

## REQUEST FOR QUOTATION FOR GOODS AND SERVICES



PM

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

From:  
Date: 03<sup>rd</sup> May 2021  
Tel: 012 522 1500  
Fax:  
Email: purchasing@obpvaccines.co.za

To:  
Supplier:  
Tel:  
Fax:  
Email:

**Kindly provide the quotation for the following: RFQ: OBP317/2021**

Quantity	Product/Item Code	
		OBP requires the services of a provider to preside as a chairperson(s) of disciplinary hearing(s)

### 1. BACKGROUND

Onderstepoort Biological Products (OBP) SOC Ltd is a state-owned company established by the Onderstepoort Biological Products Incorporation Act of 1999 and is responsible for the development, manufacturing, and distribution of animal vaccines in the country and beyond its borders. OBP is a schedule 3B public entity in terms of the Public Finance Management Act 1 of 1999, which reports to the Minister of Agriculture, Forestry and Fisheries (Executive Authority).

The core functions of OBP are to develop, manufacture, and distribute animal vaccines locally and globally to ensure food security through the promotion of animal health.

### 2. REQUIREMENT

OBP requires the services of a provider to preside as a chairperson(s) of disciplinary hearing(s).

### 3. SCOPE OF WORK

OBP seeks to appoint a service provider to preside and facilitate as a Chairperson(s) of disciplinary hearing(s).

The disciplinary hearing(s) shall be chaired by a neutral and independent chairperson who shall preside in all disciplinary hearing(s). The chairperson shall objectively and fairly:

Preside over and maintain order.

Exercise any other power or perform any other function that may be necessary or desirable to achieve the objectives of the hearing(s).

Conclude on the hearing(s) and provide reports to be filed and retained by OBP.

4. **The cost for presiding** (chairperson) the disciplinary hearing:  
Rates per hour

#### 5. **TIME FRAMES**

The contract shall be for a period not exceeding 12 months.

#### 7. **DOCUMENTS REQUIRED**

- 7.1 BEE Certificate or Affidavit
- 7.2 Tax Clearance Certificate
- 7.3 References of past and present clients
- 7.4 Company profile (indicating years of experience in similar projects)
- 7.5 Detailed proposal
- 7.6 Must be registered on CSD.

**SBD 4**

### **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. In order 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  
 2.4 Position occupied in the Company (director, trustee, shareholder?):  
 .....

2.5 Company Registration Number:  
 .....  
 .....  
 .....

2.6 Tax Reference Number:  
 .....  
 .....  
 .....  
 ...

2.7 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 / persal numbers must be indicated in paragraph 3 below.

“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:

.....

.....

.....

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 **YES / NO**

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, 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 or not 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 / Persal 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 **( 10<sup>th</sup> May 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