

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

ONDERSTEPOORT BIOLOGICAL PRODUCTS LTD
PRIVATE BAG X7, ONDERSTEPOORT 0110

From:
Date: 25 January 2023
Tel: 012 522 1500
Fax:
Email: purchasing @obpvaccines.co.za

To:
Supplier:
Tel:
Fax:
Email:

Kindly provide the quotation for the following: OBP 637/2022/2023

There will be a compulsory briefing and site walk as follows:

Date: Tuesday 31 January 2023

Time: 11H00

Venue: OBP (Onderstepoort Biological department) SHE OFFICER
100 Soutpan Road
Onderstepoort

Compulsory Document Requirements		Yes/No
CSD Report	Tax Compliant (Current report, within the RFQ date)	
Declarations SBD4	Completed, signed & submitted	
Waste Accreditation Permits and relevant permits	Proof to be supplied	
Registered in the Gauteng Waste Information System (GWIS)	Proof of registration to be provided	
Make use of a licensed landfill site	Proof of proposed site to be provided	

NB: Please note that if any of the above requirements is not submitted with the quote it will be an immediate disqualification.

Quantity	Product/Item Code	Specification
REQUEST FOR PROPOSALS OF GENERAL AND HAZARDOUS WASTE MANAGEMENT AND DISPOSAL SERVICES AT ONDERSTEPSPOORT BIOLOGICAL PRODUCTS SOC LTD for a period of 12 months.		
<p><u>BACKGROUND</u></p> <p>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.</p>		
<p><u>SCOPE OF SERVICE</u></p> <p>The service provider will be required to perform the following service:</p> <p>General waste collection, sorting and disposal.</p> <p>General waste is waste that does not pose an immediate hazard or threat to health or to the environment, and includes domestic waste, building and demolition waste, business waste, and inert waste. The Waste Act defines 'domestic waste' as non-hazardous waste which emanates from premises that are used wholly or mainly for residential, educational, health care, sport or recreation purposes. Typically, such waste contains foodstuffs, garden waste, old clothing, packaging materials such as glass, paper and cardboard, plastics, and, in certain cases, ash. Business and commercial waste from offices, stores, and schools consists mainly of packaging materials such as glass, paper, plastics, and cans, with a limited quantity of foodstuffs emanating from employees.</p> <p>Hazardous Waste</p> <p>This includes Chemical waste, Biological Waste, medical waste (i.e. sharps, syringes, SHE bin waste), animal waste (animal carcasses, bedding, dung), dirty HVAC filters, pharmaceutical waste (i.e. expired vaccines, drugs), fluorescent tubes and refrigeration gas cylinders. Hazardous waste is generated from laboratories, on site clinic, etc. it is collected from the waste source for safe handling, treatment and/or safe disposal to permitted disposal facilities.</p> <p>Hazardous waste i.e., chemical, biological, bio-medical waste (animal carcass) etc.</p> <p>Waste removal for hazardous waste will be required on a need (ad hoc) basis when required by the operation.</p> <p>The service provider will be required to first assess the hazardous waste generated from site and recommend to the OBP the appropriate action to treat or dispose in line with regulatory requirements.</p> <p>Be responsible for the treatment, removal and disposal of the hazardous chemical substances, oil waste, and hazardous biological agents. Etc.</p> <p>Provide disposal certificates after each removal of hazardous waste to the Safety, Health and</p>		

Environmental Officer (SHE) for monitoring OBP environmental performance.

Provide the statistics of hazardous waste material collected from the business units in their monthly reports.

The service provider will be responsible for collecting animal carcasses to be incinerated and provide safe disposal certificates; and

The service provider will be responsible for transporting animal carcasses to UP or any other premises for post-mortem.

The service provider will be responsible for collecting expired scheduled drugs to be disposed according to SA Medical council and provide certificate of disposal.

Hazardous electrical and electronic waste (fluorescent tubes, batteries, IT Equipment and consumables)

- The service provider will be required to establish and provide the OBP with procedures for cleaning and disposal of electronic and electrical waste generated from the OBP site.
- Provide relevant containers for storing the hazardous electrical and electronic waste.
- Ensure safe transport the waste to destruction/disposal facility and provide destruction certificates; and
- Waste removal for hazardous waste will be required on a need (ad hoc) basis when required.
- by the operation.

The service provider will be required to take cognisance of the following when removing, transporting, treating, and disposing of waste collected from the OBP premises:

- Ensure the safe and correct disposal of hazardous chemical substances, oil waste and hazardous biological agents. etc.
- Ensure timely submission of disposal certificates, waste manifests and waste statistics after each removal of hazardous waste/ on monthly basis.
- Comply with the requirements of the Hazardous Chemical Substance Regulations promulgated in terms of the Occupational Health and Safety Act No 85 of 1993;
- Ensure that transportation of hazardous waste is undertaken in accordance to the requirements of SANS 0228 for transportation of dangerous goods; and
- Ensure that fluorescent tubes are recycled according to the requirements of the National Environmental Management Waste Act 59 of 2008.

REPORTING AND COMMUNICATING

The service provider will be required to:

- Ensure that they attend OBP monthly Waste Management meetings according to the contractual obligations.

- Report comprehensively monthly to OBP reflecting statistics on recyclable and non-recyclable waste. In the case where waste has been recycled, the monetary value of the waste should be reflected in the report. Proof of receipt at the recycling site as well as proof of disposal at the general waste site should form part of the report.
- Submit monthly waste disposal certificates

SUPPLY OF EQUIPMENT AND CONSUMABLES

- The service provider will be required to provide all the required waste management equipment and consumables for the rendering of the service including those to be used for ad-hoc services (an inventory list must be submitted for all equipment). It will be the Service Provider/s' responsibility to ensure that all equipment is available, maintained and accounted for on a periodic basis.
- The service provider will be responsible for providing and maintaining all the equipment necessary to render the contracted services effectively and without interruption.
- 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 keep the storeroom facilities in a clean and tidy condition at all times. OBP will conduct regular inspections of the said facilities and non-compliance will have a negative impact on the supplier's performance.

COMPLIANCE REQUIREMENTS

- The bidder must have or use a reputable service provider with 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.
- The bidder must be registered in the Gauteng Waste Information System (GWIS) as a transporter of hazardous waste to be disposed of / treated at landfill site / waste handling facility authorized to dispose / treat such waste. The bidder must provide proof of registration with GWIS.
- The bidder must use a 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.

No.	Requirements for Waste Handlers	Required by
1	All waste must be disposed of in strict accordance with the National Environment Management Waste Act 59 of 2008	NEM: Waste Act 59 of 2008
2	Must hold valid transport licence for all applicable municipalities i.e Gauteng, Tshwane	NEM: Waste Act 59 of 2008

3	Authorisation to dump waste in landfills and /or Incineration certificate.	NEM: Waste Act 59 of 2008
4	The name of the service provider must be displayed on all containers in such a way that it will be visible and readable from a distance of at least 20 metres	By-laws
5	Fully equipped compactor vehicle's, roro bins or skip loader which does not cause pollution of any kind whatsoever. Should reduce carbon footprint.	NEM: Waste Act 59 of 2008
6	Must hold valid hazardous waste transported licence for hazardous waste handlers.	NEM: Waste Act 59 of 2008
7	All waste manifests for each load (must provide a blank copy of their waste manifests at the time of the tender	NEM: Waste Act 59 of 2008
8	Must provide all waste tonnages to SHE Officer by the 2 nd of every month	Global Requirements
9	Must provide traceability of all waste streams	Cradle to grave, OBP waste handler audit
10	To provide fluorescent tube box for disposal of fluorescent	NEM: Waste Act 59 of 2008
11	Skip bins to be in place 24/7	OBP Waste Management Policy
12	Waste handlers on the OBP site to put on PPE when handling waste	OHS Act 85 of 1993 as amended
13	Registered with SAWIC as transporter and manage the waste in such a manner that does not endanger health or the environment or cause a nuisance through noise, odour, or visual impacts	SAWIC
14	Must be accredited to ISO 14001:2015	ISO 14001:2015
15	Waste to be collected every Tuesday and Friday every or any point when the service provider is called on site for compactable general waste (non-hazardous waste)	

ACCESS TO SITE

The service provider will provide OBP with a list of names of its employees who will be rendering the contracted services. Unidentified employees, and employees whose names do not appear on the list, will not be allowed access to the OBP premises. Service provider to collect and deliver at OBP hours.

PERFORMANCE MANAGEMENT

The service provider will:

- At all times during the rendering of the contracted services ensure strict and effective supervision of the work and of its employees.

- At all times respond to the reasonable instructions or requests of the OBP contact person.
- Furnish OBP with an annual plan/schedule, detailing the manner in which all areas on the OBP site needing the specified services shall be adequately covered. Any additional services should also be included in the plan/schedule.
- Furnish OBP with a monthly report stating services delivered as well as progress made in implementation of the plan/schedule furnished to OBP.
- Furnish OBP with plans to deliver on undelivered services and reasons for omitted services as part of the monthly report. Plans to prevent reoccurrences will also be part of the report.
- OBP shall audit the service provider for compliance twice a year.
- OBP shall ensure that the service provider's contract manager adheres to all scheduled meetings stipulated by OBP Environmental Management Office (EMO).
- OBP shall ensure that the service provider's Safety, Health and Environment (SHE) officer visits the site and liaise with OBP Health, and Safety Manager should it be requested.
- OBP shall ensure that the service provider's SHE Officer participates in the OBP's SHE Committee meetings according to schedule.

Pricing schedule

1. General waste assessment, collection, transportation, treatment, and disposal fee

Waste stream	Monthly Rate (Exc. Vat)	Vat (15%)	Monthly Rate (Inc. Vat)
General waste			

2. Hazardous waste assessment, collection, transportation, treatment, and disposal fee

Waste Stream	Unit of measure	Unit Price (Excl. VAT)	VAT 15%	Unit Price (Incl. VAT)
Chemical waste	kg			
Biological waste	kg			
Medical waste	kg			
Fluorescent tubes	kg			
Oil	Per litre			
Testing of unknown substances	Kg/sample			
Effluent	Per litre			
Animal carcasses	kg			

Animal bedding	kg				
Sharps	Per liter				
Pharmaceuticals	kg				

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.

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- 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.
- 3.4 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.
- 3.5 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.
- 3.6 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

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.

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
.....
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Position	Name of bidder

Terms and Conditions:

- Submission should be no later than (7 February 2023, 15H00)
- 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**
- Quotations must be emailed back to: purchasing@obpvaccines.co.za**
- If no reply after 14 days of closing date your RFQ was unsuccessfully**
- Orders above 30K will be BEE evaluated
- 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*

I agree that the offer herein shall remain binding upon me and open for acceptance by OBP during the validity period indicated.

Signature

Date