



**EXPRESSION OF INTEREST:**

<b>POTENTIAL BIDDERS ARE REQUIRED TO NOTIFY THE LAND BANK SUPPLY CHAIN DEPARTMENT OF THEIR INTENTION TO TENDER FOR THE ABOVE MENTIONED TENDER</b>
<b>NOTIFICATION OF INTENT TO BID FOR THIS TENDER WILL ALLOW THE SUPPLY CHAIN DEPARTMENT TO SHARE THE LINK TO THE COMPULSORY VIRTUAL BRIEFING SESSION</b>
<b>POTENTIAL BIDDERS ARE TO SUBMIT THE FOLLOWING DETAILS VIA E-MAIL TO <a href="mailto:tpillay@landbank.co.za">tpillay@landbank.co.za</a></b>
<b>NAME OF COMPANY:</b>
<b>CONTACT PERSON(S):</b>
<b>PHONE:</b>
<b>E-MAIL ADDRESS:</b>



## **REQUEST FOR PROPOSAL**

### **FOR THE PROVISION OF CLEANING AND HYGIENE SERVICES FOR LAND BANK'S HEAD OFFICE BUILDING AND BRANCHES COUNTRY WIDE FOR A PERIOD OF THREE (3) YEARS**

**T23/11/22**

The Land and Agricultural  
Development Bank of South Africa  
P O Box 375 Pretoria 0001  
272 Lenchen Avenue, Lakefield Office Park,  
Building A, First Floor,  
Die Hoewes, Centurion  
Telephone (012) 686 0500 Toll-free  
0800 00 52 59  
E-mail address: [info@landbank.co.za](mailto:info@landbank.co.za) Web  
address: [www.landbank.co.za](http://www.landbank.co.za)  
**Registered credit provider: Reg  
number NCRCP18**

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

Mr B Padachie (Acting Chief Financial Officer) Mr Mashumi K Mzaidume (Company Secretary)



## TABLE OF CONTENTS

<b>1. INVITATION TO TENDER.....</b>	<b>4</b>
<b>2. OVERVIEW OF LAND BANK .....</b>	<b>5</b>
<b>3. SCOPE OF WORK .....</b>	<b>6</b>
<b>4. PREFERENCE AND FINANCIAL EVALUATION .....</b>	<b>14</b>
<b>5. COSTING .....</b>	<b>14</b>
<b>6. TERMS OF CONTRACT .....</b>	<b>14</b>
<b>7. GENERAL MANDATORY CONDITIONS.....</b>	<b>15</b>
<b>8. SUBMISSION REQUIREMENTS.....</b>	<b>15</b>

**ANNEXURE A: VENDOR INFORMATION SHEET**

**ANNEXURE B: DECLARATION OF INTEREST**

**ANNEXURE C: COVENANT OF INTEGRITY**

**ANNEXURE D: FICA REQUIREMENTS**

**ANNEXURE E: TERMS AND CONDITIONS**

**ANNEXURE F: DRAFT SERVICE LEVEL AGREEMENT**

**ANNEXURE G: BRIBERY AND 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**



## 1. INVITATION TO TENDER

Tender Number	T23/11/22
Title of this RFP	FOR THE PROVISION OF CLEANING AND HYGIENE SERVICES FOR LAND BANK'S HEAD OFFICE BUILDING AND BRANCHES COUNTRY WIDE FOR A PERIOD OF THREE (3) YEARS
Issue Date	25 November 2022
Compulsory Briefing session	06 December 2022,10:00
Bidders are encouraged to express their interest to participate in the briefing session by 29 November 2022 to ensure that they are provided with the link early as possible	
RFP Closing Time & Date	13 December 2022, 11H00
Delivery Address	Land Bank Head Office, Tender Box
	Lakefield Office Park
	Building A, First Floor
	272 Lenchen Avenue (Cnr of Lenchen Avenue and West Avenue)
	Die Hoewes, Centurion
Originals to be submitted	1 Original proposal
Copies to be submitted	<b>1 soft copy (USB)</b>
Tender Validity Period	120 business days from the closing date *Land Bank may at its' discretion extend the tender validity period to shortlisted bidders



## **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 is wholly-owned by the South African government, and is in turn the sole shareholder of LBIC and LBLIC, which provide insurance products in the agricultural sector.

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 2011



### 3. **BACKGROUND AND SCOPE OF WORK**

#### **PURPOSE AND SCOPE**

The Bank invites service providers to bid for the rendering of Cleaning and Hygiene Services for its Head Office building and branches country wide.

#### **BACKGROUND**

The Bank intends to outsource the Cleaning, Hygiene and Pest Control Services, to a Service Provider, at its Head Office at 272 West Avenue, Lakefield Office Park, Die Hoewes, Centurion and 20 branches countrywide. The Bank intends to enter into a Service Level Agreement with a Service Provider who is able provide the required services at all Land Bank branches. The Bank's core business hours are from 7:30 to 16:00.

The **average staff** compliment at branches is:

- Head Office - ± 50 employees on a daily rotational basis
- Provincial Offices - ± 15 employees per office
- Satellite offices - ± 4 employees per satellite branch

#### **SCOPE OF WORK**

OFFICE TYPE	SERVICES TO BE RENDERED	FREQUENCY & NO OF CLEANERS
Head Office	<ul style="list-style-type: none"> <li>• Cleaning of offices</li> <li>• Internal pest control</li> <li>• Supply of cleaning equipment, material</li> <li>• Supply of cleaning consumables</li> </ul>	5 days x 3 Cleaners
Provincial Offices x 8	<ul style="list-style-type: none"> <li>• Cleaning offices</li> <li>• Supply &amp; Installation of hygiene equipment</li> <li>• Supply of cleaning equipment and materials</li> <li>• Supply of consumables</li> <li>• Pest Control</li> <li>• Window cleaning, bi-annually</li> <li>• Carpet cleaning – bi-annually</li> </ul>	5 days x 1 Cleaner per office



Satellite Offices x 10	<ul style="list-style-type: none"> <li>• Cleaning offices</li> <li>• Supply &amp; Installation of hygiene equipment</li> <li>• Supply of cleaning equipment and materials</li> <li>• Supply of consumables</li> <li>• Pest Control</li> <li>• Window cleaning, bi-annually</li> <li>• Carpet cleaning – bi-annually</li> </ul>	3 days x 1 Cleaner per office
---------------------------	--	-------------------------------

### **Building Address**

Region	Name of Building	Physical Address	No. of cleaners	No. of days per week
<b>Eastern Cape</b>	Cradock	31 Beeren Street, Cradock	1	3
	Port Elizabeth	51 Newton Street, Newton Park, Port Elizabeth	1	3
	East London	Ground Floor, Hammer Mill House, The Quarry Office Park, Selborne, East London	1	5
<b>Free State</b>	Bethlehem	16 van der Merwe Street, Bethlehem	1	3
	Bloemfontein	78 St Andrews Street, Bloemfontein	1	5
	Kroonstad	138 Cross Street, Kroonstad	1	3
<b>Gauteng</b>	<b>Head Office, Centurion</b>	<b>272 West Avenue, Lakefield Office Park, Building A, First floor, Die Hoewes, Centurion</b>	3	5
<b>Kwa-Zulu Natal</b>	Pietermaritzburg	Maritzburg Arch Lifestyle Centre, 39/45 Chief Albert Luthuli Street, Pietermaritzburg	1	5
<b>Limpopo</b>	Polokwane	79 Biccard Street, Polokwane	1	5
	Tzaneen	23 Peace Street, Tzaneen	1	3



<b>Mpumalanga</b>	Ermelo	29 De Clerq Street, Ermelo	1	3
	Nelspruit	16 Ferreira Street, Nelspruit	1	5
<b>North West</b>	Lichtenburg	26 Buchanan Street, Litchenburg	1	3
	Rustenburg	169 Fatima Bhayat Street, Rustenburg	1	2
	Vryburg	39 Market Street, Vryburg	1	5
<b>Northern Cape</b>	Upington	55 Schroder Street, Upington	1	5
	Vredendal	33 Church Street, Vredendal	1	3
	Douglas	6 Loch Roper Street, Douglas	1	3
<b>Western Cape</b>	Beaufort West	75 Bird Street, Beaufort West	1	3
	Cape Town	Block C, Belvedere Office Park, 6 Pasita Road, Durbanville	1	5
	Worcester	51 High Street	1	3

**Provincial offices are captured in RED**

## KEY DELIVERABLES

- Office space, passages and balconies
- Reception areas
- Meeting rooms on all floors
- Kitchens and pause areas on all floors
- Ablutions
- Basement parking
- All the staircases and/or emergency stairs
- Lifts where applicable
- Storerooms

### Cleaning in the offices::

- Vacuuming floors twice a week
- Dusting and polishing all furniture and other surfaces daily.
- Cleaning walls, doors, windows (inside) and skirting weekly.
- Removal of rubbish bins twice a day (morning and afternoon).
- Mopping tiled floors, passage and stairs **frequently** per day.

### Kitchens, pause areas:





- Washing cups/dishes and other kitchen utensils **frequently** on a daily basis.
- Cleaning cupboards and vacuuming floors.
- Empty dust bins **frequently**.
- Cleaning of coffee machines, microwave ovens, fridges daily
- Mopping kitchens and pause areas twice a day.

Ablution areas, i.e. toilets:

- Cleaning the toilet bowls, seats, urinals, walls and mirrors using relevant sanitizers and disinfectants three times a day.
- Emptying hand-towel bins twice a day.

Basement Parking area:

- Sweeping the basement monthly.
- Emptying the rubbish bins daily.

Staircases and Emergency Stairs:

- Sweeping internal stairs on daily basis
- Dusting handrails daily
- Sweeping the emergency stairs twice weekly.
- Mopping/washing the emergency stairs once a week.

Internal glass walls and windows:

- Wiping the internal glass walls daily

Computer Room

- Computer rooms must be cleaned in such a way that dust does not accumulate on apparatus during cleaning.

## **HYGIENE SERVICES**

**The following hygiene equipment to be installed where required:**

- i) She Bins – Not Stainless Steel
- ii) Airfreshner Dispensers
- iii) Soap Dispensers
- iv) Toilet roll holders
- v) Seat Sanitizer Holders
- vi) Paper Towel Dispensers
- vii) Wall bins
- viii) Urinal Sanitizer Dispensersy

Sanitizers

- Dispensers to be installed in all ablutions and serviced monthly.

Deep Cleaning

- Diluted acid, sanitizing and surface cleaning chemicals to be used in order to clean all areas of water closets, urinals, wash hand basins, kitchen stoves, drains, etc, where daily cleaners cannot possibly reach. Deep cleaning to be done on quarterly basis.



#### Sanitary Bins

- Emptying sanitary bins three times a week
- Bins to be sanitized regularly.

#### Pest Control

- Rats and mice : Service to be done quarterly at all branches and Head Office
- Cockroaches and other crawling insects : Service to be done quarterly at all branches and Head Office.

### TIME FRAMES

3 year project, effective from 01 March 2022

### MINIMUM PROPOSAL REQUIREMENTS

Qualifying criteria for the project includes:

Qualifying Criteria
Proof of Registration with a recognized professional body/ institution, relevant to tender requirement, NCCA, BEECA or any other similar body.
Attend Compulsory Briefing Session

### FUNCTIONAL AND TECHNICAL EVALUATION CRITERIA

#### EVALUATION CRITERIA

Description	Criteria	Total Weighting
<b>Company industry experience on similar projects</b>	0 - 5 years = 5 6 – 9 years = 10 10 years and above = 15	<b>15</b>
<b>National Footprint</b>	Provide proof of address or provide proof of partnerships in the required areas.  Partnership agreements to be submitted as proof.  Please note that the maximum amount of subcontracting allowed for	<b>10</b>



	<p>this tender is 25% of the total contract value</p> <p>Points breakdown Office in every province = 10 Points</p> <p>Office <math>\geq</math> 6 out of the 9 provinces = 7 Points</p> <p>Offices in <math>\geq</math> 4 (less than 6 provinces) out of the 9 provinces = 5 Points</p> <p>Less than 4 = 0 Points</p>	
<p><b>Capacity of company and/or subcontractors</b></p> <ul style="list-style-type: none"> <li>• Number of current employees</li> <li>• Proof of equipment</li> <li>• Management and Supervision structure</li> </ul>	<p>Ideally, The bidder will need to provide proof of capacity to provide the service in all required regional towns</p> <p>Must provide an organogram</p>	<b>15</b>
<p><b>Project implementation and Execution plan:</b></p> <ul style="list-style-type: none"> <li>• Timelines from issuing of order to execution (<i>having all necessary resources on site</i>) with related milestones</li> <li>• Workplan – Cleaning program for various areas, Safety plan and supervision or management strategy.</li> </ul>	<p>Demonstrate recruitment strategy/plan and the related timelines</p> <p>All bidders need to provide a work plan that will highlight relevant areas. For example cross contamination measures, covid-19 protocols, etc</p> <p>Provide envisaged service supervision method</p>	<b>25</b>
<p><b>Supply of cleaning material, equipment, consumables per office.</b></p>	<ul style="list-style-type: none"> <li>• Indicate execution plan for ensuring all sites have their contracted ration at all time.</li> <li>• Provide the MSDS for all materials proposed</li> <li>• Indicate plan or impact of materials on Hazardous Biological Agents such a SARS-Cov-2 from the working environment.</li> </ul>	<b>20</b>



	<ul style="list-style-type: none"> <li>Indicate Environmental health and safety plan for all materials, equipment and consumables.</li> </ul>	
<b>Three (3) Reference letters of similar work</b>		<b>15</b>
<b>TOTAL</b>		<b>100</b>

Bidders who do not meet the threshold of 70 points and above will be disqualified.

#### **RATING METHOD TO BE USED FOR THE TECHNICAL EVALUATION:**

<b><u>Points</u></b>	<b><u>Interpretation</u></b>
0	Non Responsive
1	Poor
2	Satisfactory
3	Good
4	Very good
5	Excellent

#### **PRICING SCHEDULE**

Bidders are hereby invited to quote (with VAT included) on the rendering of cleaning and hygiene services to the Land Bank for a period 36 months.

The price quoted for cleaning and hygiene services must be indicated in the following manner:

- First twelve months and should be inclusive of VAT and any other related costs.
- Second twelve months and should be inclusive of VAT and any other related costs.
- Third twelve months and should be inclusive of VAT and any other related costs.

Total for the full three years inclusive of VAT and any other costs indicating the proposed escalation rate.

T23/11/22: FOR THE PROVISION OF CLEANING AND HYGIENE SERVICES FOR LAND BANK'S HEAD OFFICE BUILDING AND BRANCHES  
COUNTRY WIDE FOR A PERIOD OF THREE (3) YEARS





#### **4. PREFERENCE AND FINANCIAL EVALUATION** **Phase 2: 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 B-BBEE will be considered. To qualify for B-BBEE points a valid B-BBEE certificate needs to be submitted with this bid.

Land Bank will evaluate all tenders in terms of Preferential Procurement Policy Framework Act No 2000 of 2017 (PPPFA). The scoring methodology will apply. A copy of the PPPFA regulations can be downloaded from [www.treasury.gov.za](http://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**

#### **5. COSTING**

Bidders must submit a detailed and signed Pricing Schedule.

**All pricing shown must EXCLUDE VAT**, with the VAT components being 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 electronic submission, the price schedule will need to be a soft copy excel sheet. (Annexure N)**

#### **6. 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.



## **7. GENERAL MANDATORY 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:

- Completed Vendor Accreditation Form
- Proof of registration to the Central Supplier Database (CSD)
- Cancelled cheque and/or stamped letter from the Bank
- All Supplier information and declaration of Interest forms must be properly completed, signed and stamped by a Commissioner of Oaths
- Any false declaration of information will result in the exclusion of the proposal from consideration
- Bidders to submit a tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate
- A BEE certificate from a SANAS accredited rating agency or Affidavit substantiating the bidders B-BBEE rating
- Certified copy of Identity Documents of Shareholders/Directors
- In the case of Consortium or Joint Venture, bidders are required to provide copies of signed agreements stipulating the work split
- 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 interview.

## **8. 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 [tpillay@landbank.co.za](mailto:tpillay@landbank.co.za)

Proposals may be deposited in or couriered to the tender box at the reception area Land Bank Head Office, Tender Box, Lakefield Office Park, Building A, First Floor, 272 Lenchen Avenue (Cnr of Lenchen Avenue and West Avenue), Die Hoewes, Centurion before **13 December 2022, 11:00am**. Bidders are encouraged to drop off their bids in advance

## **9. 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.

#### **10. 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.

#### **11. Protection of Personal Information**

In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFP, you are consenting to the processing by Land Bank or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). You also consent that any information, either written or verbal, may be made available to third parties strictly for the purpose of oversight to this tenders' appointment. Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify Land Bank against any civil or criminal action, administrative fine or other penalty or loss that may arise because of the processing of any personal information that you submit.

#### **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	
<b>Administrative</b>	
Annexure A: Vendor Accreditation Form	
Annexure B: Declaration of Interest 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)	
<b>PLEASE REFER TO THE SCOPE OF WORK FOR DETAILS ON THE REQUIRED TECHNICAL AND QUALIFYING CRITERIA DOCUMENTATION</b>	
Annexure O: Proof of Registration with a recognized professional body/ institution, relevant to tender requirement, NCCA, BEECA or any other similar body.	
Annexure P: Company industry experience on similar projects	
Annexure Q: National Footprint	
Annexure R: Capacity	
Annexure S: Project implementation and Execution plan:	
Annexure T: Supply of cleaning material, equipment, consumables per office.	
Annexure U: Three (3) Reference letters of similar work	



**ANNEXURE A**



**Vendor information sheet**

SAP Registration number \_\_\_\_\_

1. Registration name of company \_\_\_\_\_

2. Company registration number \_\_\_\_\_

3. VAT number \_\_\_\_\_

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

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 _____

<b>8. Contact person for Account queries</b>	Name <u>Ms. Jeanette Raphalalani</u>
Cell no _____	Tel no <span style="border: 1px solid black; padding: 2px;"> </span>
E-mail <u>njraphala@landbank.co.za</u>	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 ( )	INT - International business ( )
EXB - Existing 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. 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 interest<sup>1</sup> 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 with any person who is employed by the procuring institution?

**YES/NO**

- 2.2.1 If so, furnish particulars:

.....  
.....

---

<sup>1</sup> 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 consortium<sup>2</sup> 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 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.

---

<sup>2</sup> 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 tenderer shall 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 expressions below 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 \_\_\_\_\_,

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	<hr/> <p>COMMISSIONER OF OATHS</p> <hr/> <p>FULL NAMES</p> <hr/> <p>CAPACITY</p> <hr/> <p>BUSINESS ADDRESS</p>
-----------------------------	--





## 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 (warm 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 provide, 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.*