



OFFICE OF THE CHIEF REGISTRAR OF DEEDS

Directorate: Supply Chain and Facilities Management Services

Private Bag X918, PRETORIA, 0001; TEL: (012) 337 9339 WEB: www.dlrrd.gov.za

REQUEST FOR QUOTATION (RFQ)

See attached Terms of Reference / Specification

RFQ NO: CRD (021) 2026/27 CLOSING DATE & TIME: 09 October 2026 @ 11H00

1. The validity period of your quote is: (Tick applicable box)

30 days		60 days	
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2. Please indicate your delivery period: _____
3. Is the delivery period firm: Yes / No (delete which is not applicable)
4. Is/are the price(s) firm for the duration of the contract: Yes / No (delete which is not applicable)
5. Only firm prices will be accepted. Non-firm prices (including prices subject to rates of exchange variations) will not be considered.
6. Is the offer strictly to specifications: Yes / No (delete which is not applicable)
7. If not to specifications, state deviation(s): _____
8. Registration on Central Supplier Database (CSD) prior to submitting quotation is a mandatory requirement of this RFQ. Quotations received from none CSD suppliers will be disqualified. Please indicate your CSD Number below:
- | | | | |
|----------------|--|-----------------------------|--|
| CSD No. | | SARS Tax Status PIN. | |
|----------------|--|-----------------------------|--|
9. You are required to submit hard copy of the company registration and Identity document copies of the Directors of the company in assisting of claiming specific goals/points. No price quotation may be awarded to persons who are not tax compliant.
10. The banking information (bank and account name and number) which correspond with that on CSD must also be submitted with the quotation as failure to do so may disqualify your quotation.
11. All prices must be VAT inclusive, if no indication is given, prices will be evaluated as inclusive.
12. No Quotations received after the closing date and time will be accepted without prior arrangement with the sender. It is the responsibility of the tenderer to verify receipt of any faxes and emails forwarded to this office.
13. Table on paragraph 2.12 of SBD 6.1 must be fully completed
14. Attach full CSD report
15. This RFQ is subject to the National Treasury General Conditions of Contract of July 2010 unless otherwise stated by the issuer.
16. This Request for Quotation must be completed and be accompanied by an official quotation and relevant SBD forms.
17. If you have not been contacted within 30 days after the closing date of this request, kindly accept that your quotation was unsuccessful.

I/we agree that the offer herein shall remain binding upon me/us and open for acceptance by Department of Rural Development and Land Reform during the validity period indicated and calculated from the closing date and time stated above.

Signature of Tenderer

Name and Capacity

Date





OFFICE OF THE CHIEF DIRECTOR: SECURITY AND FACILITIES MANAGEMENT SERVICES

Private Bag X833, Pretoria, 0001; 600 LILIAN NGOYI Street, Pretoria, 0001

Tel: 012 - 338 7185; E-mail: Tlaleng.Masilela@deeds.gov.za; Website: www.dlrrd.gov.za

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
CONDUCT SECURITY/PRE-EMPLOYMENT SCREENING SERVICES FOR DEEDS
REGISTRATION TRADING ENTITY (DRTE) FOR A PERIOD OF 6 MONTHS.**

1. BACKGROUND INFORMATION

1.1 The Pre Employment Screening covers at least the following:

- a. Biometric (Fingerprint) Criminal Records Checks
- b. Citizenship Verification.
- c. Financial/Assets Records Checks
- d. Qualification/Study Verification
- e. Previous employment Verification (Reference Checks)
- f. PSIRA Verification
- g. Drivers Licence Verification
- h. SARS VAT Number Verification

2. PURPOSE

The purpose of this undertaking is for Deeds Registration Trading Entity (DRTE) to acquire a service provider to assist in conducting pre-employment security screening and background checks on prospective departmental personnel and companies, and also to get maintenance plan and support. Furthermore, to provide DRTE with link analysis capabilities that will serve as an investigative tool that will assist in conducting internal investigations.

3. SCOPE OF WORK

- 3.1. The Department requires a service provider to conduct security screening, as and when required by the Department. The service provider must have a web-system to conduct security background screening on personnel and companies.



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- 3.1.1. The system must be able to generate user report for users who access its system, checking what and for how long, including billing report.
- 3.1.2. The system should have an off-line functionality.
- 3.1.3. The service provider must provide training to the departmental staff (35 users) on how to operate and access the system every three months for a period of six (6) months.
- 3.1.4. Training and fingerprints readers should be provided upon inception of the service.
- 3.1.5. The service provider must provide support and maintenance for the duration of the service.
- 3.1.6. The background screening shall cover but not limited to the areas set out below:

3.1.5.1 Citizenship Verification

The service provider will be required to validate personnel identity numbers, as well as confirm that the identity numbers belong to the persons concerned. Personnel's status within the department of Home Affairs' Population register must also be confirmed on such aspects as marital status, deceased or alive, etc.

3.1.5.2 Residence and Work Permits

In the case of personnel who have residence and/or work permits the service provider will be required to verify the validity of these permits.

3.1.5.3 Qualifications Verification (matric and tertiary)

Personnel qualifications are required to be verified by the service provider with the institution from which they were obtained.

3.1.5.4 Drivers Licence

Where personnel have drivers licence the service provider will verify whether these licences are valid or not.



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3.1.5.5 Criminal Record Checks

Using personnel fingerprint, the service provider must check whether or not a candidate has a criminal record with the South African Police Service. Where there is a criminal record the service provider will also provide the details of the record concerned.

3.1.5.6 Employment Reference Checks

Personnel previous employment reference must be checked and verified. Relevant information such as, positions held, responsibilities, performance, record, reason for leaving, amongst others should be checked by the service provider.

3.1.5.7 Credit Record Checks

The service provider should provide information on personnel consumer records and any history of sequestration, where applicable. Accordingly, all relevant fraud listing registers must also be checked for this purpose.

3.1.5.8 Comprehensive Business Interests Reports

The service provider must investigate any and all business interest that personnel may have, including but not limited to, corporate directorship, shareholding. Trusteeships, trade lists. SARS Database-confirming VAT numbers, Business details, including trading names, contact details, addresses, addresses, registration and VAT numbers, and financial year-end, Principal details, including a list of their associated companies, current and previous. Active principals, including ID verification, Score, judgements, as well as current and previous business interests. Non-Active principals' names, ID numbers, appointment dates, designations, interests and hare size, as well as addresses etc.



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NB: On background screening system will only pay as per the use of the activities (i.e. per search)

4. DELIVERABLES

- 4.1 Proper functional background screening system
- 4.2 Proper functional system
- 4.3 A comprehensive management report from background screening on monthly basis

5. TIME FRAME

- 5.1 The contract between the service provider and DRTE must be for six (6) months, (starting from the date of appointment).

6. MANDATORY REQUIREMENT

NB: Failure to submit the following requirement with the quotation will lead to disqualification.

- 6.1 Service Providers must fully complete Pricing Schedule, **no other pricing template will be acceptable.**
- 6.2 The service provider must submit at least three (3) Contract Completion Certificates/ testimonials/ contactable references issued by the client for whom the service was rendered, on the client's official letterhead, confirming completion of a similar project.

The content of the reference letters/testimonials must indicate the following:

- Type of services rendered
- Address of the premises
- Must explicitly confirm that the project was completed successfully and to the client's satisfaction.



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT SECURITY/PRE-EMPLOYMENT SCREENING SERVICES FOR DEEDS REGISTRATION TRADING ENTITY (DRTE) FOR A PERIOD OF 6 MONTHS.

- Be signed
- Contact person (name and designation)
- Contact details (telephone and/or email)

NB: Contracts, Service Level Agreements, Appointment Letters and Purchase Orders will not be considered as proof of experience.

FOR ENQUIRIES PLEASE CONTACT:

NAME: MS LINDIWE LERIBA

CONTACT NUMBERS: 079 973 5454

EMAIL ADDRESS: Lindiwe.Leriba@deeds.gov.za

NB: Please forward your quotation via email to quotation@deeds.gov.za



PRICING SCHEDULE

SECURITY/PRE-EMPLOYMENT SCREENING SERVICES FOR A PERIOD OF SIX (6) MONTHS

NAME OF SUPPLIER:

RFQ NO: CRD (021) 2026/27

CLOSING DATE: 30 September 2026

CLOSING TIME: 13H00

THE QUOTATION MUST BE VALID FOR 30 DAYS

PHYSICALL ADDRESS:

CONTACT DETAILS:

TEL: _____

CELL: _____

FAX: _____

E-MAIL: _____

Reg. Number: _____

Tax Number: _____

VAT Number: _____

Contact Person: _____

Bid Initials

Bid's Signature.....

Date:.....

DESCRIPTION OF SERVICE:	SECURITY/PRE-EMPLOYMENT SCREENING SERVICES FOR A PERIOD OF SIX (6) MONTHS
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NO	ACTIVITIES AS THE SCOPE OF WORK	QUANTITY	RATE PER UNIT PRICE	TOTAL COST EXCLUDING VAT
1.	Biometric (fingerprint) Criminal Record Checks	140	R	R
2.	Permanent Residence and Work Permit	140	R	R
3.	Citizenship Verification	140	R	R
4.	Credit/Financial Record Checks	140	R	R
5.	Qualification/Study Verification	140	R	R
6.	Private Security Industry Regulatory Authority (PSIRA) Verification	140	R	R
7.	Driver's License Verification	140	R	R
8.	ENatis Vehicle Check	140	R	R
9.	Training for Users	35	R	R
10.	Fingerprints Reader/Gadgets	35	R	R
TOTAL COST EXCLUDING VAT			R	
VAT@15%			R	
TOTAL COST INCLUDING VAT			R	

Bid Initials

Bid's Signature.....

Date:.....

BANK DETAILS:

ACCOUNT HOLDER NAME: _____

BANK NAME: _____

ACCOUNT TYPE: _____

ACCOUNT NUMBER: _____

BRANCH CODE: _____

DELIVERY PERIOD: _____ DAYS

QUOTATION EXPIRY DATE: _____

SIGNATURE OF AUTHORISED PERSON: _____

NAME: _____

DESIGNATION: _____

DATE: _____

Bid Initials

Bid's Signature.....

Date:.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name).....in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

.....
Position Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of tender invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
 - Before 27 April 1994; or
 - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

2.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** x 10 ÷ 100 = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis:
 - **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table in paragraph 2.12 above as may be supported by proof/documentation stated in the conditions of this tender.

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

- 5.1 Will any portion of the contract be sub-contracted?
(*Tick applicable box*)

YES		NO	
-----	--	----	--

- 5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-contractor:
- iii) Points claimed for HDI by the sub-contractor:

6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 6.1. Name of company/firm:

- 6.2. Company registration number:

- 6.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

- 6.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;

- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	



BAS

☐

LOGIS

☐

Office

System User Only

Captured By:

Captured Date:

Authorized By:

Date Authorized:

Safety Web Verification

☐ YES

☐ NO

The Director General: Department of Land Reform and Rural Development

I/We hereby request and authorize you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorized will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details

Registered Name	
Trading Name	
Tax number	
Vat Number	
Title	
Initials	
First Names (as per id)	
Surname	

Address Detail

Postal Address Line 1	
Postal Address Line 2	
Physical Address Line 1	
Physical Address Line 2	
Postal Code	

☐ New Supplier Information

☐ Update Supplier Information

Supplier Type

☐ Individual

☐ Department

Department Number

☐ Company

☐ Trust

☐ CC

☐ Other

Other Specify

☐ Partnership

Supplier Account Details	
(This field is compulsory and should be completed by a bank official from the relevant bank).	
Account Name	
Account Number	
Branch Name Branch	
Number	
Account Type	☐ ☐ ☐ ☐ ☐ Cheque/Current Account Savings Account Transmission Account Bond Account Other (Please Specify)
ID Number	
Passport Number	
Company Registration Number	
*CC Registration	
* Please include CC/CK where applicable	
Practise Number	
When the bank stamps this entity maintenance form they confirm that all the information completed by the entity is correct.	Bank stamp It is hereby confirmed that this detail have been verified against the following screens ABSA-CIF screen FNB-Hogan's system on the CIS4 STD Bank-Look-up-screen Nedbank- Banking Platform under the Client Details Tab

Contact Details			
Business			
Home Fax	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Cell	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
	<i>Area Code</i>	<i>Telephone Number</i>	
	<i>Cell Code</i>	<i>Cell Number</i>	
E-mail Address			
Contact Person			

	Supplier details	Departmental sender details	
Signature			Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:
Print Name			
Rank			
Date (dd/mm/yyyy)			