

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From:  
Date: 21<sup>st</sup> July 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 545/2021**

Quantity	Product/Item Code	Specification
		<b>GMP Specification Project adjudication</b>

### **PROVISION OF PROFESSIONAL PROJECT CONSULTANT SERVICES ON CONSTRUCTION PROJECTS WITH EXPERIENCE IN GMP**

#### **Background**

OBP produces veterinary vaccines for livestock protection against bacterial and viral diseases. In pursuit of international quality standards, OBP is upgrading its facilities, equipment, and processes in pursuit of international quality standards in the manufacture of vaccines. An infrastructural upgrade project is underway to modernise the facility into a Good Manufacturing Practice (GMP) compliant building. The objective is to have the facility, including its equipment and processes to be certified GMP compliant. A team of engineering contractors have been appointed including Project engineers and multi-disciplinary team of professional. The built of the facility is made up of three phases: building modification/ demolition; reconstruction and qualification; and migration of production equipment and processes to the upgraded facility.

## **Purpose and Objectives**

OBP seeks to appoint a service provider with expertise within the construction sector to perform the following objectives.

### **Objectives:**

- To assist in the adjudication of the Management, administration, and monitoring the contracts costs and processes, including the preparation and co-ordination of the costs procedures and documentation to assist in confirming what has been paid by the finance department and what has been delivered and completed on site by the principal contractor and their sub-contractors.
- To confirm the Client's expenditures in accordance with acceptable standards
- Fulfil and complete the necessary costs documentation to facilitate effective review by the client on works completed, handover and operation of the project in accordance with the project brief and deliverables set out.

### **Services**

Review estimates for proposed variations for client decision-making

- Review site, technical and progress meetings that may have a cost implication
- Review adjudicated and resolved financial claims by the contractor on work done.
- Review adjudicated and resolved financial claims by the client on payments made.
- Review and comment on financial control system and reporting
- Review valuations for payment certificates issued by the principal agent
- Review any final accounts for the works on a progressive basis

### **Deliverables**

Estimates for proposed variations approved to date

- Confirm Valuations for payment certificates with actual work completed
- Advise on the review of Project Payment Summaries and Cost reports

- Confirm progressive and draft final account(s) completed with scope of work handed over to client

### **Expertise of firm or individual**

The firm should have full understanding of various systems and methods of construction, specialised services and installations, construction materials, production plant equipment and labour as well as the many forms of contract and sub-contract agreements available for use in the construction industry. Ideally the firm should have experience of 5-10 years in providing quantity surveying professional services within Built and construction environment.

The key personnel should be a Quantity surveying professional in the Built and construction environment with expertise on providing services on projects with values exceeding R350 million (inclusive of VAT).

Essential will be prior experience on providing advisory services regarding alternative procurement and contracting strategies, methods of construction, material, life cycle costs, value engineering alternatives and valuations of structures.

Registration with the South African Council for the Quantity Surveying Profession is compulsory.

Critical would be experience and expertise in providing professional project consultant services in the construction of buildings and facilities intended to attain GMP compliance standard.

### **Term**

The service contract will be for a term of three (3) years.

## Financial Implication

- Quote on rate per hour
- Quote on retainer

## Functionality

Interested service providers must obtain a minimum score of 70% of functionality to be eligible for evaluation in stage two.

Aspect	Functionality Criteria	Weight	Means of Verification
Company profile / Resources related to Quantity surveying professional services experience within the Built and Construction Environment.	<p>Proof that Tenderer has Quantity Surveying professional services work experience in Built and construction Environment with the last 10 years (maximum 5 references) [5 points per reference, maximum 25]</p> <ul style="list-style-type: none"> <li>• No reference = 0</li> <li>• 1 reference = 5</li> <li>• 2 references = 10</li> <li>• 3 references = 15</li> <li>• 4 references = 20</li> <li>• 5 references = 25</li> </ul>	25	Reference letters
	<p>Quantity Surveying professional services within Built Environment works value (Minimum points = Maximum Points = 15)</p> <p>Project value of less than 50 million = 5</p> <p>Project value of less than 100 million = 10</p> <p>Project value of R150 million = 15</p> <p>Project value of R350 million = 20.</p>	20	Reference letters
	<p>Principal Quantity Surveyor has 5-10 years quantity surveying experience in multidisciplinary projects, one of which is the GMP infrastructure project (15 points).</p> <p>Quantity Surveyor has 3-5 years quantity surveying experience in multidisciplinary infrastructure projects, but without a GMP project (10 points).</p> <p>Quantity Surveyor has less than 3 years</p>	15	Curriculum vitae

	quantity surveying experience in multidisciplinary infrastructure projects (5 points)		
Registration with the South African Council for the Quantity Surveying Profession	Registration with the South African Council for the Quantity Surveying Profession	10	Valid registration certificate
Approach Paper and Method Statement.	Method Statement that adequately details as a minimum the following items: <ul style="list-style-type: none"> <li>• Scope of work and cost control Project programme.</li> <li>• Contracts and contracting,</li> <li>• Risks to the project</li> <li>• Procurement and long lead items</li> </ul>	15	Project execution plan
Work Plan and Program.	The work plan that responds to the project approach and outlining the proposed sequence of activities. The work plan should show the <ul style="list-style-type: none"> <li>• proposed activities and project milestones complete with dependencies,</li> <li>• constraints,</li> <li>• resources,</li> <li>• risk allowances and time frames.</li> </ul>	15	Project execution plan
Total		100	

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## DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, 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:  
.....

2.2 Identity Number: .....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

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.

<sup>1</sup> "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.

<sup>2</sup> "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 **YES / NO**  
presently employed by the state?

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 **YES / NO**

the appropriate authority to undertake remunerative work outside employment in the public sector?

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:

.....  
.....  
.....

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, 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? **YES/NO**

2.10.1 If so, furnish particulars.

.....  
.....  
.....

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

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 **(3<sup>rd</sup> Aug 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](mailto: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