

REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

ONDERSTEPOORT BIOLOGICAL PRODUCTS LTD
PRIVATE BAG X7, ONDERSTEPOORT 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 702/2021

Quantity	Product/Item Code	Specification
		. Service of Microscopes

Technical Specification for Service of Microscopes:

Supplier Technical Requirements:

- Supplier technician must have experience, competence, and expertise in the servicing / calibration of microscopes. (provide agency agreement(s) or 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 service/calibration work.
- Supplier must provide any necessary PPE (Face Shield, Gloves, Safety Shoes, Overall, etc)

Procedural Requirements:

- OBP Microscopes are serviced at 12-month intervals, as follows:
- Set the correct interpapillary distance.
- Note any areas suggesting a need for mechanical and/or optical maintenance by operating it or observing a specimen.
- Sweep off dust on the outer surface with a soft brush. If there are any stains on the microscope frame, clean them with neutral detergent.
- Remove the revolving nosepiece, stage and condenser.
- Clean all exposed optics such as lenses of eyepieces and objectives.
- Mount the removed components to the microscope frame.
- Return the interpapillary distance to the original condition and prepare for the inspection.

- Do a final check inspection and ensure that the image is normal and without flares/ghosts or uneven illumination.
- Affix a service status label to the microscope after the service is complete: A red label must indicate “Do Not Use”. A white label must indicate the successful service with certificate number, date of service, and date of expiry.
- An individual service certificate must be issued for each microscope, including the following minimum information:
 - o Nature of service/calibration
 - o Description (make, model & serial no)
 - o Equipment no (eg 104-MC03)
 - o Location (Room no)
 - o Microscope status (Fit for use / Not fit for Use)
 - o Date
 - o Due date for next service / calibration
 - o Company name and details
 - o Technician name and signature

Equipment to be serviced:

- Total: 22 x Microscopes (Leitz, Wild Heerbrugg, Nikon, Olympus, Zeiss, Wiloverts Hund, etc)

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:

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2.2 Identity Number:

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

2.4 Company Registration Number:
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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:
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.....

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.

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

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