

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

ONDERSTEPOORT BIOLOGICAL PRODUCTS LTD  
PRIVATE BAG X7, ONDERSTEPOORT 0110

From:  
Date: 16<sup>th</sup> September 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 697/2021

Quantity	Product/Item Code	Specification
		Maintenance of EA Chiller & HVAC

### Technical Specification for Maintenance of EA Chiller & HVAC:

Supplier Technical Requirements:

- Supplier must have experience, competence, and expertise in the maintenance of Climaveneta Chillers, Air Handling Units, Steam coils & direct steam humidifiers, HEPA Filtration, and BMS controls (list of contactable references or agency agreements must be provided)
- Supplier must have permanently-employed refrigeration technicians with valid **SARACCA registration as Category B6: Air Conditioning & Refrigeration Practitioner**
- Supplier must have an established service operation in the Gauteng area, (within 100km of OBP site) to provide 24/7/365 standby, and cost-effective site support.

Safety Requirements:

- Supplier must submit a hardcopy Safety File for review by OBP **before** booking the start of onsite service work.
- Supplier must provide all necessary PPE for service technicians (Gloves, Safety Shoes, Overall, etc)

Procedural Requirements:

- Monthly Maintenance:
  - o For each of the 4 (four) AHU:
    - Exchange the primary intake filters with the spare set (already cleaned and dry).
    - Wash the primary filters, and allow to dry. Return the primary filters to the roof space.

- Record the combined pressure drop across Primary & Secondary filters. If greater than 450Pa, then the bag filter must be replaced.
- Record the pressure drop across the HEPA Filters. (If greater than 450Pa, then the HEPA filters must be replaced – outside of this scope)
- Clean and check the extract air filters. Replace as necessary to maintain desired airflow and negative pressure zones.
- Record the frequency of the Supply- and Extract Air Fan Drives (if at 50Hz, then investigate dirty filters or other flow restrictions)
- Ensure the units are all in AUTO mode. Test the LEAD/LAG function by switching the units from standby to duty and wait for the systems to start and stabilize. (This also allows the building to remain pressurized while the filters in the standby unit are replaced.)
- Check that the condensate trays and drains are clear, and draining correctly.
- Check the supply fan v-belts for wear and tension. Replace as necessary.
- Check the Danfoss drives for alarms or trips

o Inspect the complete chilled water piping and circulation system for signs of leaks, or damaged insulation.

o Inspect the complete steam supply piping, and condensate piping. Check for leaks, damaged lagging, missing supports, blocked/ passing steam traps, etc.

o Check the Chilled Water Circulation pumps: ▪ Change over the duty / standby – both in AUTO mode.

- Check bearing oil levels
- Check both pumps for leaks / noise / operation

o Record the chilled water inlet and outlet temperatures.

o Record the suction pressure, head pressure & water-off temperature.

o Record the compressors' amps per phase

o Check the condenser fans for operation

o Check for any chiller alarms or trips

o Discuss the overall AHU plant operation with the area supervisor; record and investigate any related concerns.

• Annual Maintenance (to be included with the initial monthly service):

o Replace the Compressor Oil

o Clean all condenser coils, and chilled water coils. (cleaning chemical must be compatible with Aluminium and Copper).

• Comprehensive service record to be completed and issued to OBP after each service.

• Supplier must provide any service equipment, tools and consumables (gauges, cleaning equipment, coil cleaner, etc)

• Any remedial work, including replacement filters, HEPAs, v-belts, refrigerant gas, replacement parts etc must be quoted for separately as required

• NOTE: The abovementioned maintenance service tasks and procedures may be amended from time to time when agreed in writing between the competent supplier and authorized OBP representative.

### **Equipment to be serviced:**

Climaveneta Air-cooled Chiller (FE/SRAT 1803 B) R22
2 x KSB Chilled water pumps and circulation system
Steam coil heating system, live steam humidifiers, condensate system
2 x AHU (#1 & #2)
2 x AHU (#3 & #4)
Primary, Secondary & HEPA filter specs TBA

**Service Interval:**

- **Every month, with initial annual service**

**DECLARATION OF INTEREST SBD 4**

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 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, 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.**

<b>Full Name</b>	<b>Identity Number</b>	<b>Personal Reference Number</b>	<b>Tax</b>	<b>State Employee Number / Perusal Number</b>


**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 **(29<sup>th</sup> September 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.*

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Signature

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Date