

EXPRESSION OF INTEREST:

POTENTIAL BIDDERS ARE REQUIRED TO NOTIFY THE LAND BANK SUPPLY CHAIN DEPARTMENT VIA E-MAIL OF THEIR INTENTION TO TENDER FOR THE ABOVE MENTIONED TENDER
NOTIFICATION OF INTENT TO BID FOR THIS TENDER WILL ALLOW THE SUPPLY CHAIN DEPARTMENT TO SHARE CRITICAL INFORMATION DURING THE DURATION OF THE TENDER
POTENTIAL BIDDERS ARE TO SUBMIT THE FOLLOWING DETAILS VIA E-MAIL TO BNkosi@landbank.co.za
NAME OF COMPANY:
CONTACT PERSON(S):
PHONE:
CSD REGISTRATION NUMBER:
BBBEE LEVEL:
E-MAIL ADDRESS:

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSALS FOR A SUITABLE SERVICE
PROVIDER SECURITY/GAURDING SERVICES TO ITS
HEAD OFFICE AND BRANCH NETWORK ACROSS THE
VARIOUS PROVINCES

T23/11/23

The Land and Agricultural
Development Bank of South Africa
P O Box 375 Pretoria 0001
First Floor Block A, Lakefield
Office Park
272 Lenchem Avenue (Corner of Lenchen
Avenue and West Avenue)
De Hoewes, Centurian
Webaddress: www.landbank.co.za
**Registered credit provider: Reg
number NCRCP18**

Directors: Ms R Nkosi (Chairperson), Mr AL Makenete (Deputy Chairperson), Mr TM Rikhotso (Chief Executive Officer), Ms ME Makgatho, Prof JF Kirsten, Ms TN Mashanda, Ms NP Motshegoa, Ms D Maithufi, Ms E Pillay, Dr MM Tom and Mr DW Van der Westhuizen

Ms KH Mukhari (Chief Financial Officer) and Mr Mashumi K Mzaidume (Company Secretary)

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1. INVITATION TO TENDER

Tender Number	T23/11/23
Title of this RFP	REQUEST FOR PROPOSALS FOR A SUITABLE SERVICE PROVIDER SECURITY/GAURDING SERVICES TO ITS HEAD OFFICE AND BRANCH NETWORK ACROSS THE VARIOUS PROVINCES 36 MONTHS
Issue Date	20 November 2023
RFP Closing Date & Time	14 December 2023 @ 11:00
Briefing session	No Briefing
Delivery Address	Land Bank Head Office, Tender Box
	Lakefield Office Park, Block A, first floor
	272 West Avenue (Cnr of Lenchen Avenue and West Avenue)
	Die Hoewes, Centurion
Originals to be submitted	1 Original proposal (Prepare financial separately Annexure N)
Copies to be submitted	1 soft copy (USB)
Tender Validity Period	120 business days from the closing date

NOTE:

- **Please be informed that the Minister of Finance has, in terms of section 3(c) of the PPPFA granted The Land and Agricultural Development Bank of South Africa, its' request for an exemption from the provisions of the PPPFA and regulations made thereunder.**
- **Whilst the exemption is in effect, the Land Bank aims to comply its' processes and procedures with section 217 of the Constitution and other legislation applicable.**

2. OVERVIEW OF LAND BANK

Established in 1912 to promote agricultural and rural development, the Land Bank provides production, instalment sale finance, and medium-term or mortgage loans to emerging and commercial farmers. From time to time, the Bank also administers other government programmes, such as drought relief schemes and flood assistance. The Land Bank as established by statute and regulated by the Land Bank Act 15 of 2002 ("Land Bank Act") is wholly-owned by the South African government, and is in turn the sole shareholder of Land Bank Insurance SOC Ltd ("LBIC") and Land Bank Life Insurance Company SOC Ltd ("LBLIC"), which provide insurance products in the agricultural sector. The Bank's objectives flow from the Land Bank Act, and are aligned with government policies and the country's socio-economic needs.

The Bank's objectives flow from the Land Bank Act, No. 15 of 2002, and are aligned with government policies and the country's socio-economic needs. The Bank is expected to play a pivotal role in advancing agriculture and rural development. Its broad mandate, as expressed in the Land Bank Act, covers 11 objectives:

- Equitable ownership of agricultural land, in particular increasing the ownership of agricultural land by historically disadvantaged persons
- Agrarian reform, land redistribution or development programmes aimed at historically disadvantaged persons
- Land access for agricultural purposes
- Agricultural entrepreneurship
- Removal of the legacy of racial and gender discrimination in agriculture
- Enhancing productivity, profitability, investment and innovation
- Growth of the agricultural sector and better use of land
- Environmental sustainability of land and related natural resources
- Rural development and job creation
- Commercial agriculture
- Food security

Land Bank is committed to contributing to socio-economic transformation in South Africa and will therefore be contributing to the Preference System of all suppliers who are compliant to the Broad-Based Black Economic Empowerment Act no.53 of 2003 and the Preferential Procurement Policy Framework Act no.5 of 201

3. SCOPE OF WORK

The Land Bank requires the services of a competent security service provider to render physical / static security services to the following sites:

- Centurion (Head office)
- Port Elizabeth
- Cradock
- Rustenburg
- Ermelo
- Vryheid
- Potchefstroom
- Bloemfontein
- Kroonstad

The services required can be broken down in the following manner:

1. SERVICES REQUIRED

1.1 PHYSICAL GUARDING OF THE BANK'S PREMISES

- Physical observation and monitoring of activities around the premises 24/7, which may include CCTV Monitoring.
- Regular (hourly) patrols in and around the premises.
- Lock up and alarm activation in the subject premises, after hours (as directed by site procedures).

1.2 ACCESS AND VISITOR CONTROL

- Control physical movement, in and out of the premises, by controlling all access points and keeping a register of visitors and after-hours access.
- Screen visitors and their luggage for fire arms and/or dangerous items/substances, before allowing access to subject premises.
- Direct/control traffic at the parking areas

1.3 ESCORT DUTIES

- Escorting visitors to their respective destinations inside the premises (whenever necessary).
- Escorting, at all times, all contractors in and around the Bank's premises.

1.4 SEARCHES

- Conduct physical searches as instructed by the Client (Security Manager).
- Verify and record all asset movement in and out of the subject building.

1.5 RECEPTION

- Perform reception duty (when necessary weekdays and after hours).

1.6 EMERGENCIES

- Assist during emergency situations.

1.7 REPORTING

- Report all activities and incidents on the subject site.

1.8 NUMBER OF GUARDS REQUIRED

Grade A Supervisor:	(6day/12hours, Day Shift)	x 1 (Lakefield)
Grade C Shift Leader:	(7day/12hours, Day shift)	x 5 (Lakefield)
Grade C Patrolman:	(7day/12hours, Night shift)	x 4 (Lakefield)
Grade C Supervisor	(7day/12hours, Day shift)	x 1 (Port Elizabeth)
Grade C Patrolman	(7day/12hours, Day shift)	x 1 (Port Elizabeth)
Grade C Patrolman	(7day/12hours, Day shift)	x 1 (Rustenburg)
Grade C Patrolman	(7day/12hours, Night shift)	x 1 (Rustenburg)
Grade C Patrolman	(7day/12hours, Day shift)	x 1 (Ermelo)
Grade C Patrolman	(7day/12hours, Night shift)	x 1 (Ermelo)
Grade C Patrolman	(7day/12hours, Day shift)	x 1 (Potchefstroom)
Grade C Patrolman	(7day/12hours, Night shift)	x 1 (Potchefstroom)
Grade C Patrolman	(7day/12hours, Day shift)	x 1 (Kroonstad)
Grade C Patrolman	(7day/12hours, Night shift)	x 1 (Kroonstad)
Grade C Patrolman	(7day/12hours, Day shift)	x 1 Cradock
Grade C Patrolman	(7day/12hours, Night shift)	x 1 Cradock
Grade C Patrolman	(7day/12hours, Day shift)	x 1 Vryheid
Grade C Patrolman	(7day/12hours, Night shift)	x 1 Vryheid
Grade C Patrolman	(7day/12hours, Day shift)	x 1 Bloemfontein
Grade C Patrolman	(7day/12hours, Night shift)	x 1 Bloemfontein
Total Number of Guards		26

4.8 SITES PHYSICAL ADDRESS

Lakefield Office Park (Head Office):

272 West Avenue, corner Lenchen Avenue, De Hoewes, Centurion, 0157

Port Elizabeth

51 Newton Street, Newton Park, Port Elizabeth, 6045

Cradock

31 Beeren Street, Cradock, 5880

Rustenburg

169 Fatima Bhayat Street, Rustenburg, 0299

Ermelo

29 De Clerg Street, Ermelo, 2350

Vryheid

144 President Street, Vryheid, 3100

Potchefstroom

80 Walter Sisulu Avenue, Potchefstroom, 2531

Kroonstad

138 Cross Street, Kroonstad, 9500

Bloemfontein

78 St Andrews Street, Bloemfontein, 9300

4.9 EQUIPMENT

Lakefield Office Park

Base Radio	x 1
Hand held Radios	x 6
Hand held metal detectors	x 1
Fire arms	x 4
Clocking system	x 1

Port Elizabeth, Cradock, Rustenburg, Ermelo, Kroonstad Potchefstroom, Vryheid, Bloemfontein

Hand held Radios	x 2
Clocking system	x 1
Per Site	

4.10 UNIFORM

- Corporate uniform only for day shift.
- Night shift uniform can be corporate or combat.

4.11 CONTRACT TERM AND RENEWAL OPTIONS

The contract will run for three (3) years from date of appointment (subject to performance).

NB: ALL BIDDING COMPANIES/SERVICE PROVIDERS MUST BE PSIRA REGISTERED.

Please submit a certified copy of your PSIRA certification together with your proposal

Ratings will be assigned as follows:

Rating	Interpretation	Years of experience
0	Non responsive	No experience
1	Poor	Less than 2 year of experience
2	Average	Between 2 – 4 years of experience
3	Good	5 years of experience
4	Very good	Above 6 years of experience
5	Excellent	More than 10 years of experience

4. PREFERENCE AND FINANCIAL EVALUATION

This will be the initial phase of the evaluation. In this phase the supplier will be expected to get the minimum of 70 points out of 100, in order for them to be considered to the second phase.

4.1 FIRST PHASE: TECHNICAL EVALUATION

EVALUATION CRITERIA	WEIGHTING
1. Company Experience (number years in the industry)	05
<ul style="list-style-type: none"> • 0-5 years • 6 years and more 	
2. Company Footprint	05
<ul style="list-style-type: none"> • Ability to have real time response to all the services sites. 	
3. Guard recruitment and training	20
<ul style="list-style-type: none"> • Screening/verification of competence (Criminal and Citizenship) • Type and level of training • First Aid and Fire, Evacuation drills, understand and apply legal aspects of security, accurate reporting. (Grade D) • Risk assessments, Investigation, supervision and disciplinary action (Grade C or higher) • Legal environment is very critical <ul style="list-style-type: none"> ○ PSIRA & Criminal Procedures Act ○ Trespass and related laws ○ Access control processes 	
4. Maintenance of hygiene and professional appearance (Strategy)	10
<ul style="list-style-type: none"> • Ambassador concept 	
5. Company deployment strategy	05
<ul style="list-style-type: none"> • Posting (Self/Company) • Company posting the guards is advantageous as the client is guaranteed staff. 	
6. Proactive Site Management Strategy	30

<ul style="list-style-type: none"> • Performance Management (how is the company proposing to do this with what consequences for non-performance) 	
<ul style="list-style-type: none"> • Supervision and Monitoring 	
<ul style="list-style-type: none"> • Honesty Management (how do they ensure that their guards are not the weakest link on the site) 	
7. Reactive Strategy	15
<ul style="list-style-type: none"> • Managing Emergencies (how and who reacts during emergencies) Guard back up and support 	
<ul style="list-style-type: none"> • Investigations and Incidents Management 	
<ul style="list-style-type: none"> • Costs, turn around, post results action and interaction. (who pays) 	
8. Value Proposition	10
<ul style="list-style-type: none"> • Differentiation 	
<ul style="list-style-type: none"> • Customer Experience 	
Total	100

SECOND PHASE: PRICE AND B-BBEE

This phase is the final stage in the evaluation process and only successful bidders that have met the minimum requirements in the functionality phase will be considered. In this phase only price and BBEE will be considered. To qualify for B-BBEE points a valid B-BBEE certificate needs to be submitted with this bid.

If a tenderer fails to meet Specific goals and submit proof, the tenderer will not be disqualified. However, be awarded 80/90 points for price and will score 0 points for Specific goals (out of 10/20):

B-BBEE Status level of Contributor (Specific Goals)	Number of Points (max. 20)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant Contributor	0

Land Bank will evaluate all tenders in terms of Preferential Procurement Policy Framework Act No 2000 of 2022 (PPPFA). The scoring methodology will apply. A copy of the PPPFA regulations can be downloaded from www.treasury.gov.za

The 80/20 preference point system will be utilised for this tender

Bidders are required to complete Annexure I SBD 6.1 in full to ensure all BBBEE and sub-contracting information are submitted at the time of the bid closing.

A valid B-BBEE Certificate must be provided in this submission.

5. DURATION OF THE CONTRACT

The contract will run for three (3) years from date of appointment (subject to performance).

6. COSTING

Bidders must submit a detailed and signed Pricing Schedule.

All pricing shown must EXCLUDE VAT, with the VAT components being as shown separately on all costed/priced items/services.

All pricing assumptions, excluded costs and estimated costs must be clearly documented. Land Bank will not entertain any price adjustments for it assumes that the pricing document as supplied is complete and covers all costs associated with these services.

Bidders are required to provide a comprehensive price schedule taking into account all resources and outputs to be achieved. Please note that on the electronics submission, the price schedule will need to be on a soft copy excel sheet. (Annexure N)

7. TERMS OF CONTRACT

Before the tender will be awarded, the successful tenderer will be required to enter into a service level agreement (SLA) with the Land Bank. The SLA will form the contractual basis for the delivery of the service as well as how performance will be measured and will include the General Conditions of Contract.

8. GENERAL CONDITIONS

Responses must be concise outlining a detailed cost structure. All tenderers responding to this request for Proposals must provide the following statutory compliance documentation in order to be considered:

- a, Completed Vendor Accreditation Form
- b, Proof of registration to the Central Supplier Database (CSD)
- c, Cancelled cheque and/or stamped letter from the Bank
- d, All Supplier information and declaration of Interest forms must be properly completed, signed and stamped by a Commissioner of Oaths
- e, Any false declaration of information will result in the exclusion of the proposal from consideration
- f, Bidders to submit a tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate
- g, A BEE certificate from a SANAS accredited rating agency or Affidavit substantiating the bidder's B-BBEE rating
- h, Certified copy of Identity Documents of Shareholders/Directors
- I, In the case of Consortium or Joint Venture, bidders are required to provide copies of signed agreements stipulating the work split
- j. The Land Bank may invite bidders for an oral interview prior to the approval of a bid. Land Bank will not be liable for the costs incurred by the tenderer in connection with such an interview.



9. SUBMISSION REQUIREMENTS

- Any service provider requiring clarification on any matter whatsoever, including questions relating to the specifications required of the service provider to perform this project or the tender and evaluation process must do so via e-mail and address such request to BNkosi@landbank.co.za
- Proposals may be deposited in or couriered to the tender box at the reception area of Land Bank Head Office, Lakefield Office Park, Block A first floor, 272 West Avenue (Cnr of Lenchen Avenue and West Avenue), Die Hoewes, Centurion on or **before 14 December 2023 @ 11:00 am.**

10. FICA AND COMPLIANCE CHECKS

Land Bank, in its capacity as an accountable institution, has a duty to verify the identity of all its clients in compliance with the Financial Intelligence Centre Act No 38 of 2001 (FICA).

The Land Bank shall thus conduct a comprehensive PEP screening on the successful bidder and therefore requests all bidders to submit the Know Your Customer (KYC) documents as listed in Annexure D of this RFP document.

12. TERMS OF CONTRACT

Before the tender will be awarded and before the commencement of any work, the successful tenderer will enter into a Service Level Agreement with the Land Bank which will form the contractual basis for the delivery of the services as well as how performance will be measured and will include the General Conditions of the Contract.

The Service Provider will not proceed with any work, tasks or requests without being in possession of a duly signed Service Level Agreement or any other form of agreement, letter of intent, communicated to the Service Provider from the Land Bank Procurement Department.

Should the Service Provider commence with any work without a signed Service Level Agreement, the Service Provider will be doing so solely at their own risk and Land Bank will not be liable or be under any obligations whatsoever.

**SUGGESTED COMPILATION OF
BIDS**

**PLEASE ENSURE THAT THE SEPARATE ANNEXURES/FILES ARE NAMED
ACCORDINGLY ON YOUR USB AND HARD COPY SUBMISSION**

Name of Firm	
CSD Registration Number	
Contact Person	
Contact Number	
Physical Address	
E-mail Address	
Administrative	
Annexure A: Vendor Accreditation Form	
Annexure B: Bidders Disclosure Form	
Annexure C: Covenant of Integrity Declaration	
Annexure D: Land Bank FICA requirements	
Annexure E: Terms and Conditions	
Annexure F: Service Provider Agreement *This is included for informative purposes and does not need to be completed. *Successful bidder(s) will enter into the service provider agreement attached in this RFP, with the addition of their proposed financial submission, services, time lines, etc.	
Annexure G: Bribery & Corruption Declaration	
Annexure H: SBD 1 Tax Compliance	
Annexure I : SBD 6.1 Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2011	
Annexure J: Valid BBBEE Certificate or Affidavit	
Annexure K: Tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate	
Annexure L: Cancelled cheque and/or stamped letter from the bank confirming banking details	
Annexure M: National Treasury's CSD Proof of registration	
Annexure N: Financial Proposal (In Microsoft Excel)	



ANNEXURE A

**Vendor information sheet**

SAP Registration number _____

1. Registration name of company _____

2. Company registration number _____

3. VAT number _____

4. Company details	Street address	Postal address
Building/complex _____	PO Box _____	
Street name _____	City _____	
Suburb _____	Code _____	
City _____	Suburb _____	
Code _____		
Telephone no _____	Contact person _____	
Fax no _____	Direct Tel _____	
E-mail _____	Direct Fax _____	

5. Payment terms _____

6. Payment must be made in (currency) _____

7. Bank detail Please attach banking details on an original letterhead signed by CEO/Director/s appearing on the letterhead.

Bank name _____	
Branch _____	
Type of account _____	(eg. Current account; Cheque account, Savings account, e.t.c)
Account number _____	Branch code _____

8. Contact person for Account queries

Name Ms. Jeanette Raphalalani

Cell no _____

Tel no (+27 12) 686 0848E-mail njraphala@landbank.co.za

Fax no _____

9. How much is the company's annual turnover? : R _____

10. Share holding - (Please list Share holders with their % of share holding)

Title	Name	Identity number	Race	% share holding



11.

Business indicator - mark with (X) in the bracket

HDP - Historically Disadvantaged Persons ()

EXB - Existing business ()

INT - International business ()

JVB - Joint venture business ()

12. Additional

List the commodities / service that you currently
supply to Land Bank Currently providing

Can provide

I the undersigned, confirm that the information provided on this vendor information sheet is accurate and contains no misrepresentations or omissions, and is based on current information known to me. I also undertake to immediately inform the Land Bank of any changes to the above furnished information. The Land Bank is hereby allowed to verify any of the details provided.

Name

Signature

Designation

Date

FOR OFFICE USE ONLY
(LAND BANK)

Procurement Department

Name & Signature_____

Date: _____



ANNEXURE B

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. Inline 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 State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

- 2.2.1 If so, furnish particulars:

.....



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.

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 of 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 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.

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.



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



ANNEXURE C

CONVENANT OF INTERGRITY

I, the undersigned,

(Full Names)

do hereby make oath and state as follows:

1. I am:
 - 1.1. an adult male/female aged_____;
 - 1.2. presently employed as/carrying on business as _____
situated at_____.
2. The facts stated herein are both true and correct and within my personal knowledge and belief unless otherwise stated.
3. I hereby confirm that:
 - 3.1. I am duly authorised to depose to this affidavit;
 - 3.2. neither myself nor anyone acting on behalf of the tenderer is, or will be, engaged in any Prohibited Practice as defined in 4 below in connection in respect of any tendering process or in the provision of services and/or goods;
 - 3.3. I will immediately inform Land bank of any instance of any such Prohibited Practice which comes to my attention and/or the attention of the tenderer and/or its employees or agents concerning the following:
 - 3.3.1. if any of the tenderer's directors, employees or agents has been convicted in any court for any offence involving a Prohibited Practice in connection with any tendering process and/or the provision of goods or services during the 5 (five) years immediately preceding the date of this affidavit; and/or
 - 3.3.2. if any of the tenderer's directors, employees or agents is dismissed or resigns from the tenderer's employment on grounds of being implicated in any Prohibited Practice.
 - 3.4. I will provide Land Bank with full details of such conviction, dismissal or resignation and the measures taken to ensure that neither the tenderer nor any of its directors, employees or agents commits any Prohibited Practice in future.



- 3.5. In the event that the tenderer is awarded any business by land bank, the tenderer grants Land bank or its employees and/or agents the right of inspection of its records. The tenderershall preserve such records in accordance with applicable law but in any case for at least 3 (three) years after conclusion of each transaction contemplated under the Request for Tender.
4. I acknowledge that for all purposes under this affidavit, the following terms and/or expressionsbelow shall bear the meanings set out hereunder:
 - 4.1. "Corrupt Practice" means the offering, giving or promising of any improper advantage to



influence the action of a Public Official, or the threatening of injury to his person, employment, property, rights or reputation, in connection with any procurement process or in the execution of any contract in order that any person may obtain or retain business improperly or obtain any other improper advantage in the conduct of business;

- 4.2. "Fraudulent Practice" means a dishonest statement or act of concealment which is intended to, or tends to, improperly influence the procurement process or the execution of a contract to the detriment or potential detriment of land bank or is designed to establish tender prices at non-competitive levels and/or to deprive land bank of the benefits of fair and open competition, and includes collusive practices (whether before or after tender submission) among tenderers or between a tenderer and a consultant or any employees or agents of Land bank;
- 4.3. "Public Official" means any person holding a legislative, administrative, managerial, political or judicial post in any country, or exercising any public function in any country or a director or employee of a public authority or of a legal person controlled by a public authority of any country, or a director or official of a public international organisation; and
- 4.4. "Prohibited Practice" means an act that is either a Corrupt Practice or a Fraudulent Practice.
5. I/We consent that Land Bank will process (by collecting, using, storing or otherwise dealing with) my/our personal information and that of third parties which I/we provide, for the purposes of providing services and products to me/us. The personal information will be processed in accordance with the requirements of the law. All personal information I/we provide to Land Bank is given voluntarily. However, if I/we withhold any personal information requested; withhold consent for or object to the processing of my/our personal information, this may result in Land Bank not establishing or continuing a relationship.

DEPONENT

Thus done and signed at _____ on this the _____ day of

_____ 2023 the Deponent having acknowledged

that:

1. he/she knows and understands the contents of this declaration;
2. he/she has no objection to taking the prescribed oath; and
3. he/she considers the prescribed oath to be binding on his/her conscience.



Commissioner of Oaths Stamp	<div data-bbox="821 414 1246 421"></div> <div data-bbox="821 443 1182 477">COMMISSIONER OF OATHS</div> <div data-bbox="821 544 1275 551"></div> <div data-bbox="821 577 987 611">FULL NAMES</div>
-----------------------------	---



	CAPACITY
	<hr/>
	BUSINESS ADDRESS



ANNEXURE D

Land Bank, in its capacity as an accountable institution, has a duty to verify the identity of all its clients in compliance with the Financial Intelligence Centre Act No 38 of 2001 (FICA).

Know Your Customer (KYC) documents are required for each client transaction. The requirements for each entity type are listed below.

Individuals

- Green, bar-coded Identity document **(also used for PEPs/Sanctioned screening purposes)** if not available valid reason why identity document could not be provided together with a valid Passport or valid driver's licence
- Valid Passport (for foreign nationals)
- Proof of physical residential address
- Authority to act (if applicable) : power of attorney / letter of appointment from the court and Identity document, physical residential address and contact details of persons authorised to act
- Birth certificate (for minors under 18 years) and proof of authority (where minor is assisted by legal guardian)

Unlisted Companies

South African

- Certificate of Incorporation (CM1 or CoR 15.1/CoR 14.1)
- Certified copy of Change of Name, if applicable (CM9 or CoR 9.1 or 2)
- Notice of Registered Office and Postal Address (CM22 or CoR 21)
- Current list of Directors (CM29 or CoR 39) **(also used for PEPs/Sanctioned screening purposes)**
- Authority to act : Directors' Resolution and/or Delegation of Authority
- In respect of the Principal Executive Officer, each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights of the company:
 - Certified copy of the Identity document
 - residential address and contact details
- Proof of physical business address and trading/operating name
- **Beneficial ownership (natural body that owns the company) of the company. If the shareholder is another company, provide shareholder details and beneficial ownership. Process continues till we establish the ultimate beneficial owner. If the shareholder is a trust, the trust deed needs to be provided to identify and verify all trustees, founders and beneficiaries to the trust.**

Foreign

- Official Document of Incorporation (or CoR 17.1)
- Registration Certificate (CoR 17.3)
- If trading in RSA, documents for RSA unlisted companies



- Authority to act : Directors' Resolution
- Identity document/Passport, details of physical residential address and contact details of related parties and persons authorised to act (**also used for PEPs/Sanctioned screening purposes**)
- Proof of physical business address and trading/operating name

Listed Companies

- Registration Certificate (Registrar of Companies or equivalent regulator- foreign companies)
- Documentary evidence of listing (printout from the official website of the stock exchange on which the entity is listed is required)
- Authority to act : Directors' resolution
- Identity document proof of residence and contact details of persons authorised to act (**also used for PEPs/Sanctioned screening purposes**)

Close corporations (CC)

- Founding Statement and Certificate of Incorporation (CK1)
- Amended Founding Statement (CK2), (If applicable)
- Authority to act : Members' Resolution
- Identity document, physical residential address and contact details of each member, persons authorised to act and of the Person Exercising Executive control over the CC. (**also used for PEPs/Sanctioned screening purposes**)
- Proof of physical business address and trade name

Conversion of Close Corporation (If a Close Corporation converts to another entity type, the following forms are applicable)

- Form CoR 18.1 – Application to convert a Close Corporation
- Form CoR 18.3 – Registration Certificate

Trusts

- Trust Deed or other Founding Document
- A Foreign Trust: an official document reflecting appointment of Trustees issued by an authority in the country where the Trust is created
- Authority to act : Letter of Authority from the Master of the High Court and Trustees' Resolution
- Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act (**also used for PEPs/Sanctioned screening purposes**)
- Proof of registered address of Master of High Court (stamp on letter of authority)

Partnerships

- Partnership Agreement
- Authority to act: Partners' Resolution
- Identity document, physical residential address and contact details of all the partners and persons authorised to act and of the Person Exercising Executive control of the partnership (**also used for PEPs/Sanctioned screening purposes**)



Professional partnerships

- (Certain Partnerships consisting of more than (20) partners which are incorporated in terms of Section 30(2) of Company's Act 61 of 1963 which are recognized in terms of the relevant Government Gazettes examples are: Attorneys, Notaries and Conveyancers, Public Accountants and Auditors, Medical Practitioners, Pharmacists, Professional Engineers, Quantity Surveyors, Stockbrokers and Architect)
- Registration certificate (provide proof of registration of the partnership by a regulatory body)
- Partners Resolution (Authority to act)

- Identity document residential and contact details for Persons Authorised to Act and of the Person Exercising Executive control of the partnership **(also used for PEPs/Sanctioned screening purposes)**
- Proof of physical business address

PEPS

Politically exposed person or PEP is the term used for an individual who is or has in the past been entrusted with prominent public functions in a particular country. The principles issued by the Wolfsberg Group of leading international financial institutions give an indication of best banking practice guidance on these issues. These principles are applicable to both domestic and international PEPs.

The following examples serve as aids in defining PEPs:

- Heads of State, Heads of Government and cabinet ministers;
- influential functionaries in nationalised industries and government administration;
- senior judges;
- senior political party functionaries;
- senior and/or influential officials, functionaries and military leaders and people with similar functions in international or supranational organisations;
- members of ruling or royal families;
- senior and/or influential representatives of religious organisations (if these functions are connected to political, judicial, military or administrative responsibilities).

According to the Wolfsberg principles, families and closely associated persons of PEPs should also be given special attention by a bank. The term "families" includes close family members such as spouses, children, parents and siblings and may also include other blood relatives and relatives by marriage. The category of "closely associated persons" includes close business colleagues and personal advisers/consultants to the PEP as well as persons, who obviously benefit significantly from being close to such a person.

A bank should conduct proper due diligence on both a PEP and the persons acting on his or her behalf. Similarly, KYC principles should be applied without exception to PEPs, families of PEPs and closely associated persons to the PEP.



Proof of physical residential/business address

Any one of the following documents reflecting the physical/business address is acceptable :

- Utility bill (must be less than 3 months old, unless otherwise specified)
- Current lease or rental agreement
- Bank statement
- Municipal rates and taxes invoice
- Valid television licence
- Mortgage statement
- Telkom account
- Valid motor vehicle licence
- Insurance policy
- Tax return (less than 1 year old)
- Letter from bank manager, medical practitioner, accountant, or attorney, on a formal letterhead, stating that they know the client for three years and confirming physical address
- Letter on letterhead, signed by board of trustees, directors' etc. confirming physical business address
- Correspondence from a body corporate or shareblock association
- Payslip or salary advice

All address verification documents must be valid and reflect the name and the current physical address of the client (legal property descriptions are also acceptable - e.g. erf/stand numbers).

Spouse/partner

Any of above documents for spouse, together with marriage certificate or if not available;

- Affidavit from person co-habiting with client, providing:

Name, identity number and physical residential address of client and co-habitant
Relationship between client and co-habitant
Confirmation that residential address is shared

Parent:

- Any of above documents for parent
- Must be accompanied by the child's birth certificate (for a minor)

If above documentation not available:

Visit to physical address by a Land Bank employee, or

Affidavit from client (as a last resort), providing:

- Name, identity number and physical residential address
- Confirmation that client resides at physical residential address

Trade name (if this is not reflected on the proof of physical business address)

Any one of the following documents reflecting the Trade Name is acceptable:

- An Original Company Letterhead
- Utility bill (less than three months old)
- Bank statement or financial statement from another financial institution (less than three months old)
- Valid lease or rental agreement (signed by all relevant parties)



- Municipal rates and taxes invoice (less than three months old)
- Mortgage statement from another financial institution (less than six months old)
- Telephone account i.e. a land-line or cell phone (less than three months old)
- An official tax return (less than one year old)
- An official tax assessment or official correspondence from the local revenue services (less than three months old)
- Valid television licence document
- A recent short-term insurance policy or a renewal letter (less than one year old)



Definitions

Principal Executive Officer

Refers to the principal executive officer such as the CEO, CFO, COO, MD, FD or any person who exercises executive control.

Authorised Persons

These are individuals who are authorised to act on behalf of the Company/Legal Entity and who are authorised to establish a relationship with Land Bank on behalf of the company/legal entity.

Authority of Individuals purporting to act on behalf of the Company/Legal Entity:

- Duly executed Board Resolution authorising the opening of an account/establishment of the business relationship/conclusion of the transaction and conferring authority on those who will establish the business relationship/conclude the single transaction; OR
- Certified extract of the minutes proving authority; OR
- Original letter signed by the company secretary on the official company letterhead

If a 3rd party is acting on behalf of the Client(Individual) the following is required:

- Proof of authority (i.e.) power of attorney, mandate, resolution, court order,
- Letters of appointment by the Master of the High Court
- Individual FICA above, for the person who is acting on behalf of the Client (together with all the FICA documentation of the Client)

Certified or Verified

We are required to hold originally certified/verified copies of the following documentation on record. Strictly, only clear, legible copies of identity and other documents will be accepted.



Please provide the original or certified copies of the following documentation for each shareholder holding 25% or more of voting rights at a general meeting of the company:

- South African (Pty) Company – Certificate of Incorporation and Notice of Registered Office and Postal Address, and a letterhead of the company;
- Listed Company – Latest Annual Report;
- Foreign Private Company: the official document reflecting the incorporation of the foreign company issued by the relevant registrar of companies or similar authority of the country of incorporation of the foreign company, reflecting the company's incorporation and bearing its name and number of incorporation and the address where it is situated for purposes of its incorporation, together with a letterhead of the company;
- Close Corporation – Founding Statement and Certificate of Incorporation and Amending Founding together with a letterhead of the close corporation.

By submitting your information as requested above, you consent that Land Bank will process (by collecting, using, storing or otherwise dealing with) the personal information and that of third parties which is provided, for the purposes of providing services and products. The personal information will be processed in accordance with the requirements of the law. All personal information provided to Land Bank is given voluntarily. However, if you withhold any personal information requested; withhold consent for or object to the processing of the personal information, this may result in Land Bank not establishing or continuing a relationship.