

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From:
Date: 16th 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 698/2021

Quantity	Product/Item Code	Specification

Technical Specification for Maintenance Service & Support of Standby Diesel Generators:

Supplier Technical Requirements:

- Supplier must have experience, competence, and expertise in the maintenance of Diesel Electric Generators, Automatic Transfer Panels, Generator Controls, etc (list of contactable references or agency agreements must be provided)
- Supplier must have permanently-employed technicians including:
 - o Diesel Mechanics (trade tested), and
 - o Electricians (trade tested)
- 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, Overalls, Hearing Protection, etc)

Procedural Requirements:

- Call-out Service: o An after-hours (24/7/365) call-out service must be available to attend to failures of the standby generating plant (including

emergency fuel supply, diesel mechanical faults, electrical faults, batteries, etc).

o The call-out service must remain in place for the duration of the 12-month SLA agreement.

o Supplier must stipulate the committed call-out response time.

• Annual Maintenance x 2 **(to be completed at the start and end of the 12-month SLA period):**

• For each of the 4 (four) Standby Generator Sets: ▪ Record and investigate any controller alarms

▪ Record the total running hours

▪ Record the battery voltage on standby, and during cranking.

▪ Record the battery charging voltage (both standby, and running)

▪ Check the starter battery terminals, lugs, and cables for corrosion or leakage. (clean / repair as required)

▪ Check the diesel tank level indicator / low switch if fitted

▪ Inspect the engine governing mechanism and control.

▪ Thoroughly inspect the condition of cable harnesses, spade connectors, etc. Ensure that all engine-mounted electrical components, relays, and cabling is securely fastened.

▪ Thoroughly inspect the condition of hoses and clamps (fuel, coolant)

▪ Check the condition of engine mounts / isolators

▪ Check the engine for any leaks (fuel, coolant, oil)

▪ Check the engine coolant pre-heating temperature.

▪ Replace Engine Oil & Engine Oil Filters

▪ Replace the Diesel Fuel Filters

▪ Clean the diesel fuel separator trap (if fitted)

▪ Replace the Air Intake Filter, and clean the centrifugal intake separator (if fitted)

▪ Flush and replace the Engine Coolant

▪ Clean the radiator core

▪ Replace the Auxiliary Drive Belts (Fan & alternator belts)

▪ Clean and de-grease the engine

▪ Observe electrical lockout safety, check tightness of main electrical connections and lugs on the generator and electrical panel. Confirm the machine earthing.

▪ Start the engine on test, and monitor operation: • Record the generator frequency and phase voltage

▪ Switch the unit on load:

• Record the generator frequency, phase voltage, and phase amps.

• Restore the mains power; observe auto transfer delay time, and cooldown time.

▪ Ensure all electrical panels are closed and locked.

▪ Remove all used parts, fluids etc from the area. Clean the generator room / enclosure.

▪ Switch the generator to AUTO, and double check the unit is ready to run.

o Complete a detailed service record for each generator set.

o Inform the OBP Engineer immediately if any deficiencies were found.

- o All service parts must be original equipment replacement parts.
- o Oils must meet the original manufacturers recommendations for grade and viscosity
- o Coolant must meet the original manufacturers specification.
- o All used parts, used oils, and coolants must be removed from site and disposed of by the supplier.
- o Supplier must allow for any service parts, service equipment, tools and cleaning consumables required. (Filters, v-belts, oils, coolant, tools, cleaning equipment, degreaser, etc)
- o Any remedial work, including replacement of engine parts, contactors, controllers, batteries, etc must be quoted separately for prior authorization under the SLA.

Equipment to be serviced / supported:

1) Coldroom Generator Set
ENGINE: KIRLOSKAR
HOUR: 167hours
POWER :125KVA
ENGINE TYPE :6R1080TA
Sr No :6H.2514/O40005
Rated KW/HP:115/156
RPM:1500
Rating STD: BS 5514
GOV:A2
2) Boiler House Generator Set
ENGINE: KIRLOSKAR
HOURS: 172hours
POWER: 200KVA
ENGINE TYPE:6SL1500TA
Sr No:F6.2511/0800016
Rated KW/HP:187/254
Rating STD:BS 5514
GOVERNIBG CLASS :A1
3) EA Generator Set
ENGINE: SCANIA
TYPE :DC1457
VARIAT:A41D
ENGINE NO:6507476
RATING:500KVA
HOUR:436
4) Substation 8 Generator Set
ENGINE: CATERPILLAR
RATING:500KVA
Ser NO:81Z09089

RPM:1500
POWER:540
HP:403.0KW
AR NO: IW9604
PERF SPEC:0T6506
Service Interval:

Service Interval:

- Initial annual service (as per above)
- Ongoing 24/7/365 call-out service for the duration of the 12 month SLA period.
- Final annual Service (as per above)

DECLARATION OF INTEREST SBD 4

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:

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 **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 **YES / NO**
document?

(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 / **YES / NO**
trustees / shareholders / members or their spouses conduct business with the state in the
previous twelve months?

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
 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?

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.

.....

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 **(29th 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.

Signature

Date