

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

ONDERSTEPOORT BIOLOGICAL PRODUCTS LTD
PRIVATE BAG X7, ONDERSTEPOORT 0110

From:
Date: 3rd May 2021
Tel: 012 522 1500
Fax:
Email: purchasing@obpvaccines.co.za

To:
Supplier:
Tel:
Fax:
Email:

Kindly provide the quotation for the following: RFQ: OBP 321/2021

Quantity		Product/Item Code
	Validation of Uni-Directional Flow Cabinets, Air Handling Units (AHU), and Biosafety Cabinets, as per the attached technical specification:	
12		Biosafety Cabinets
18		Overhead Uni-Directional Flow / LAF Units
24		Uni-Directional Flow / LAF Benches
11		Air Handling Units
5		Fan Filter Units
1		Fume Cabinet

Technical Specification for service and Validation of Uni-Directional Flow Cabinets, Biological Safety Cabinets, and Air Handling Units:

Supplier Technical Requirements:

- Current SANAS Accreditation (provide certificate)
- Must have experience, competence, and expertise in the validation of Laminar Flow Cabinets, Biological Safety Cabinets, & AHU's (provide references for similar work successfully completed)

Safety Requirements:

- Supplier must submit a hardcopy Safety File for review by OBP **before** booking the start of onsite validation work.
- Supplier must provide any necessary PPE (Safety Shoes, Overall, etc)
- Biosafety Cabinets must be decontaminated by the respective department prior to validation being performed. The respective department must provide proof of the decontamination.

Procedural Requirements:

- The validations are per ISO 17025 and ISO 14644 requirements.
- All validation equipment must be calibrated (certificates required)
- Ensure that the cabinet/equipment is operational.
- Confirm that fumigation or decontamination has been completed (if applicable)
- Testing is done at the filter face. An anemometer is used to measure the airflow velocity through the filters; and a DOP generator and Photometer are used to challenge the filters with an oil mist which is introduced upstream of the filter and scanned downstream for penetration.
- Velocity Testing:
 - Velocity through the filters on Uni-Directional Flow Benches and Biosafety Cabinets (Class II) must be set between 0.43 to 0.48 m/sec.
 - The velocity through the front aperture of Biosafety Cabinets (Class I) must be set to approximately 0.70 m/sec.
 - A mark must be made on the speed controller (Uni-Directional Flow Benches only) indicating the set speed position. This mark will vary from service to service as the filter life decreases.
- DOP Testing:
 - DOP Testing is done using a DOP photometer and aerosol generator to create the oil mist. The oil mist is introduced to the upstream side of the airflow in the unit allowing sufficient mixture with the airflow so that an accurate upstream reading can be attained.
 - The downstream sampling will be done once the DOP Photometer is correctly set up, by scanning the entire face and around the seals of the filter.
- Smoke Visualisation testing must be performed for all Biosafety Cabinets and Fume Cabinets.
- If an equipment is damaged it must be repaired and revalidated (additional work outside of this scope, to be quoted separately on request)
- Affix a validation status label to the equipment after validation is completed: A red label must indicate "Do Not Use". A white label must indicate the successful validation with certificate number, date of validation, and date of expiry.
- Completed detailed Validation Certificates must be issued to OBP in hardcopy and pdf format, and must include the following information:
 - Equipment description
 - Equipment MSI number (eg, 103-LF02)
 - Asset Number (eg, 01538)
 - Location of equipment
 - Full description of filters including size, rating, and specification
- Filenames of PDF format certificates must include the Department abbreviation, Equipment Type, and MSI number (eg: BV LAF Unit 103-LF02)

Equipment to be validated:

- 12 x Biosafety Cabinets
- 18 x Overhead Uni-Directional Flow / LAF Units
- 24 x Uni-Directional Flow / LAF Benches
- 1 x Fume Cabinet
- 11 x Air Handling Units
- 5 x Fan Filter Units

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. To give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1 Full Name of bidder or his or her representative:

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2.2 Identity Number:

2.3 Position occupied in the Company (director, trustee, shareholder²):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

2.6 VAT Registration Number:

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / perusal numbers must be indicated in paragraph 3 below.

¹ "State" means (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) any municipality or municipal entity.

(c) provincial legislature.

(d) national Assembly or the national Council of provinces; or

(e) Parliament.

² "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person:

.....

connected to the bidder is employed

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative. work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

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2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

2.10 Are you, or any person connected with the bidder, **YES/NO**

aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

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2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO** of the company have any interest in any other related companies whether they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax	State Employee Number / Perusal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Terms and Conditions:

- Submission should be no later than **(10th MAY 2021, 15H00)**
- Please indicate your offer validity and lead time:
- All prices must be VAT exclusive, 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