continuation of garden services.
- The cost for providing and maintaining any number of equipment as may be necessary to render the contracted service will be borne by the service provider.
- Storage area will be provided by the OBP; however, the Service Provider/s has the responsibility to always keep the storeroom facilities in a clean and tidy condition. OBP will conduct regular inspections of the said facilities and non- compliance will have a negative impact on the supplier's performance. (OBP does not take any responsibility for loss of and damage to equipment whilst in the storage area.)

REPORTING AND COMMUNICATING

The service provider will be required to:

- Undergo safety induction prior to starting work (all personnel).
- Service providers to engage with facilities controllers on a daily basis before proceeding with work.
- Daily attendance registers must be kept and updated by the service provider site supervisor.
- Weekly attendance registers and written checklist/report to be submitted to facilities controller/security manager.
- Weekly report/checklist should include (but is not restricted to): condition of site; weed control; maintenance issues identified; feedback on OBP requests)

- Monthly SLA meeting between OBP and service provider operations manager
- Service providers must ensure that service reports must be signed by site supervisor/service representative and OBP personnel daily before leaving site.
- All work areas to be cleaned and tidied after work is done (no parts, equipment, waste, consumables lying around)
- Should service providers note that during the course of their work additional work is required, then this must be indicated as such in the weekly report. This must be reported to the facilities controller who will decide on a further course of action.

SAFETY FILE

The service provider will be required to submit a standard hard copy safety file before any on-site work commences.

- Standard Safety file must include the following:
 - Letter of Good Standing (COID).
 - Company Profile;
 - Health and Safety Plan.
 - Environmental Management Plan;
 - Method Statement.
 - Risk Assessment;
 - Standard Operating Procedures;
 - Toolbox Tasks;
 - Appointment Letters, Qualifications and Medicals (all recommended employees for this service).
 - Management of Change; Housekeeping Plan;
 - Equipment – Checklists and maintenance and/or service records of equipment