

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department
Date: Sep 03 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/OBP145/2025/26

Compulsory Document Requirements	Yes/No
Provide qualification of Developer/s - must have the following: <input type="checkbox"/> Minimum NQF 6 Formal Education in IT, Information Systems or related <input type="checkbox"/> Certifications in programming languages, frameworks or project management	
Provide CV of Developer/s - must have a minimum of 5 year experience in programming language front-end and back-end, databases, Web Design tools, SEO Principles.	
Provide details of where the website will be securely hosted.	
Provide these three (3) copywriting credentials must be valid: - SEO Copywriting Certification - Conversion Copywriting Certification - Content marketing certification	
Provide three (3) contactable reference letters that demonstrate experience with similar work having been done.	
Provide qualification for Website Support and Maintenance individual/s - Minimum NQF 6 Formal Education in IT, Information Systems or related	
Bidder must be registered (active status) on CSD and provide a CSD report not older than 2 months (using the RFQ closing date). International company's to submit SBD 1	
Provide CV of individual/s for Website Support and Maintenance - must have minimum of 5 years experience in Proficiency in web technologies, Server management, Content Management System, Security, Backup and Recovery, Performance Optimisation, Analytics and Troubleshooting Tools	

Declarations SBD4 (Completed, signed & submitted)	
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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
24 Month	Post-Implementation Services	<ul style="list-style-type: none"> • Maintenance & Support • Secure Hosting • SEO & Reporting
1	Website Development & Design (Once-off)	<ul style="list-style-type: none"> • Custom Design & UI/UX • Front-end Development (HTML/CSS/JS) • Back-end Development (CMS & Functionality) • Initial SEO Setup (Keyword research, On-page) • Testing & Deployment

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

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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2.2 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 **(Sep 17 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

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

TERMS OF REFERENCE – THE APPOINTMENT OF A SERVICE PROVIDER TO DESIGN, DEVELOP, CONDUCT THE MAINTENANCE AND SUPPORT OF A NEW OBP WEBSITE

INTRODUCTION

Onderstepoort Biological Products SOC Limited (OBP) is a State-owned company of the Department of Agriculture. OBP falls under schedule 3B of the Public Finance Management Act. The company must comply with the provisions of PFMA, PPPFA, Treasury Regulations as well as the Companies Act, No. 71 of 2008. OBP's corporate governance is also governed by the King IV Report. OBP manufactures vaccines that get distributed within and outside the borders of the Republic of South Africa.

PROJECT OVERVIEW

OBP requires the services of a supplier to design, develop, securely host, support and maintain a new OBP website. The website is intended to be the primary communication and commercial tool, reflecting OBP's brand, and providing seamless user experience across all devices. The successful supplier will be responsible for the full lifecycle of the website, from initial design and development through to post-implementation hosting, support and maintenance.

The creation of a modern, professional and high-performance corporate website that serves as a key asset for branding building, communication and commercial activities. Take over and manage the existing website while new website is under development. Supplier maybe required to work with other marketing partners internally or externally for the improvement of the website. The bidder must take over- the existing website and maintain it while the new one is under development

OBJECTIVES

- Develop a visually appealing user-friendly website
- Robust security features to protect data and maintain brand integrity
- Achieve high search engine rankings through effective Search Engine Optimisation (SEO)
- Integrate with existing and future OBP portals to provide a unified user experience
- Ensure the website is hosted on a secure, reliable, and high-performance

SCOPE OF WORK

The service provider will be required to provide the following services:

1. Website Development

- **Discovery & Strategy:** a kick-off meeting to define project scope, target audience and key performance indicators
- **Design:** create a custom, responsive, and mobile-first design that aligns with the corporate brand identity – including wireframes, mock-ups and a style guide
- **Content Management System (CMS):** development on a user-friendly and industry-standard CMS that allows non-technical users to easily update content
- **Functionality:**
 - **User-friendly Navigation:** Intuitive navigation and clear call-to-actions (CTAs)
 - **Contact Forms:** Secure and functional contact forms with spam protection
 - **Integration:** seamless integration with other specified company sites and portals via APIs or other secure methods
 - **SEO:** website must be built with SEO best practices in mind, including clean code, fast loading speeds, a site map and schema markup
 - **Analytics:** integration with Google analytics and other reporting tools
- **Testing:** Thorough testing across all major browsers and devices to ensure a bug-free consistent experience

2. Secure Hosting

- **Hosting Platform:** Provision of a secure, dedicated, or VPS hosting environment. Shared hosting is not an acceptable solution for a corporate website.
- **Security:**
 - **SSL Certificate:** Provision of a valid SSL/TLS certificate for HTTPS encryption.
 - **Firewall:** Implementation of a Web Application Firewall (WAF) to protect against common web attacks.
 - **Backups:** Daily, automated backups with a defined retention period.
 - **Security Monitoring:** 24/7 security monitoring for malware and vulnerabilities.
 - **DDoS Protection:** Protection against Distributed Denial of Service (DDoS) attacks.
- **Performance:** A guaranteed uptime of 99.9% and optimized server performance for fast page load times.

3. SEO Strategy & Implementation

- Keyword Research: Comprehensive keyword research to identify high-value, relevant search terms.
- On-page SEO: Optimization of meta tags, headings, content, and internal linking structure.
- Technical SEO: Optimization of the website's technical components to improve crawlability and indexing.
- Reporting: Monthly SEO performance reports detailing keyword rankings, organic traffic, and other relevant metrics.

4. Maintenance and Support

- Ongoing Support: Dedicated support for troubleshooting issues and bug fixes.
- Security Updates: Regular application of software and CMS updates, security patches, and plugin updates.
- Content Updates: A specified number of hours per month for minor content changes (e.g., text edits, image swaps).
- Performance Optimization: Ongoing monitoring and optimization of website speed and performance.
- Monthly Reporting: Comprehensive monthly reports covering website traffic, performance, security, and a summary of maintenance activities.
- Align the OBP website to our social media platforms

5. Target Audience

The target audience for the website is demographically diverse across age, gender, language, culture, and social economic status. The audience is also diverse in terms of their needs, from new and potential customers looking for animal vaccines, the general public wanting information on job opportunities and general interest stories, service providers on the lookout for business opportunities, to researchers and scholars with interests about our industry. Our audiences include but are not limited to:

- Our Stakeholders - Department of Agriculture and other Government departments and officials and quasi-government organisations
- Local, regional, and international customers
- Partners institutions e.g., research, veterinary, agricultural etc.
- Media (National, Regional, and International)
- Development organisations
- Educational institutions and professional associations
- OBP Staff

- General public

6. Duration

The successful bidder will be responsible for the full lifecycle of the website, from initial design and development through to post-implementation hosting, support and maintenance for a total period of two (2) years.

7. Outputs

- Design a new website for OBP: design an informative, engagingly interactive, user-friendly, and eye-catching, and professional website.
- Website development: develop and commission website based on agreed designs.
- Security: securely host the OBP website
- Maintenance, support, and optimisation of the website: provide ongoing maintenance, support, and optimisation to keep the website relevant and engagingly interactive.
- Dedicated Project Manager and Social Media Content Manager, with minimum of 3-4 updates per week or as directed by OBP.
- Current website: Host, maintain and support current OBP website.