

<b>To:</b>	All participating bidders
<b>Issue Date</b>	<b>4 September 2025</b>
<b>SCM Contact person:</b>	S. Mthombeni
<b>Project description:</b>	Re-advertisement of the RFQ for suitable office space to lease to serve as Land Bank George satellite office for 3 years with the option to renew for a further 2-years,
<b>Closing date and time</b>	<b>12 September 2025 @ 11:00</b>
<b>Submission email</b>	<b><u>Quotations@landbank.co.za</u></b>

**RFQ issued by:**

The Land and Agricultural Development Bank of South Africa  
P O Box 375 Pretoria 0001,  
First Floor Block A,  
Lakefield Office Park  
272 West Avenue (Corner of Lenchen Avenue and West Avenue  
De Hoewes, Centurian  
Webaddress: [www.landbank.co.za](http://www.landbank.co.za)

**Name of Bidder:** .....

**ADDRESS:** .....

**LAND LINE:** ..... **Cell No:** .....

**EMAIL:** .....

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## **A. 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.

**B. TERMS OF REFERENCE - REQUEST FOR PROPOSALS OF A SUITABLE OFFICE SPACE FOR LEASE TO SERVE AS LAND BANK GEORGE SATELLITE OFFICE FOR 3 YEARS WITH THE OPTION TO RENEW FOR A FURTHER 2-YEARS.**

**1. Introduction and purpose**

The Bank is looking for suitable office accommodation within the George CBD or within 2km radius from George CBD. The proposed space should preferably have good visibility from the main arterial road, easily identifiable and accessible.

**2. The minimum specifications for the office space**

- 2.1. Bidders must indicate compliance or non-compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. Bids not completed in the manner prescribed will be considered incomplete and rejected. Should bidders fail to indicate agreement/compliance or otherwise, Land Bank will assume that the bidder is not in compliance or agreement with the statement(s) as specified in this bid. **NB: Any bid that is non-compliant with any minimum office space requirements, will be deemed non-responsive.**

Description	Condition	Confirmation	
		Yes	No
Size	100m <sup>2</sup> – 150 m <sup>2</sup>		
Type of Offices	Commercial Office space,		
Options	The leasing options must be for 3-years with the option to renew for a further 2-years, at the discretion of the Land Bank.		
Lease options to be presented	5 years		
Location of premises	George CDB or within 2km radius from George CBD		
	Proposed office space must be within 2km from essential amenities, transport, shops and medical		
	Ground or 1 <sup>st</sup> floor space only		
Parking	4 Basement/Secured, lockable covered bays and, 2 Visitors or open Parking		
Facilities	<ul style="list-style-type: none"> <li>Fitted Kitchen and Pause area</li> <li>Filing/Strong Room</li> <li>Ablutions and entrance to the premises to accommodate people with special needs or disabled</li> </ul>		
Premises	Secure or lockable perimeter with 24/7 access control		
HVAC	HVAC and all mechanical elements in place		
Back-up power	Building must have Generator or invertor before occupation at no cost to Land Bank		
Additional Infrastructure	Fibre or Network Availability		
Tenant Installation	Market related		
Beneficial occupation	01 October 2025		
Proposed lease start date	01 November 2025		

### 3. GENERAL OVERVIEW

Tenant installation should cover the following general requirements to ensure a functional, compliant, and comfortable office environment suited for small to medium-sized operations:

- **Total Area:** 100<sup>2</sup>–150 m<sup>2</sup>
- **Intended Use:** Small to medium-sized office operations
- **Occupancy:** Up to 4 staff (flexible based on final layout)

#### 3.1. OFFICE LAYOUT & SPATIAL PLANNING

- Reception Area
- Open Workspace
- Private Office / Manager's Room
- Meeting Room
- Pantry / Kitchen / Break Area
- Storage / Server Room
- Circulation & Access Areas

#### 3.2. CONSTRUCTION & MATERIALS

- **Walls:**
  - Painted gypsum board partitions with acoustic insulation
  - Masonry walls for wet areas
- **Flooring:**
  - Workspace & Reception: Ceramic tiles or equivalent
  - Wet Areas (Ablution / Kitchen): Non-slip ceramic tiles
- **Ceiling:**
  - Suspended acoustic ceiling tiles with integrated lighting
- **Doors:**
  - Main Entrance: Tempered glass with aluminium frame
  - Interior: Solid-core or laminate flush doors
- **Windows:**
  - Double-glazed with integrated blinds or frosted film for privacy

#### 3.3. ELECTRICAL SYSTEM

- **Lighting:**
  - LED panel lights (300–400 lux in work areas)
  - Feature or ambient lighting in reception and meeting spaces
- **Power Supply:**
  - Workstations: Minimum of two twin power sockets per desk
  - General Power: Outlets spaced every 5 m<sup>2</sup>
  - High-load Circuits: Dedicated circuits for copier, printer, and server
- **Data & Communication:**
  - Structured Cat6 cabling (optional)
  - Designated server rack location
  - Backup Power (optional): Provision for UPS or generator integration

#### 3.4. MECHANICAL & HVAC

- **Air Conditioning:**
  - Split-type units or centralized VRV/VRF system
  - Zoning to allow independent control for meeting room, open workspace, and private office

#### 3.5. SAFETY & CODE COMPLIANCE

- Fire alarm system with detectors in all rooms
- Emergency lighting and exit signage
- Fire extinguisher and/or hose reel (per local code and occupancy rating)

#### 3.6. OPTIONAL FEATURES

- Acoustic panels in meeting room for enhanced soundproofing

- Smart office integrations (lighting, HVAC controls, access control)
- Branding elements (e.g., logo wall, custom reception desk)
- Green wall or indoor plants for improved air quality and aesthetics

#### 4. EVALUATION CRITERIA:

RFQ will be evaluated in two stages

##### 4.1. Stage one - Mandatory requirements

Bidders must comply with and meet all the mandatory requirements referred to below. Bidders who do not meet any of the mandatory requirements listed below will be immediately disqualified.

NO	DESCRIPTION
1.	Submit a quotation for 5 years
2	The bidder must comply with the minimum corporate office space requirements and has completed the 2.1. table above. <b>NB:</b> the Land Bank may conduct site inspection to verify the minimum office space requirements.

##### 4.1.1. Non-mandatory essential returnable documents

Only the shortlisted **bidder(s)** will be requested to submit the essential returnable documents within a limited period (not more than 5 working days).

- Failure to provide requested information within the required timeframe will lead to a proposal being deemed non-responsive.

NO	DESCRIPTION
1	A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid.
2	A proof of registration as a vendor on the National Treasury Central Supply Database (CSD), which can be found at <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017
3	SBD 1 – invitation to bid
4	SBD 4 - A fully completed and duly signed disclosure form. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete and all questions answered, and to indicate not applicable (N/A) where appropriate.
5	SBD 6.1 - fully completed Preference points claim form in terms of the preferential. procurement regulations 2022
6	Evidence of ownership, in the form of a copy of the corporate office space's title deed or notarial lease. if a property practitioner is placing a bid on behalf of the property owner, the evidence of ownership must be accompanied by a letter from the property owner (not the property practitioner) authorizing the property practitioner to place the bid on the owner's behalf. – <b>No Joint venture (JV) allowed</b>

#### 4.2. Stage Two - Price and specific goals

4.2.1. Price schedule for 3-years including an option for a 2-year renewal lease

Years	Size	Rate per sqm	Basic Rental per month	Op Costs	Rates & Taxes	Two Parking bays	One open Parking	Monthly rental Excl. VAT	Annual Rentals Excl. VAT
Year 1		R	R	R	R	R	R	R	R
Year 2		R	R	R	R	R	R	R	R
Year 3		R	R	R	R	R	R	R	R
Year 4		R	R	R	R	R	R	R	R
Year 5		R	R	R	R	R	R	R	R
<b>DEPOSIT</b>									R
<b>SUB TOTAL COSTS</b>									R
<b>VAT</b>									R
<b>TOTAL BID PRICE FOR 5 YEARS INCLUDING VAT</b>									R

#### 4.2.2.

##### **Price instructions**

- Bidder must price according to the price schedule provided;
- All lease prices quoted shall remain firm for the first twelve (12) months from the effective date of the agreement. After this anniversary date, any price increases and their respective percentages for the remaining years will apply. However, Land Bank reserves the right to negotiate price escalations with the successful bidder.

**• Land Bank will pay rentals for the proposed office space of up to 150sqm. Excess office space will be deemed to be provided for free and must not be included in the price schedule.**

- Prices tendered must be valid for 120 days and must be for the duration of contract including provision for price increase;
- For leasing options, bidders are to bring the total amount from the pricing schedules above to the 3-year lease costs and 2-year optional renewal period.

**• The bidder (Landlord) must clearly indicate the assistance to the Tenant, in the form of a Tenant's Installation Allowance**

- 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 is complete and covers all costs associated with these services.