

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Jul 25 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/OBP082/2025/26

Compulsory Document Requirements	Yes/No
CSD Report (With a Tax Compliant status that is NOT OLDER THAN TWO MONTHS of RFQ date)	
A company profile - that highlights years' experience, capabilities and methodology in providing Employee Wellness services (EAP)	
Declarations SBD4 (Completed, signed & submitted)	
COID letter of good standing	

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	
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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
36 Months	Employees wellness service (EAP)	<p>The Employee Assistance Programme should include (but not limited) to the following:</p> <p>Professional tele consultation that is available 24/7/365 in all South African official languages. The services can be accessed at no cost to employees, and family members in the following ways: Off-site face-to-face Counselling by registered professionals (Registered Psychologists and Social Workers). On-site Counselling by a psychologist to be available once a week. Financial Wellbeing Advice Legal Advise Management Referral Services HIV/Chronic Disease education and support Trauma Management Services Nutrition Education Employee Wellness Days to be held in December of each year Induction, Marketing material and assessment evaluation reports print and electronic Aftercare evaluation Report Company Presentation required</p>

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

- NB: The proposal should include details of how the services will be introduced and mark throughout the Company.

COST TO BE COMPLETED AS PER BREAKDOWN

COST BREAKDOWN		
Product Description		Cost for 220 employees per month
Employee @ OBP Year 1	12	
Employee @ OBP Year 2	12	
Employee @ OBP Year 3	12	
SUB TOTAL		
VAT		
TOTAL incl VAT		

The Employee Assistant programme shall be champion and monitored by the corporate service Division.

Compile and provide a **Safety, Health and Environmental File** which will include all statutory and management information/documents such as: (To be submitted on appointment.)

- o SHE Policy
- o Risk assessment
- o Standard Operating Procedures
- o Toolbox Talks
- o Appointment Letters (16.1)

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,

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.

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. 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,

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.

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 **(Aug 08 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 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 SERVICE PROVIDER THAT CAN RENDER EMPLOYEE ASSISTANT SERVICE FOR A PERIOD OF 3 YEARS

BACKGROUND of THE COMPANY

Onderstepoort Biological Products (OBP) produces veterinary vaccines for livestock protection against bacterial and viral diseases and is a State-Owned Company. The Company is governed by a Board of Directors and an Executive Management Team.

SERVICE TO BE PROVIDED

To appoint a service provider to provide employee assistance services to employees of Onderstepoort Biological Products, SOC Ltd (OBP), as well employees dependents. The contract will be for a minimum period of three (3) years.

The aim of the Employee Assistance Programme (EAP) is to assist employees to cope with work, and balance everyday personal and work-related problems to ensure productiveness and wellness of the employees and thus reducing behavioral risks and improving employee morale. To encourage a productive and compassionate workplace where workers can thrive. To prevent healthy employees from becoming ill and manage illnesses, particularly those that are related to lifestyle, work overload, trauma, violence and psychological factors, by reducing stress and promoting healthy lifestyles. To take into account every individual, organisational, and environmental element that could affect workers' health and well-being.

COMPANY & EMPLOYEE PROFILE

Onderstepoort Biological Products, SOC Ltd (OBP) is a Schedule 3B Public Entity which manufactures veterinary vaccines and other biological products. There are currently 187 employees. The profile of employees is as follows:

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	1	0	0	0	0	0	0	0	0	0	1
Senior management	1	0	1	0	0	1	0	0	0	0	3
Professionally qualified and experienced specialists and mid-management	7	2	1	2	5	0	1	0	1	1	20
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	33	0	0	0	34	0	0	4	0	0	71
Semi-skilled and discretionary decision making	40	0	0	3	22	0	0	0	0	0	65
Unskilled and defined decision making	11	0	0	0	3	0	0	0	0	0	14
TOTAL PERMANENT	93	2	2	5	64	1	1	4	1	1	174
Temporary employees	4	0	0	0	8	0	1	0	0	0	13
GRAND TOTAL	97	2	2	5	72	1	2	4	1	1	187

It is suggested that the staff establishment will not increase to more than 230 employees.

SCOPE OF WORK

The Employee Assistance Programme should include (but not limited) the following:

- Professional tele consultation that is available 24/7/365 in all South African official languages.
- The services can be accessed at no cost to employees and family members in the following ways: Off-site face-to-face Counselling by registered professionals (Registered Psychologists and Social Workers).
- On-site Counselling by a psychologist to be available once a week.
- Financial Wellbeing Advice
- Legal Advice
- Management Referral Services
- HIV/Chronic Disease education and support
- Trauma Management Services
- Nutrition Education
- Employee Wellness Days to be held in December of each year
- Induction, Marketing material and assessment evaluation reports print and electronic
- Aftercare evaluation Report
- Company Presentation required

NB: The proposal should include details of how the services will be introduced and marketed throughout the Company.

The Employee Assistant programme will be championed and monitored by the corporate service Division. Compile and provide a **Safety, Health and Environmental File** which will include all statutory and management information/documents such as:

- Letter of good standing
- SHE Policy
- Risk assessment
- Standard Operating Procedures
- Toolbox Talks
- Appointment Letters (16.1)