

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

ONDERSTEPSPOORT BIOLOGICAL PRODUCTS LTD
PRIVATE BAG X7, ONDERSTEPSPOORT 0110

From:
Date: 16 May 2022
Tel: 012 522 1500
Fax:
Email: purchasing @obpvaccines.co.za

To:
Supplier:
Tel:
Fax:
Email:

Kindly provide the quotation for the following: **OBP 117/2022/2023**

Time Period: **3 months**

Quantity	Product/Item Code	Specifications
APPOINTMENT OF A SERVICE PROVIDER FOR THE REVIEWING OF HR POLICIES OF ONDERSTEPSPOORT BIOLOGICAL PRODUCTS FOR A PERIOD OF 3 MONTHS		

1. BACKGROUND & PURPOSE

- 1.1 The Onderstepoort Biological Products (OBP) has recently embarked on a review of its organizational structure which its Board had subsequently approved for implementation. OBP is seeking the services of a Service Provider to review HR policies, strategies, frameworks and Standard Operating Procedures (SOP's) to ensure alignment with its mandate and applicable legislation.

2. SCOPE AND DEFINITION OF WORK

- 2.1 The service provider must within a timeframe of 3 months execute the following:
- Analyse existing HR policies, frameworks, procedures, and SOPs to identify the deficiencies in respect of the HR value chain.
 - Policies and procedures should adhere to good practice and must be aligned to the OBP mandate, vision, mission, and organisational values
 - Develop and review existing HR policies and procedures in line with current legislation
 - Develop and provide an electronic catalogue and library on all HR policies and procedures for OBP

- Present draft policies to organised labour to obtain buy-in.

3. DELIVERABLES

- 3.1 The service provider will be responsible for the following deliverables:
- Conduct policy gap analysis to ensure HR value chain is complete.
 - Present a report with recommendations on finding of gap analysis,
 - Conduct research on best HR policy practices aligned to legislative requirements and benchmark within industry.
 - Align Policies to the legislative framework – (Labour Relations Act, Basic Conditions of employment act, Employment Equity Act, Skills development Act, among other)
 - Review existing policies, processes, frameworks and SOP's and develop new policies, processes, frameworks and SOPs identified in terms of the policy gap analysis
 - Consult with relevant stakeholders/ departments/ individuals/ Labour to solicit inputs
 - Prepare policies, procedures, frameworks and SOPs for approval process by way of submission to CEO
 - Provision of an electronic library on all HR policies, frameworks, procedures and SOPs in MS Word on an external hard drive or suitable device for ease of downloading.
 - Develop a policy advocacy programme including change management aspects for implementation by OBP.
 - Develop skills transfer plan for HR staff to ensure the skill of review, develop and advocacy of HR policies are sustained

- 4.1 Service provider will be expected to work both virtually and on-site as and when required.

The following resources will be provided to the successful service provider to enable the effective completion of the project:

- Annual Performance Plan (APP)
- Corporate Plan
- Existing HR Policies, SOPs and Procedures

- 4.2 A Service Level Agreement will form the basis of managing the contract. The appointed service provider will be expected to attend weekly status update meetings and provide written report(s) on progress for these meetings or as and when required to the HR Manager. The service provider may be required to present findings to the board, if so required.

- 5.1 The service provider should have the following skills and expertise:
- 5.1.1 The appointed service provider will be required to submit a company profile that highlights capabilities and experience in the review and design of policies, processes, frameworks, and SOP's.
- 5.1.2 A minimum of 5 team members in possession of a tertiary qualification in Human Resources with a minimum of 3 years' experience in the review and development of policies, processes, frameworks and SOP's, analysis methodologies, process improvement or business optimization. (Attach CV's and copy of qualifications for each team member).

- 5.1.3 Team leader(s) must hold a master's degree in the Human Resources field with a minimum of 10 years' experience in the review and development of policies, processes, frameworks and SOP's, analysis & methodologies, process improvement or business optimization (Attach CVs with copies of qualifications).
- 5.1.4 Skills required: Research, analytical, report writing, facilitation, presentation, and communication skills.
- 5.1.5 The Service Provider must ensure that people with relevant skills are part of the project. A team profile containing names, qualification, experience of persons who will be directly involved in a project must be submitted.
- 5.1.6 The service provider should provide a detailed project plan on the timeframes and deliverables with durations of each milestone.
- 5.1.7 The service provider should provide no less than 3 references, duly signed by the relevant authority and on a company letter head clearly stating the details of the project, the duration, and the performance of the service provider. The reference should not be older than 3 years.

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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

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.

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, 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 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

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.
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Terms and Conditions:

- Submission should be no later than (29 May 2022, 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*

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

Signature

Date