

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From: Supply Chain Department  
Date: Mar 13 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/OBP430/2025/26**

<b>Compulsory Document Requirements</b>	<b>Yes/No</b>
SBD4 Bidders Disclosure - All suppliers MUST Complete, sign & submit the SBD4 declaration with their bid application.	
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> )	
Provide two (2) reference letters of previous work done as per the below terms of reference or similar work done in the past 24 months.	
Waste Destruction Facility License - Service Provider shall provide proof of an agreement with a licensed waste disposal facility where the waste shall be disposed.	
Gauteng Waste Information System registration - Proof to be provided	
Should be a member of National Contract Cleaners Association (NCCA) - Proof to be provided (Valid with closing date of RFQ)	
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. (Provide proof of a valid Waste Accreditation Permit and relevant permits relating to waste management.)	

### **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).

<b>Preference Point allocation – 80/20</b>	
<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: <u>Specific Goal</u></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 of Hygiene equipment (Once-off)	Refer to Pricing Schedule on section 3 of the scope of work
12 Each	Hygiene Service over a period of 12 Months.	Refer to pricing schedule on section 3 of the scope of work

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

- The service provider shall supply and install hygiene equipment made entirely of stainless steel suitable for use in hygienically sensitive environments such as laboratories pharmaceutical.

**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:  
 .....  
 .....

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

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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.

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 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.

<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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

**Terms and Conditions:**

- Submission should be no later than **(Mar 19 2026 16:00:00)**
- 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

**Title:**

Appointment of a service provider for supply, install, service, maintain, and manage hygiene and sanitation solutions at OBP for a period of 12 Months.

**Scope:**

The appointed Hygiene Service Provider shall supply, install, service, maintain, and manage hygiene and sanitation solutions at OBP for a period of 12 Months.

All equipment supplied under this contract shall be provided on a **rent-to-own basis**, whereby ownership of the equipment will transfer to OBP at the end of the contract period under the following conditions.

- The service provider retains responsibility for maintenance and servicing during the contract period.
- Monthly service fees shall include equipment rental, maintenance, and servicing.
- At the **end of the contract term**, full ownership of all installed equipment shall **transfer to OBP at no additional cost**.
- The equipment must be in **good working condition at the time of transfer**.

The service provider must provide an **asset register of all installed equipment**.

Services shall include, but not be limited to:

- Washroom hygiene services
- General hygiene consumables supply
- Deep cleaning of Basins, Showers, Toilet Seats and Urinals

**1. Hygiene Equipment & Consumables**

The service provider shall supply and install hygiene equipment made entirely of stainless steel suitable for use in hygienically sensitive environments such as laboratories and pharmaceutical.

**1.1 Washroom Equipment**

- Sanitary bin units (feminine hygiene disposal units)

<b>Specification</b>	<b>Requirement</b>
Material	Stainless Steel
Capacity	Minimum 15–20 litres
Operation	Foot pedal or hands-free mechanism
Internal Liner	Removable sanitary liner
Odour Control	Sealed lid and deodorizing system
Servicing	Weekly

- Hand Soap dispensers

<b>Specification</b>	<b>Requirement</b>
Material	Stainless Steel
Capacity	Minimum 800ml – 1 litre
Type	Touch-free
Refilling	Easy refill cartridge or refillable tank
Drip Prevention	Anti-drip valve
Service	Monthly

- Hand sanitiser dispenser

<b>Specification</b>	<b>Requirement</b>
Material	Stainless Steel
Capacity	Minimum 800ml – 1 litre
Type	Touch-free
Refilling	Easy refill cartridge or refillable tank
Drip Prevention	Anti-drip valve
Service	Monthly

- Paper towel dispensers

<b>Specification</b>	<b>Requirement</b>
Material	Stainless Steel
Capacity	110m – 125m Roll
Mounting	Wall mounted
Type	Automatic (Battery powered)

- Air freshener dispenser

<b>Specification</b>	<b>Requirement</b>
Material	Stainless Steel
Type	Automatic programmable dispenser
Operation	Battery-operated timer spray system
Coverage Area	Minimum 20–30 m <sup>2</sup>
Mounting	Wall mounted
Refill Type	Replaceable aerosol cartridge
Programming	Adjustable spray intervals

- Toilet seat cleaner/sanitiser dispenser

Specification	Requirement
Material	Stainless Steel
Capacity	Minimum 500ml – 1 litre
Mounting	Wall mounted
Operation	Touch free/Automatic
Application	Used with toilet paper to sanitize toilet seats
Maintenance	Refilling during scheduled servicing

- Urinal Sanitizer

Specification	Requirement
Material	Stainless Steel
Odour Control	Continuous deodorizing action
Servicing	Replaced during scheduled servicing

- Waste Bin

Specification	Requirement
Material	Stainless Steel
Capacity	Minimum 20
Mounting	Wall mounted
Lid	No lid
Internal Container	Removable liner

## 1.2 Consumables

Item No	Consumable	Specification
1	Paper Towel	2Ply (110-125m) Roll to fit in the dispenser
2	Hand Soap	800ml-1L Foam soap specially formulated to prevent skin from drying. (Fit for purpose)
3	Hand Sanitizer	Antibacterial and prevent hands from drying
4	Toilet Seat Cleaner	500ml-1L Quick dry (Fit for purpose)
6	Bin Liners	480 x 550mm - 30micron
7	Urinal Screens	Concentrated enzyme-based cleaning urinal mats universal fit (approx. 170-180mm)

All consumables must be:

- Fit for purpose
- All equipment must battery powered

## 2. Once-off Equipment

### 2.1 Industrial floor scrubbing machine with a 425 mm scrubbing width **with a Tank**

Specification	Requirement
Scrubbing Width	425 mm (minimum)
Tank Capacity	Minimum 10 – 15 litres
Motor Power	Minimum 1000W
Brush Speed	150 – 200 RPM
Voltage	220V – 240V
Power Cable Length	Minimum 10 meters
Weight	Minimum 35 kg (for effective scrubbing pressure)
Cleaning Productivity	Minimum 1,200 m <sup>2</sup> per hour
Noise Level	Maximum 70 dB preferred

### 2.2 Industrial-grade vacuum cleaner with a minimum capacity of 80 litres

Specification	Requirement
Tank Capacity	Minimum 80 litres
Tank Material	Stainless Steel (Grade 304 preferred)
Type	Wet and Dry Vacuum Cleaner
Motor Power	Minimum 2000W – 3000W
Voltage	220V – 240V
Suction Power	250 mbar or equivalent
Air Flow Rate	Minimum 100 L/s
Mobility	Heavy-duty castor wheels for easy movement
Power Cable Length	Minimum 8 – 10 meters
Drain System	Bottom drain hose for liquid disposal

### 2.3 Steam mop

Specification	Requirement
Type	Industrial Steam Mop
Boiler Capacity	Minimum 1.5 – 2 litres
Heating Power	Minimum 1500W – 2000W
Steam Pressure	Minimum 3 – 4 bar
Steam Temperature	Minimum 120°C
Power Supply	220V – 240V
Power Cable Length	Minimum 7 – 10 meters

### 3. Pricing Schedule

Item No	Equipment Description	Qty	Service interval	Monthly Rental per Unit (ZAR)	Total Contract Price (ZAR)
<b>Once-off Supply and Installation</b>					
1	Sanitary Waste Bins as per specification	34	Once-off	-	
2	Hand Soap Dispensers as per specification	40	Once-off	-	
3	Hand Sanitiser Dispenser as per specification	40	Once-off	-	
4	Paper Towel Dispenser as per specification	32	Once-off	-	
5	Air Freshener Dispenser	36	Once-off	-	
6	Toilet Seat Cleaner Dispenser	61	Once-off	-	
7	Urinal Sanitiser	13	Once-off	-	
8	Waste Bin (Ablution Areas)	36	Once-off	-	
9	Industrial-grade vacuum cleaner with a minimum capacity of 80 litres	4	Once-off	-	
10	Industrial floor scrubbing machine with a 425 mm scrubbing width with a tank	4	Once-off	-	
11	Industrial-grade steam mop	4	Once-off	-	
<b>Total 1</b>					
<b>Service of hygiene equipment</b>					
9	Sanitary Waste Bins as per specification	34	Weekly		
10	Hand Soap Dispensers as per specification	40	Monthly		
11	Hand Sanitiser Dispenser as per specification	40	Monthly		
12	Paper Towel Dispenser as per specification	32	Monthly		
13	Air Freshener Dispenser	36	Monthly		
14	Toilet Seat Cleaner Dispenser	61	Monthly		
15	Urinal Sanitiser	13	Monthly		
16	Bin Liners as per specification (Per month)	720	Monthly		
17	Urinal Screen (Pmat)	11	Weekly		
18	Deep cleaning of (57 basins, 41 showers, 13 urinals, 61 toilet seats)	4	Quarterly		
<b>Total 2</b>					
<b>Total Contract Value (TCV) [Total 1 + Total 2]</b>					



#### **4. Compulsory Requirements**

- A valid Authorization Certificate for the transportation of health care risk waste as issued by the Gauteng Department of Agriculture and Rural Development in terms of the Gauteng Health Care Waste Management Regulations, 2004 and any amendments thereto.
- A valid Certificate of Registration as a Hazardous Waste Transporter as issued by the Gauteng Department of Agriculture and Rural Development in terms of the Gauteng Waste Information System.
- The Service Provider shall provide proof of an agreement with a licensed waste disposal facility where the waste shall be disposed.
- NCCA (National Contract Cleaners Association) registration