

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department  
Date: Apr 01 2026  
Tel: 012 522 1500  
Fax: N/A  
Email: [purchasing@obpvaccines.co.za](mailto:purchasing@obpvaccines.co.za)

To:  
Supplier:  
Tel:  
Fax:  
Email:

**Kindly provide the quotation for the following: RFQ/OBP464/2025/26**

<b>Compulsory Document Requirements</b>	<b>Yes/No</b>
Compulsory site briefing to be attend, at OBP Offices (100 Old Soutpan Road, Onderstepoort, 0110). Must be there before or on time as stipulated on the document and wear PPE clothing before entering the premises.	
Specifications / Catalogue / COA / Data sheet of the item/s to be provided with quote	
Provide proof of previous supply for the items being requested or similar in the past 24 months (stamped Invoices or delivery note or reference letters). must be a minimum of 2	
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 <a href="mailto:purchasing@obpvaccines.co.za">purchasing@obpvaccines.co.za</a> )	
SBD4 Bidders Disclosure - All suppliers MUST Complete, sign & submit the SBD4 declaration with their bid application.	

*Compulsory Sight Briefing Date: Apr 07 2026 10:00:00*

*Address: 100 OLD Soutpan RdOnderstepoort, 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**

<b>Price / Preference</b>	<b>Weighting percentage</b>
<b>Preference:</b>	<b>20%</b>
<b>Price:</b>	<b>80 %</b>
<b>Total must equal:</b>	<b>100%</b>

<b>OBP Onderstepoort Biological Products will award preference points as follows: Specific Goal</b>	<b>Points</b>	<b>Evidence required</b>	<b>Yes/No</b>
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.	
<b>Total points</b>	<b>20</b>		

**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.**

<b>Quantity</b>	<b>Product/Item Code</b>	<b>Specification</b>
1 each	Supply, Fabrication, Delivery and Installation of GMP Stainless Steel Laboratory Furniture	Please see attachment

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

- The contractor shall **design, manufacture, supply, deliver, install, and commission** pharmaceutical / food grade stainless steel laboratory benches, drawers, sinks, and taps for use in a **pharmaceutical / food grade laboratory operating at ISO Class 5 minimum.**

All equipment shall be suitable for:  
 Cleanroom and controlled environments  
 Frequent wet cleaning and chemical sanitisation  
 GMP, HACCP, and pharmaceutical hygiene requirements

**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](mailto: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 interest<sup>1</sup> 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:

.....  
 .....

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<sup>1</sup> 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 consortium<sup>2</sup> 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.  
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH

<sup>2</sup> 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.

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 **(Apr 13 2026 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

# **TERMS OF REFERENCE - SUPPLY, FABRICATION, DELIVERY AND INSTALLATION OF GMP STAINLESS STEEL LABORATORY FURNITURE FOR J4 LAB (OBP RDV DEPARTMENT)**

## **1. Scope of Work**

The contractor shall design, manufacture, supply, deliver, install, and commission food-grade stainless steel laboratory benches, drawers, sinks, and taps for use in a GMP pharmaceutical / food grade laboratory operating at ISO Class 5 minimum.

All equipment shall be suitable for:

- Cleanroom and controlled environments
- Frequent wet cleaning and chemical sanitisation
- GMP, HACCP, and pharmaceutical hygiene requirements

## **2. Applicable Standards & Compliance**

The complete installation shall comply with, but not be limited to, the following:

- ISO 14644-1 – Cleanrooms and associated controlled environments
- GMP
- EHEDG hygienic design principles (*You will determine within RDV if this is necessary. It stands for European Hygienic, Engineering & Design Group. Its an associating based in Europe of pharmaceutical and food equipment manufacturers. They have developed their own group standards but not everyone conforms to them - Adcock doesnt care about it. I don't know if OBP does.*)
- ASME BPE hygienic surface finish guidance The supplier shall confirm compliance in writing.

## **3. General Design Requirements (GMP Critical)**

- Fully crevice-free hygienic design
- No hollow, unsealed sections
- No exposed threads within product/sample contact or cleaning zones
- Fully drainable horizontal surfaces
- All welds continuous, ground flush, and polished
- No silicone sealants permitted in product-exposed areas
- Adjustable levelling feet sealed to floor interface
- Design to minimise particle generation and microbial harborage

## **4. Material Specifications (Mandatory)**

### **4.1 Stainless Steel Grade**

- Food grade 316L stainless steel for:
  - Worktops

- Legs
- Frames
- Drawers
- Sinks
- Taps
- Material certificates to be provided on request

## 4.2 Surface Finish

- Work surfaces:
  - $Ra \leq 0.8 \mu\text{m}$ , mechanically polished
- Non-product contact surfaces:
  - $Ra \leq 1.2 \mu\text{m}$
- All finishes to be uniform, non-directional where practical

## 5 Table & Bench Construction Specifications

### 5.1 Dimensions (Fixed)

- Window bench (long bench):
  - Length: 6500 mm
  - Depth: 800 mm
- Central laboratory benches (2 units):
  - Length: 2800 mm each
  - Depth: 1200 mm each
- Working height:
  - $900 \text{ mm} \pm 10 \text{ mm}$  (excluding levelling feet)

### 5.2 Steel Thickness (Best Practice – GMP Grade)

Component	Minimum Thickness
Worktop plate	2.0 mm solid sheet
Under-shelf (if applicable)	1.5 mm
Drawer bodies	1.2 mm
Legs (round or square)	1.5 mm
Support frames & bracing	Ø50 mm x 1.5 mm wall (or 50×50×1.5 mm)

No lightweight or domestic grade constructions will be accepted.

### 5.3 Structural Design

- Fully welded construction (no pop rivets)
- Reinforced underside for vibration control
- Load rating:
  - Minimum 300 kg uniformly distributed load per bench
- Anti-racking cross bracing incorporated without creating dirt traps

## 6. Drawers – GMP Specification

- Fully enclosed, seamless stainless steel drawer bodies
- Soft-close, full-extension telescopic rails, stainless steel
- Sloped or flush drawer fronts (no horizontal dirt ledges)
- No sharp internal corners (minimum 3 mm radius)
- Maximum drawer height to prevent overloading
- Drawers removable for deep cleaning without tools

## 7. Sinks – Hygienic Design

### 7.1 Sink Material & Construction

- Food grade **316L stainless steel**
- Fully welded bowl, no pressed seams
- Internal corners radiused  $\geq 10$  mm
- External corners sealed and polished
- Integrated splashback where applicable

### 7.2 Sink Thickness

- Bowl thickness: **1.5–2.0 mm**
- Surround/top integration thickness: **2.0 mm**

### 7.3 Drainage

- Hygienic basket strainer, stainless steel
- No threaded plastic fittings
- Fully drainable geometry

## 8. Taps / Faucets – GMP Grade

### 8.1 Material

- Food grade **316L stainless steel body and internals**

### 8.2 Type

- **Deck-mounted, gooseneck laboratory taps**
- Either:
  - **Elbow-operated**, or
  - **Hands-free (knee or sensor-activated)** for GMP areas

### 8.3 Design Features

- Laminar flow outlet
- No aerators that trap contaminants
- Smooth internal bore
- Hot and cold or RO water as specified

- Validation-friendly design (no hidden voids)

## 9. Installation & Site Requirements

- On-site installation included
- Levelling feet:
  - Stainless steel
  - Hygienic design
  - ±25 mm adjustment
- All joints sealed using GMP approved methods
- Final cleaning prior to handover

## 10. Documentation & Deliverables

The supplier shall provide:

- GA drawings for approval prior to fabrication
- Material certificates
- Surface finish confirmation
- Weld finishing method statement
- Cleaning & maintenance instructions
- Warranty (minimum **12 months**)

## BILL OF QUANTITIES (BOQ)

### Section A – Stainless Steel Benches

Item No.	Description	Dimensions in mm	Quantity
A1	GMP stainless steel bench – window side	6500 × 800 × 900(height)	<b>1</b>
A2	GMP stainless steel - central bench	2800 × 1200 × 900(height)	<b>2</b>

### Section B – Drawer Units

Item No.	Description	Configuration	Quantity
B1	Stainless steel drawer unit	3-drawer module, soft-close	As integrated
B2	4-drawer module	soft-close	As integrated

*(Supplier to indicate number and layout per bench in submission)*

### Section C – Sinks

Item No.	Description	Size in mm	Quantity
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C1	GMP stainless steel sink, welded bowl	500 × 400 × 300 deep (or equivalent hygienic size)	As specified
C2	Hygienic basket waste & trap	Stainless steel	Per sink

### Section D – Taps / Faucets

Item No.	Description	Type	Quantity
D1	GMP stainless steel sink tap	Elbow-operated / hands-free	Per sink
D2	Connection fittings	Stainless steel	Per tap

### Section E – Installation & Commissioning

Item No.	Description	Quantity	
E1	Delivery to site	1 lot	
E2	Installation & levelling	1 lot	
E3	Final GMP cleaning	1 lot	
E4	Documentation & handover	1 lot	

## 11. Supplier Submission Requirements

Service providers shall include:

- Detailed drawings
- Confirmation of all thicknesses
- Confirmation of surface finish Ra values
- Deviations (if any) clearly stated
- Lead time
- Warranty terms