

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 703/2021

Quantity	Product/Item Code	Specification
		Panel of suppliers for Courier services of documents and small parcels 1kg Local in south Africa and the international market
		Supplier must have proof of footprint in courier services as per requirements
		12 Month contract for this service
		Prices per document and different countries international and prices in south Africa

SCOPE OF WORK

Same day services

- Weekend services
- After-hours services
- Public Holiday services
- Intra City services (within any main centre within 50km).
- Overnight express by 10h30

Remote area/Regional services.

- Budget (Road Freight) services
- Special delivery services which cover requirements over and above the standard services

- Appointed Service Provider will be expected to assist with the collection, delivery / distribution of parcels/letters, documents on a daily, weekly or month basis to different stakeholders, institutions, and individuals in and around South Africa. And International suppliers/customers

- The authorized representative of Courier Service will be required to furnish receipt for parcels and documents.

- The prospective Service Provider will ensure that all parcels/documents are delivered to the intended recipient.

- Upon prompt and correct delivery, the Service Provider will ensure that the intended recipient clearly indicates his /her full names, signature, and telephone number on the waybill.
- The Service Provider will furnish proof of delivery of parcels/documents to OBP with the required level of detail on a monthly basis.
- The Courier Service will return the undelivered parcels/letters within a week.

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 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:

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.

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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:

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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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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