



DECEMBER 2021
LAND BANK TI
DIRECT CONTRACT: TENANT INSTALLATIONS

PROVISIONAL BILLS OF QUANTITIES

SUPPLIED AS PART OF THE MINOR WORKS AGREEMENT: LAND BANK TENANT INSTALLATIONS

LAND BANK TI

FOR

LAND BANK

prepared by

EQUATE CONSULTING (PTY) LTD

THE CONTRACT FOR THE ABOVEMENTIONED WORK ENTERED INTO ON THE DAY OF 20 BY THE UNDERSIGNED PARTIES REFERS TO THESE BILLS OF QUANTITIES CONSISTING OF PAGES AND ANNEXURES AS INDEXED IN THESE BILLS OF QUANTITIES, MODEL PREAMBLES FOR TRADES 2008 EDITION, ASAQS PRELIMINARIES, NOVEMBER 2007 EDITION WHICH TOGETHER WITH THE JBCC SERIES 2000 PRINCIPAL BUILDING AGREEMENT, JULY 2007 EDITION 5.0 AND CONTRACT DRAWINGS SHALL BE READ AND CONSTRUED AS PART OF THE SAID CONTRACT.

EMPLOYER:	CONTRACTOR:
DATE	DATE
WITNESS	WITNESS
DATE	DATE

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The tenderer is required to check the numbers of pages and should any be found to be missing or duplicated, or should any of the typing be indistinct, or any doubt or obscurity arise as to the meaning of any description or particular of any item, of if this tender enquiry contains any obvious errors, then the tenderer must immediately inform the **quantity surveyor** and have them rectified or explained in writing as the case may be. No liability whatsoever will be admitted by reason of the tenderer having failed to comply with the foregoing instructions. No alteration, erasure, omission or addition is to be made in the text and conditions of this tender enquiry. Should any such alterations, amendment, note or addition be made, it will not be recognised. The wording of this tender enquiry, as prepared by the quantity surveyor, shall be adhered to.

PART ONE – NOTES TO TENDERERS

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PART ONE
NOTES TO TENDERERS

PART ONE

NOTES TO TENDERERS

Tenderers shall be deemed to have inspected and be fully acquainted with all contract documents prior to their submission.

1. **DESCRIPTION OF PROJECT:**

The description hereunder is a general guide only and tenderers are referred to the drawings (as included in annexure G) for submission purposes.

The scope of work shall include but is not limited to the following:

- The scope of work for the execution of the Tenant Installation to the Land Bank Head Office First Floor.
- Etc.

2. **PRICING OF PRELIMINARIES:**

These bills of quantities have been formulated in the conventional manner, whereby the Preliminaries have been included as follows:

- Part Two: Section A: Minor Works Agreement
- Part Two: Section B: Contractor Preliminaries
- Part Two: Section C: Specific Preliminaries
- Part Three: Section A Minors Works Agreement Contract Data EC
- Part Three: Section A Minors Works Agreement Contract Data CE
- Part Four: Preliminaries Summary

In pricing the preliminaries, tenderers are required to price the relevant items individually, as a single lump sum preliminaries amount will not be accepted.

3. **PRICING OF DOCUMENT:**

This document is to be priced in its entirety and it is a condition of this tender that the following be handed in together with the tender submission:

- Part Four: Preliminaries Summary (Pages 4-1 to 4-5)
- Part Five: Provisional Bills of Quantities (Pages 5-1 to 5-9)
- Part Six: Final Summary (Page 6-1)
- Part Seven: Forms of Tender (Pages 7-4 to 7-6)

4. **INSURANCE:**

The **Contractor/Employer** will effect the following insurances:

- Contract Works
- Special Insurance
- Public Liability

5. **SIGNING POWERS:**

In the event of the firm negotiating for this contract being a company or other legal person, then the said company or companies or other legal person shall provide at time of submission an extract of the minutes recording resolution by its board of directors, authorising the signing of all documents in connection with the contract by their nominee.

PART TWO – MINOR WORKS AGREEMENT

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PART TWO
NOTES TO CONDITIONS OF
CONTRACT

TENANT INSTALLATION CONTRACT

SPECIFIC NOTES TO TENDERERS

A compulsory site visit will be held on: TBC

The following documents must be submitted together with the tender submission:-

- 1 Workload - current up to end 2021
- 2 Proposed organogram of team to be allocated to this project, should your tender be successful
- 3 List of similar Projects executed with client and project manager names and contact details
- 4 Tender submission letter (on official company letterhead; signed), indicating any qualifications/deviations from the tender conditions (if applicable)
- 5 PART 4 - Preliminaries breakdown - Priced
- 6 PART 5 - Bills of Quantities - Priced
- 7 PART 6 - Final Summary
- 8 PART 7 - Form of Tender
- 9 Valid Tax Clearance (on Date of Submission)
- 10 Proof CIDB Registration
- 11 COID Letter of Good Standing
- 12 UIF Letter of Good Standing
- 13 CSD Registration
- 14 Tenderers to submit 2 No.Copies of their submission and 1 No. USB (Soft Copy)

Notes regarding Minor Works Contract:

- 1 Technical queries must be addressed to the professional consultants, as identified in the Minor Works Contract Data document.
- 2 Submission of the proposed dust and control measure, and schedule of activities indicating the following; detailed sequence of demolition and removal work, with starting and ending dates for each activity
- 3 Inventory of items to be removed and salvaged
- 4 Landfill records for record purposed indicating receipt and acceptance of hazardous wastes by a landfill facility licensed to accept hazardous wastes
- 5 The Client will not issue a Payment Guarantee
- 6 Sectional Completion might be required
- 7 Contract Instructions will be deemed issued once faxed or e-mailed to the designated person (as delegated by the Principal Agent)
- 8 The Chairman of the Contractor's Board of Directors must provide a signed Delegation of Authority to a responsible person, to sign documents on behalf of the Contractor
- 9 Requests for information needs to be formalized in the format of a RFI (Request for Information Schedule), which is related to the Contractor's approved programme.
- 10 The JBCC Series 2000 Minor Works Agreement Edition 5.1 March 2014 (as amended) applies and above notes are for clarification purposes only.
- 11 Specific requirements pertaining to Practical Completion are provided elsewhere in this Tender document.

PART TWO – MINOR WORKS AGREEMENT

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PART TWO
MINOR WORKS AGREEMENT

	FIXED	TIME	VALUE
<u>PART TWO</u>			
<u>NOTES TO CONDITIONS OF CONTRACT</u>			
<u>MINOR WORKS AGREEMENT (EDITION 5.1, MARCH 2014)</u>			
The minor works agreement shall be the March 2014 edition, JBCC Series 2000, as amended by these bills of quantities .			
<u>PRELIMINARIES (JBCC SERIES 2000 – CODE 2103 – MAY 2005)</u>			
The May 2005 JBCC series 2000 code 2103 Preliminaries for use with the principal building agreement as recommended by the JBCC constituents as amended by these bills of quantities shall be deemed to be incorporated herein.			
<u>MODEL PREAMBLES FOR TRADES 2008</u>			
The 2008 edition of the model preambles for trades are attached			
<u>NOTES</u>			
The aforementioned documents shall be referred to for the full intent and meaning of each clause thereof. These clauses are hereinafter referred to by clause number and heading only. Where standard clauses or alternatives are not applicable to this contract, they will be marked “n/a.” Any modifications/corrections or additions as are necessary, are given as far as possible under each relevant clause heading. Additional preliminary clauses are contained in Section “C” hereof.			
Where modifications or amendments as described are made, such modifications and/or amendments shall supersede any conflicting provision in the relevant clauses of the JBCC series 2000 preliminaries or the JBCC minor works agreement and the due allowance shall deemed to have been made for whatever costs and charges necessary for the carrying out and observance of the provisions of the clauses as modified and/or amended.			
No claim whatsoever shall be entertained in respect of errors or omissions in pricing due to brevity of descriptions of items, which are fully described when read in conjunction with the relevant clauses of the said minor works agreement, preliminaries and preambles.			
Allowance is made opposite each of the clauses for whatever costs and charges necessary for the carrying out, complying with and due observance of the provisions, conditions and requirements set out herein. Only priced items will be considered in respect of any adjustment of this section. Any items left unpriced will be understood to be provided free of charge and no claim for any extras arising out of the omission to price any item will be entertained.			
Any item not applicable to this contract is marked N/A.			

			FIXED	TIME	VALUE
	<u>PART TWO</u>				
	<u>SECTION A</u>				
	<u>MINOR WORKS AGREEMENT (JBCC - EDITION 5.1, MARCH 2014)</u>				
	<u>INTERPRETATION</u>				
A1	1.0 DEFINITIONS AND INTERPRETATION	Item			
A2	2.0 LAW, REGULATIONS, AND NOTICES	Item			
A3	3.0 OFFER, ACCEPTANCE AND ASSIGNMENT	Item			
A4	4.0 CONTRACT DOCUMENTS	Item			
A5	5.0 EMPLOYER'S AGENTS	Item			
A6	6.0 PRINCIPAL AGENT	Item			
A7	7.0 DESIGN RESPONSIBILITY	Item			
	<u>INSURANCE AND SECURITY</u>				
A8	8.0 RISKS, INDEMNITIES AND INSURANCES	Item			
A9	9.0 SECURITY	Item			
	<u>EXECUTION</u>				
A10	10.0 EMPLOYER	Item			
A11	11.0 CONTRACTOR	Item			
A12	12.0 SETTING OUT	Item			
A13	13.0 DIRECT CONTRACTORS	Item			
A14	14.0 CONTRACT INSTRUCTIONS	Item			
	<u>COMPLETION</u>				
A15	15.0 PRACTICAL COMPLETION	Item			
A16	16.0 DEFECTS LIABILITY PERIOD AND FINAL COMPLETION	Item			
A17	17.0 REVISION OF THE DATE FOR PRACTICAL COMPLETION	Item			
A18	18.0 PENALTY FOR NON-COMPLETION	Item			
	<u>PAYMENT</u>				
A19	19.0 PAYMENT	Item			
	The first sentence of Clause 19.7 is deemed to be deleted and replaced with the following:				
A20	"The employer shall pay to the contractor the amount certified in an interim payment certificate including default interest, if due, within thirty (30) calendar days of the date for issue of the payment certificate ."				
A20	20.0 ADJUSTMENT OF THE CONTRACT VALUE AND FINAL ACCOUNT	Item			

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A21	21.0	TERMINATION			
A22	22.0	DISPUTE RESOLUTION			
A23	<u>CONTRACT VARIABLES</u> THE SCHEDULE The schedule contains all variables referred to in this document and is divided into pre-tender and post-tender categories. The pre-tender category must be completed in full and included in the tender documents. Both the pre-tender and post-tender categories form part of this agreement. Spaces requiring information must be filled in, shown as 'not applicable' or deleted and not left blank. Where choices are offered, the non-applicable items are to be deleted. Where insufficient space is provided the information should be annexed hereto and cross referenced to the applicable clause of the schedule.				

			FIXED	TIME	VALUE
	<u>PART TWO</u>				
	<u>SECTION B</u>				
	<u>PRELIMINARIES (JBCC SERIES 2000 – CODE 2103 – MAY 2005)</u>				
B1	1.0 <u>DEFINITIONS AND INTERPRETATION</u>	Item			
B2	2.0 <u>DOCUMENTS</u>				
B2.1	2.1 CHECKING OF DOCUMENTS	Item			
B2.2	2.2 PROVISIONAL BILLS OF QUANTITIES	Item			
B2.3	2.3 AVAILABILITY OF CONSTRUCTION DOCUMENTATION	Item			
B2.4	2.4 ORDERING OF MATERIALS AND GOODS	Item			
B3	3.0 <u>PREVIOUS WORK AND ADJOINING PROPERTIES</u>				
B3.1	3.1 PREVIOUS WORK – DIMENSIONAL ACCURACY	Item			
B3.2	3.2 PREVIOUS WORK- DEFECTS	Item			
B3.3	3.3 INSPECTION OF ADJOINING PROPERTIES	Item			
B4.	4.0 <u>THE SITE</u>				
B4.1	4.1 DEFINED WORKS AREA	Item			
B4.2	4.2 HAND OVER OF SITE IN STAGES	Item			
B4.3	4.3 ENCLOSURE OF THE WORKS	Item			
B4.4	4.4 GEOTECHNICAL INVESTIGATION	Item			
B4.5	4.5 ENCROACHMENTS	Item			
B4.6	4.6 EXISTING PREMISES OCCUPIED	Item			
B4.7	4.7 SERVICES - KNOWN	Item			
B4.8	4.8 PROTECTION OF TREES AND/PR RELEVANT NATURAL FEATURES	Item			
B5	5.0 <u>MANAGEMENT OF CONTRACT</u>				
B5.1	5.1 MANAGEMENT OF THE WORKS	Item			
B5.2	5.2 PROGRESS MEETINGS	Item			
B5.3	5.3 TECHNICAL MEETINGS	Item			
B6	6.0 <u>SAMPLES, SHOP DRAWINGS AND MANUFACTURER'S INSTRUCTIONS</u>				
B6.1	6.1 SAMPLES OF MATERIALS	Item			
B6.2	6.2 WORKMANSHIP SAMPLES	Item			
B6.3	6.3 SHOP DRAWINGS	Item			

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B6.4	6.4	COMPLIANCE WITH MANUFACTURER'S INSTRUCTIONS			Item
B7	7.0	<u>DEPOSITS AND FEES</u>			
B7.1	7.1	DEPOSSITS AND FEES			Item
B8	8.0	<u>TEMPORARY SERVICES</u>			
B8.1	8.1	WATER			Item
B8.2	8.2	ELECTRICITY			Item
B8.3	8.3	ABLUTION AND WELFARE FACILITIES			Item
B8.4	8.4	COMMUNICATION FACILITIES			Item
B9	9.0	<u>PRIME COST AMOUNTS</u>			
B9.1	9.1	RESPONSIBILITIES FOR PRIME COST AMOUNTS			Item
B10	10.0	<u>ATTENDANCE ON SUBCONTRACTORS</u>			
B10.1	10.1	GENERAL ATTENDANCE			Item
B10.2	10.2	SPECIAL ATTENDANCE			Item
B11	11.0	<u>GERNAL</u>			
B11.1	11.1	PROTECTION OF THE WORKS			Item
B11.2	11.2	PROTECTION/ISOLATION OF EXISTING/SECTIONALLY OCCUPIED WORKS			Item
B11.3	11.3	SECURITY OF THE WORKS			Item
B11.4	11.4	NOTICE BEFORE COVERING WORK			Item
		The contractor shall give the principal agent at least four (4) days notice to inspect or re-measure work to be covered or concealed in any way			
B11.5	11.5	DISTURBANCE			Item
B11.6	11.6	ENVIRONMENTAL DISTURBANCE			Item
B11.7	11.7	WORKS CLEANING AND CLEARING			Item
B11.8	11.8	VERMIN			Item
B11.9	11.9	OVERHAND WORK			Item
B11.10	11.10	TENANT INSTALLATIONS BY DIRECT CONTRACTORS			Item
B11.11	11.11	ADVERTISING			Item

		FIXED	TIME	VALUE
B12	12.0 SCHEDULE OF VARIABLES This schedule contains all variables referred to in this document and is divided into pre-tender and post-tender categories. The pre-tender category must be completed in full and included in the tender documents. Both the pre-tender and post-tender categories form part of the Preliminaries. Spaces requiring information must be filled in, shown as 'not applicable' or deleted and not left blank. Where choices are offered, the non-applicable items are to be deleted. Where insufficient space is provided the information should be annexed hereto and cross referenced to the applicable clause of the schedule. Key cross reference clauses are italicised in [] brackets.			
B12.1	12.1 PRE-TENDER INFORMATION 12.1.1 Provisional bills of quantities [2.2] The quantities are provisional: (yes/no) ☒ yes 12.1.2 Availability of construction documentation [2.3] Construction documentation is complete (yes/no) ☐ no 12.1.3 Previous work – dimensional accuracy [3.1] Details: N/A 12.1.4 Previous work – defects [3.2] Details: N/A 12.1.5 Inspection of adjoining properties [3.3] Specific requirements: Contractor to note, inspect and take photographic evidence of all existing structures prior to commencing works on site 12.1.6 Defined works area [4.1] Details: The contractor shall clearly define the works areas by securely fencing off the works and avoid any access by the public. The works areas are indicated on the architect's drawings as part of this document. 12.1.7 Handover of site in stages [4.2] Specific requirements: N/A 12.1.8 Enclosure of the works [4.3] Site must be bordered to the specification of the municipality			

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		FIXED	TIME	VALUE
12.1.9 [4.4]	Geotechnical Investigation Details: N/A			
12.1.10 [4.7]	Existing premises occupied Specific requirements: N/A			
12.1.11 [4.7]	Services – known Details: Contractor to establish all services including but not limited to sewer lines, stormwater channels, water etc. A services report will be required prior to works commencement.			
12.1.12 [4.8]	Protection of trees and/or relevant natural features The direct shall with due care and diligence protect any existing trees on the defined works area and surroundings and are not allowed to trim or remove any trees without prior approval from the principal agent.			
12.1.13 [8.1]	Water Option A (by contractor) (yes/no) ☐ no Option B (by employer – free of charge) (yes/no) ☐ no Option C (by employer – metered) (yes/no) ☒ yes			
12.1.14 [8.2]	Electricity Option A (by contractor) (yes/no) ☐ no Option B (by employer – free of charge) (yes/no) ☐ no Option C (by employer – metered) (yes/no) ☒ yes			
12.1.15 [8.3]	Ablution facilities and welfare facilities Option A (by contractor) (yes/no) ☒ yes Option B (by employer) (yes/no) ☐ no			
12.1.16 [8.4]	Communication facilities Specific requirements: N/A			
12.1.17 [11.1]	Protection of the works Specific requirements: The contractor is to ensure the stability of the existing retained walls and			

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	foundations and those of the neighbouring properties. These shall require special protection during construction, as any damage will be for the contractor's account. A method statement should be included in the tender document detailing how these activities shall be carried out. 12.1.18 Protection/ isolation of existing/sectionally occupied works [11.2] Protection is required to existing heritage buildings (yes/no) ☒ yes 12.1.19 Disturbance [11.5] Noise, vibration and dust must be limited 12.1.24 Environmental disturbance [11.6] Specific requirements: N/A			
	<u>PART TWO</u> <u>SECTION C</u>			

		FIXED	TIME	VALUE
	<u>SPECIFIC PRELIMINARIES</u> The following clauses are additional to, or augment the clauses contained in sections "A" and "B" of these preliminaries.			
C1	CONTRACTOR TO BE RESPONSIBLE Item The contractor acknowledges that the principal objective of his appointment is his expert knowledge in the execution of the scope of work of this contract. The contractor shall therefore be solely responsible for all aspects of the construction of the works including but not limited to quality, safety, management, resourcing, programming and co-ordination of sequencing of work all as required for the type of project described within the time limits and quality standards specified.			
C2	WARRANTIES Item Warranties in accordance with Annexure herewith shall be provided by the contractor from all contractors, nominated or selected subcontractors / firms carrying out work or supplying goods.			
C3	PRICING OF BILLS Item All prices include, unless otherwise stated, for all materials, fabrication, conveyance and delivery, unloading, storing, unpacking, hoisting, labour, setting, fitting and fixing in position, cutting and waste (except where to be measured in accordance with the standard system of measurement) patterns, models and templates, plant, temporary works, returning of packing, duties, taxes, imposts, establishment charges, overheads, profit and all other obligations arising out of the contract. Items left unpriced will be deemed to be covered in prices against other items throughout these bills of quantities and no claim for any extras arising out of the omission to price any item will be entertained. Prices for all plant, temporary works, services and other items provided shall include for the supply, maintenance, operating cost and subsequent removal and making good as necessary.			
C4	NATURE OF PROJECT IN RELATION TO PRICING Item The nature of this Contract is such that the detail design will evolve in parallel with construction. It is acknowledged that planning and production of drawings are in the embryonic stage and that the appointments of major selected / nominated subcontractors are yet to take place and that notwithstanding this, the rates and prices contained herein as well as the amounts allowed shall remain of full force and effect.			
C5	DECLARATION OF INSURANCE Item A declaration of insurance, in accordance with Annexure herewith shall be provided from the party responsible for effecting the applicable insurance cover.			
C6	SATISFACTION OF CONTRACTOR AS TO SCOPE OF INSURANCES Item Submission of a tender shall be deemed as acceptance by the contractor that he is satisfied with the scope of the insurances effected by the employer, supplemented by any additional insurances considered necessary by himself The employer warrants that the insurances effected by him shall remain in force for the duration stipulated in the agreement.			

DIRECT CONTRACT: TENANT INSTALLATION

		FIXED	TIME	VALUE
	Any clarification of the scope of cover provided by the policies arranged by the employer should be obtained from the employer. The contractor warrants that he shall give all notices and shall observe all the terms and conditions and requirements of all insurances applicable to this contract. In the event of any occurrence which is likely to give rise to a claim under the insurances arranged by the employer, the contractor shall: 3. In addition to any statutory requirement or other requirements contained in the agreement, immediately notify the employer's Insurance Brokers by telephone or telefax giving the circumstances, nature and an estimate of the loss or damage or liability; 4. Complete a claims advice form, in conjunction with both the principal agent and the employer and return to the Insurance Brokers without delay; 5. Assist as required, in negotiations of the settlement of claims with the insurers through the employer's Insurance Brokers. The employer shall have the right to make all and any enquiry on the site or elsewhere as to the cause and results of any such occurrence and the contractor shall give the employer and his insurers full facilities for carrying out such enquiries.			
C7	ARTICLES OF VALUE The contractor shall immediately suspend affected work to an approximate extent where undocumented services, natural feature, articles of value or relics are uncovered on the site and notify the principal agent who shall issue a contract instruction on how to proceed with the works. Any relics or other articles found on site shall remain the property of the employer			
C8	MODE OF PROCEDURE Notwithstanding anything to the contrary contained herein the principal agent at all times reserves the right to direct the order in which the various parts of the works are to be executed. The contractor shall give priority to any individual section or portion of the works that, in the opinion of the principal agent, requires to be expedited. Should it appear, in the principal agent's opinion, that work in any area is not being executed in accordance with the requirements of the Programme, the contractor shall provide additional manpower and resources and shall work additional overtime and do everything else required to bring the work back to programme to the satisfaction of the principal agent.			
C9	QUALITY CONTROL AND QUALITY ASSURANCE Item The contractor shall be required to provide suitably qualified and experienced staff capable of executing the work to the required standard and quality. Definitions: The following definitions are applicable: 1 Quality Policy: The overall intentions and direction of an organisation as regards quality 2 Quality System: The organisational structures, responsibilities, procedures, processes and resources for implementing quality policy 3 Quality Control: The operational techniques and activities that are used to fulfil requirements of quality			

		FIXED	TIME	VALUE
4	Quality Assurance: All those planned and systematic actions necessary to provide adequate confidence that a product or service will satisfy given requirements for quality Generally The contractor shall submit his quality policy and comprehensive quality system proposals prior to appointment and within one week of being requested by the principal agent to do so. The quality system shall be drawn up to meet the requirements set out herein and incorporating all additional requirements and controls the contractor considers necessary for effective quality control and assurance of products and service. The contractor shall provide dedicated and experience staff capable implementing the proposed quality system. The principal agent shall comment on the quality system within two weeks of receipt of same for the contractor outlining additions or amendment considered necessary for acceptance of the quality systems. The contractor shall meet with the principal agent and amend the contents of the quality systems according to the principal agent's comments. Amendments to the system shall be made within one week of the principal agent's comments. Upon final acceptance of the quality system, it shall form a quality manual which shall, inter alia, contain the following: 1. Quality policy 2. Organisational goals and structures 3. Internal audit plan incorporating resources, documentation, procedures and processes, etc. 4. Record keeping 5. Reports: format and content 6. Follow up actions and audit finding 7. Testing: including outside testing by CSIR, SABS, PCI and others 8. Measurement control 9. Non-conformance: identification, review, corrective action, prevention of recurrence, etc. The acceptance of the quality system by the principal agent does not supersede or negate any other quality control conditions stipulated elsewhere in the contract documentation and in the instance of contradiction of requirements being identified, specific requirements shall override general requirements. Acceptance of the system by the principal agent shall not in any way supersede, negate or alter the intent, content or interpretation of the specification or conditions of contract specified elsewhere in the contract documentation. Acceptance of the system by the principal agent does not in any way relieve the contractor of his responsibility to satisfy the conditions of contract and to achieve and maintain the specified standards. The quality system is an audit procedure and does not necessarily describe the contractors total responsibility in terms of quality control. The principal agent may from time to time call for the quality control assurance data sheets for random checking of: - The manner in which the system is being administrated - The technical acceptability of the contents of the sheets, and - The effectiveness of the system in controlling the attainment of the required end product If the system is found to be inadequate or ineffective the principal agent will have the right to declare the system or parts thereof as being areas of "non-compliant". In the event of the principal agent instructing the contractor of an area of "non-compliance" the following options may be implemented by the			

DIRECT CONTRACT: TENANT INSTALLATION

		FIXED	TIME	VALUE
	principal agent at no additional costs to the employer and without any claim for delays: The structure for approval may be altered necessitating the signature of quality control and assurance data sheets by designated members of the professional team before work of a particular nature and/or in a particular area can proceed through the various check stages of the system The structure of the system may be altered by extending the detail of checking required by the system and/or the frequency at which check sheets have to be produced The geographical boundaries of a typical checking operation may be altered thereby requiring the contractors to perform more comprehensive checks on smaller portions of the work The contractor shall react immediately to an instruction by the principal agent regarding any alteration to the procedure of the system. On receipt of an instruction on any "non-compliance" from the principal agent the contractor shall not proceed with any of the affected work until acceptance of the revised procedure has been obtained from the principal agent. Once the principal agent is satisfied that the revised quality control and assurance procedures are effective, the contractor will be informed of the extent to which the system may revert back to the principle of "management by exception". It is envisaged that the system should generally operate on such a basis and providing the results are satisfactory, the contractor is not expected to attain approval by counter-signature of every quality control data sheet. In instances where up-front inspection is an industry norm (e.g. inspection of reinforcing by the structural engineer) or where the specification demands such inspection, the contractor must take this into account when compiling the quality control system. The principal agent will submit a quality report indicating areas of concern with regard to the quality of the project. The contractor is to remedy the works within a two week period or supply the principal agent with a programme indicating the duration of remedial work for specific items. Such programme shall be subject to the reasonable approval of the principal agent.			
C10	ACCESS TO SITE Item Access to the site shall be restricted to one entrance and one exit point only as directed by the principal agent.			
C11	OMISSION OF WORK FOR WHICH PROVISIONAL SUMS HAVE BEEN ALLOWED Item The subcontract amounts allowed in these bills of quantities include work to be executed in accordance with employers, requirements. The contractor accepts that, such work may, at the principal agent's discretion, be omitted from this contract and executed under separate contract/s. In such case, the contractor shall allow access to the handed over areas of the works to allow such separate contractors to proceed with such work prior to handover and/or expiry of the defects liability period.			

DIRECT CONTRACT: TENANT INSTALLATION

		FIXED	TIME	VALUE
C12	The contractor hereby accepts that he shall not be entitled to any profit mark-up on the omitted work and that no claim for loss of profit shall be entertained. TESTS AND INSPECTIONS PRIOR TO COMPLETION Item All specialist plant and equipment, subject to the principal agent's sole discretion, is subject to acceptance tests, which shall be arranged in the works of the contractor and/or subcontractors supplier within 10 days of notification that such plant or equipment is available for testing. The contractor and/or subcontractor shall inform the principal agent in writing, indicating the exact dates for these acceptance tests during the course of the last month of manufacture of such plant or equipment. In the event that the principal agent or his representatives cannot witness such tests, the employer may: appoint a specialist inspection organisation to witness such tests at his expense on behalf of the principal agent or his representatives. OR accept the contractor and/or subcontractor's certificate testifying as to the quality and performance of the specialist plant/equipment so supplied. Should no inspection have been made by the date indicated by the contractor and/or subcontractor as set out above, the equipment will be deemed as accepted and packed accordingly for delivery. The final acceptance will take place on site in the presence of the contractor and/or subcontractor responsible for the commissioning of the equipment. The principal agent's representative shall also be present. The contractor and/or subcontractor shall demonstrate to the principal agent the full scope of operation of the installation and shall ensure that he is satisfied that the principal agent is fully aware of all the operational aspects of the installation prior to handover at practical completion stage. The principal agent shall be afforded access at all reasonable times to such part of the works on site or at the contractor and/or subcontractor's premises or the premises of the manufacturer of component parts, as may be necessary for the purpose of inspecting, examining and testing the materials, workmanship and performance of any plant or equipment for the works. The contractor and/or subcontractor shall be responsible for the tests required by any local statute, building regulation, etc. Any breakdown or mechanical failure and any damage or consequential losses which may arise from such breakdown, mechanical or structural failure, will be the responsibility of the contractor and/or subcontractor.			
C13	COMMISSIONING AND TESTING Item The contractor and/or subcontractor shall commission and test the entire installation at his own expense, including provision of all test equipment. Such testing is to be done in the presence of the principal agent, who shall have been notified of the dates and approximate duration of the tests, sufficiently in advance so as to allow attendance at such tests.			
C14	MEDIA RELEASES, ADVERTISING, ETC Item All rights of publication of articles in the media, together with any advertising relating to, or in any way connected with this project, shall vest with the employer.			

DIRECT CONTRACT: TENANT INSTALLATION

		FIXED	TIME	VALUE
C15	The contractor together with his subcontractors shall not, without the written consent of the employer, cause any statement or advertisement to be printed, screened or aired by the media. ROYALTIES, PATENT RIGHTS AND FEES Item The contractor shall indemnify the employer against any action, claim, demand, costs or expenses arising from or incurred by reason of any infringement of letters, patent design, trademark, name, copyright or other protected rights in respect of any machine, plant, work, materials, thing, system or method of using, fixing, working or arrangement used or fixed or supplied by the contractor, but such indemnity shall not cover any use of the equipment or part thereof otherwise than in accordance with the provisions of the specification All payments and royalties payable in one sum or by instalments or otherwise, shall be included by the contractor in the price and shall be paid by him to those to whom they may be due or payable. In the event of any claim being made or action brought against the employer arising out of the matter referred to in this clause, the contractor shall be promptly notified thereof and may, at his own expense, conduct negotiations for the settlement of the same and/or litigation, that may arise there from. The employer shall not, unless and until the contractor shall have failed to take over and conduct the negotiations of litigation, make any admission which might be prejudicial thereto. The conduct by the contractor of such negotiations or litigation shall be conditional upon the contractor having first given the employer such reasonable security as shall from time to time be required by the employer, to cover the amount ascertained or agreed or estimated, as the case may be, or any compensation, damage, expenses and costs for which the employer may become liable in respect of such infringement as aforesaid. The employer shall, at the request of the contractor, afford all available assistance for the purpose of contesting any such claim or action and shall be repaid the expenses incurred in doing so.			
C16	LETTERS OF CREDIT Item Suppliers of mechanical - and electrical equipment might require Letters of Credit from the contractor.			
C17	FORWARD COVER Item Forward Cover must be taken out on ALL imported items subject to currency fluctuation and the contractor carries all risks associated with currency fluctuations			
C18	DEEP CLEANING Item Deep cleaning of all building works is required for practical completion			
C19	TAXES Item In computing his rates, the Contractor shall assume that this project will be subject to customs duty for imported items and Value Added Tax for both imported and locally obtained items, inputs and services. The contractor shall include for all taxes due. In computing his rates, the contractor will use costings net of VAT and add VAT on the overall project in the space provided in the summary page.			

PART THREE (SECTION A) **MWA CONTRACT DATA EC**



MINOR WORKS AGREEMENT Contract Data EC

Project LAND BANK TI

Employer LAND BANK

Contractor

Contract Date

File Code

prepared by the JOINT BUILDING CONTRACTS COMMITTEE Inc

RECOMMENDED BY THE JBCC CONSTITUENTS

Association of Construction Project Managers
Association of South African Quantity Surveyors
Master Builders South Africa
South African Association of Consulting Engineers
South African Institute of Architects
South African Property Owners Association
Specialist Engineering Contractors Committee



JBCC SERIES 2000 Edition 4.0 Code 2108-EC © JULY 2007

CONTRACT DATA - EMPLOYER

1.0 CONTRACTING AND OTHER PARTIES

1.1 **Employer** LAND BANK
[1.1]
Postal address P.O BOX 375, TSHWANE
Code 0001
Tel 012 686 0500 Fax E-mail ~~T.Makhobotloane@landbank.co.za~~

Tax / VAT registration No ☐☐☐☐☐☐☐☐☐☐
[1.2]
Physical address

1.2 **Principal Agent** EQUATE CONSULTING
[6.1]
Postal address PO Box 14577, Lyttelton,
CENTURION, SOUTH AFRICA Code
Tel +27 12 644 1747 Fax +27 86 591 9215 E-mail nhlanhla@equateafrica.com

1.3 **Agent (1)** BD CORPORATES SPACES
[6.1.9]

Agent's service ARCHITECT
Postal address P.O BOX 653032
BENMORE Code 2010
Tel 083 375 2433 Fax E-mail info@bdcorporate.co.za

1.4 **Agent (2)** EQUATE CONSULTING (PTY) LTD
[6.1.9]
Agent's service QUANTITY SURVEYOR
Postal address PO Box 14577, Lyttelton,
YES Code 0140
Tel +27 12 644 1747 Fax +27 86 591 9215 E-mail nhlanhla@equateafrica.com

1.6 Interest of **principal agent** or other **agents** in the project (Yes/no) ☐ NO

Details where "yes"

1.7 The **principal agent** [1.2] is responsible for the preparation of the **contract data** schedule and must be contacted should the **contractor** be uncertain of the information provided or to be provided. Failure to complete the **contract data** schedule in full may result in the tender being disqualified

2.0 CONTRACT AND SITE INFORMATION

2.1 The **law** applicable to this **agreement**
[1.1] (country/state) SOUTH AFRICA

2.2 **Works** identification ~~Tenant Installation~~
[1.1]

2.3 **Site** description ~~Land Bank Head Office~~
[1.1] ~~Centurion~~

2.4 Possession of the **site** is to be given on
[5.1.3] (date) TBC

2.5 Period for the commencement of the **works** after
[7.1.2] the **contractor** takes possession of the **site** (working days)

2.6 Waiver of the **contractor's** lien or right of continuing possession is required
[7.1.1] (yes/no) YES

2.7 Existing premises will be occupied. Where "yes" the specific requirements
are described below or detailed in the **contract documents** (yes/no) NO

2.8 Provision of temporary services is required. Where "yes" the specific requirements
[5.1.5-6] are described below or detailed in the **contract documents** (yes/no)

2.11.1	Water	Option A	Contractor -	his cost	
		Option B	Employer -	free of charge	
		Option C	Employer -	metered (contractor cost)	(A, B or C) A

2.11.2	Electricity	Option A	Contractor -	his cost	
		Option B	Employer -	free of charge	
		Option C	Employer -	metered (contractor cost)	(A, B or C) A

2.11.3	Telecom	Option A	Contractor -	his cost	
		Option B	Employer -	free of charge	
		Option C	Employer -	metered (contractor cost)	(A, B or C) A

2.11.4	Ablutions	Option A	Contractor -	his cost	
		Option B	Employer -	free of charge	(A or B) A

3.0 INSURANCES AND SECURITIES

3.1 [3.4.1]	Public liability insurance to be effected by	(Employer/Contractor)	EMPLOYER
	For the sum of (amount)		
	With a deductible of (amount)		R0
3.2 [3.4.2]	Contract works insurance to be effected by	(Employer/Contractor)	CONTRACTOR
	For the sum of (amount)		CONTRACT SUM + 20%
	With a deductible of (amount)		R0
3.3 [3.4.3]	Support insurance to be effected by the employer		
	For the sum of (amount)		N/A
	With a deductible of (amount)		N/A
3.3 [2.5]	The employers shall provide a Payment Guarantee	(yes/no)	NO
	For the sum of (amount)		
[2.6]	The contractor shall waive his lien where a payment guarantee is provided	(yes/no)	N/A

4.0 PRACTICAL COMPLETION DATES AND PENALTIES

4.1 [7.1.2]	For the works as a whole:	Date	Penalty amount
	The date for practical completion and the penalty per calendar day	TBC	TBC

5.0 DOCUMENTS AND GENERAL

5.1 [4.5]	Construction document copies to be supplied to the contractor free of charge	(N° of)	3
5.2 [4.1]	The contractor shall provide the priced document	(Addendum N°)	YES
5.3 [3.11]	Changes made to JBCC standard documents	(yes/no)	YES
		(Addendum N°)	
5.4 [5.2.1]	Work to be undertaken by direct contractors	(yes/no)	TBC
		(Addendum N°)	
5.5 [5.1.7]	Interim payment certificate to be issued by	(Date of month)	7TH

6.0 DECLARATION BY THE PRINCIPAL AGENT

I, the **principal agent** named in 1.2 above, declare that the information provided above is complete and accurate at the time of calling for tenders. Where necessary, should any of the above information need to be varied, tenderers will be informed thereof in writing forthwith

Principal Agent

Date

PART THREE (SECTION B) **MWA CONTRACT DATA CE**



MINOR WORKS AGREEMENT Contract Data CE

Project LAND BANK TI

Employer LAND BANK

Contractor

Contract Date

File Code

prepared by the JOINT BUILDING CONTRACTS COMMITTEE Inc

RECOMMENDED BY THE JBCC CONSTITUENTS

Association of Construction Project Managers
Association of South African Quantity Surveyors
Master Builders South Africa
South African Association of Consulting Engineers
South African Institute of Architects
South African Property Owners Association
Specialist Engineering Contractors Committee



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CONTRACT DATA - CONTRACTOR

1.0 CONTRACTING PARTY

1.1 **Contractor** / Tenderer _____

Postal address P.O BOX 375, TSHWANE _____

_____ Code _____

Tel 012 686 0500 Fax _____ E-mail TMakhobotloane@landbank.co.za

Tax / VAT registration No ☐☐☐☐☐☐☐☐☐☐

Physical address _____

2.0 SECURITIES

2.1 **Security**
The security provision selected is:

2.1.1 Variable Construction Guarantee (Yes or No) ☒ CEN
[2.2]

2.1.2 Retention (Yes or No) ☐
[2.3, 13.9]

2.1.3 Advanced Payment is required. Where "Yes" (Amount)
[2.7]

Note: Advance Payment Guarantee equal in value to above amount [2.1.3] is required from contractor

3.0 PAYMENT AND ADJUSTMENT OF PRELIMINARIES

3.1 **Payment of Preliminaries**
The payment of preliminaries related to minor works shall be according to **Option A** only

3.1.1 **Option A**
Assessed by the **principal agent** as an amount prorated to the value of the work duly executed in the same ratio as the preliminaries bears to the **contract sum** excluding:

- The amount for preliminaries
- Any contingency sum

All inclusive of **tax**

3.1.2 **Option B** (Not applicable)

3.2 **Adjustment of preliminaries**
The amount or items of preliminaries shall be adjusted to take account of the theoretical financial effect which changes in time and/or value have on preliminaries. Such an adjustment shall be based on the particulars provided by the **contractor** for this purpose in terms of Option A and shall preclude any further adjustment of preliminaries

Adjustment of preliminaries in terms of Options A shall apply notwithstanding the actual employment of resources by the **contractor** in the execution of the **works**. The adjustment of preliminaries shall be based on the option as selected in the **contractor's** tender

For the adjustment of the preliminaries both the **contract sum** and the **contract value** shall exclude:

- The amount of preliminaries
- Any contingency sum

All inclusive of **tax**

3.2.3 **Option A**
The amount of preliminaries shall be adjusted in the following categories:

- An amount which shall not be varied
- An amount which shall be varied in proportion to the **contract value** as compared with the **contract sum**

- 5.3 Tenders will be opened in public directly after the stated closing time. Only the total tender sum as stated in each tender will be announced
- 5.4 The lowest or any tender will not necessarily be accepted
- 5.5 This tender shall remain in full legal force for thirty (30) **calendar days**. The tenderer accepts liability for damages as may be suffered by the **employer** should the tender validity period not be honoured
- 5.6 This tender takes into account all listed items [4.0] for the purpose of preparing and submitting this tender
- 5.7 The successful tenderer will be appointed in terms of the JBCC Minor Works Agreement

5.8	TENDER SUM COMPILATION	Amount
5.8.1	Tenderer's work including prime cost amounts	
5.8.2	Employer allowances stated by the principal agent	SOUTH AFRICA
5.8.3	SUB TOTAL	Tenant Installation
5.8.4	Add tax on 5.4.3	Land Bank Head Office
5.8.5	TOTAL TENDER SUM inclusive of tax	TBC
5.8.6	Tender Sum in words	

Thus done and signed at _____ on _____

_____ Name of signatory	_____ Capacity of authorised signatory
_____ As witness	_____ for and on behalf of the tenderer who warrants authorisation hereto

PART TWO

PRELIMINARIES

<u>PART FOUR</u>				FIXED	TIME	VALUE
<u>PRELIMINARIES SUMMARY</u>						
<u>PART TWO</u>						
<u>SECTION A</u>						
<u>MINOR WORKS AGREEMENT</u>						
A1	1.0	DEFINITIONS AND INTERPRETATION	Item			
A2	2.0	LAW, REGULATIONS, AND NOTICES	Item			
A3	3.0	OFFER, ACCEPTANCE AND ASSIGNMENT	Item			
A4	4.0	CONTRACT DOCUMENTS	Item			
A5	5.0	EMPLOYER'S AGENTS	Item			
A6	6.0	PRINCIPAL AGENT	Item			
A7	7.0	DESIGN RESPONSIBILITY	Item			
A8	8.0	RISKS, INDEMNITIES AND INSURANCES	Item			
A9	9.0	SECURITY	Item			
A10	10.0	EMPLOYER	Item			
A11	11.0	CONTRACTOR	Item			
A12	12.0	SETTING OUT	Item			
A13	13.0	DIRECT CONTRACTORS	Item			
A14	14.0	CONTRACT INSTRUCTIONS	Item			
A15	15.0	PRACTICAL COMPLETION	Item			
A16	16.0	DEFECTS LIABILITY PERIOD AND FINAL COMPLETION	Item			
A17	17.0	PENALTY FOR NON-COMPLETION	Item			
A18	18.0	SETTING OUT OF THE WORKS	Item			
A19	19.0	PAYMENT	Item			
A20	20.0	ADJUSTMENT OF THE CONTRACT VALUE AND FINAL ACCOUNT	Item			
A21	21.0	TERMINATION	Item			
A22	22.0	DISPUTE RESOLUTION	Item			
A23	23.0	CONTRACT VARIABLES	Item			

Carried to summary part Four

DECEMBER 2021

LAND BANK TI

DIRECT CONTRACT: TENANT INSTALLATIONS

			FIXED	TIME	VALUE
	<u>PART TWO</u>				
	<u>SECTION B</u>				
	<u>PRELIMINARIES</u>				
B1	1.0	DEFINITIONS AND INTERPRETATION			Item
B2.1	2.1	CHECKING OF DOCUMENTS			Item
B2.2	2.2	PROVISIONAL BILLS OF QUANTITIES			Item
B2.3	2.3	AVAILABILITY OF CONSTRUCTION DOCUMENTATION			Item
B2.4	2.4	ORDERING OF MATERIALS AND GOODS			Item
B3.1	3.1	PREVIOUS WORK – DIMENSIONAL ACCURACY			Item
B3.2	3.2	PREVIOUS WORK- DEFECTS			Item
B3.3	3.3	INSPECTION OF ADJOINING PROPERTIES			Item
B4.1	4.1	DEFINED WORKS AREA			Item
B4.2	4.2	HAND OVER OF SITE IN STAGES			Item
B4.3	4.3	ENCLOSURE OF THE WORKS			Item
B4.4	4.4	GEOTECHNICAL INVESTIGATION			Item
B4.5	4.5	ENCROACHMENTS			Item
B4.6	4.6	EXISTING PREMISES OCCUPIED			Item
B4.7	4.7	SERVICES - KNOWN			Item
B4.8	4.8	PROTECTION OF TREES AND/PR RELEVANT NATURAL FEATURES			Item
B5.1	5.1	MANAGEMENT OF THE WORKS			Item
B5.2	5.2	PROGRESS MEETINGS			Item
B5.3	5.3	TECHNICAL MEETINGS			Item
B6.1	6.1	SAMPLES OF MATERIALS			
B6.2	6.2	WORKMANSHIP SAMPLES			Item
B6.3	6.3	SHOP DRAWINGS			Item
B7.1	7.1	DEPOSSITS AND FEES			Item
B8.1	8.1	WATER			Item
B8.2	8.2	ELECTRICITY			Item
B8.3	8.3	ABLUTION AND WELFARE FACILITIES			Item
B8.4	8.4	COMMUNICATION FACILITIES			Item
			FIXED	TIME	VALUE

Carried to summary part Four

[illegible]

Carried to summary part Four

PART TWO SECTION C SPECIFIC PRELIMINARIES					
C1	CONTRACTOR TO BE RESPONSIBLE	Item			
C2	WARRANTIES	Item			
C3	PRICING OF BILLS	Item			
C4	NATURE OF PROJECT IN RELATION TO PRICING	Item			
C5	DECLARATION OF INSURANCE	Item			
C6	SATISFACTION OF CONTRACTOR AS TO SCOPE OF INSURANCES	Item			
C7	ARTICLES OF VALUE	Item			
C8	MODE OF PROCEDURE	Item			
C9	QUALITY CONTROL AND QUALITY ASSURANCE	Item			
C10	ACCESS TO SITE	Item			
C11	OMISSION OF WORK FOR WHICH PROVISIONAL SUMS HAVE BEEN ALLOWED FOR	Item			
C12	TESTS AND INSPECTIONS PRIOR TO COMPLETION	Item			
C13	COMMISSIONING AND TESTING	Item			
C14	MEDIA RELEASES, ADVERTISING, ETC	Item			
C15	ROYALTIES, PATENT RIGHTS AND FEES	Item			
C16	LETTERS OF CREDIT	Item			
C17	FORWARD COVER	Item			
C18	DEEP CLEANING	Item			
C19	TAXES	Item			

Carried to summary part Four

DIRECT CONTRACT: TENANT INSTALLATIONS

	FIXED	TIME	VALUE
<u>PART FOUR</u>			
<u>SUMMARY PAGE</u>			
Total carried from page 4-1			
Total carried from page 4-2			
Total carried from page 4-3			
Total carried from page 4-4			
Total carried from page 4-5			
SUBTOTAL			
ADD: FIXED			
ADD: TIME			
TOTAL CARRIED TO FINAL SUMMARY PART SIX			

PART FIVE – PROVISIONAL BILLS OF QUANTITIES

LAND BANK TI

Direct Contract



December 2021

PART FIVE
PROVISIONAL BILLS OF QUANTITIES

LAND BANK HEAD OFFICE

NATIONAL TENDER COST FOR LAND BANK TENANT INSTALLATION

EXISTING TENANT : LANDBANK (REV 2)

BUILDING: LAKEFIELD OFFICE PARK FIRST FLOOR

STREET ADDRESS: 272 LENCHEN AVE, CENTURION

QS : EQUATE CONSULTING



19/01/2022

eP_1364/PR

USABLE AREA		1,454.23	M2			
ITEM	DESCRIPTION	QTY	UNIT	RATE	/B/	TOTAL
A	MAIN CONTRACTOR'S SCOPE OF WORK:					
1	DEMOLITIONS					
1.01	Provision for demolition of existing drywalls, floor finishes, ceilings and alterations	1,454	m²		L	
2	INTERNAL DIVISIONS AND WALL FINISHES					
2.01	Supply and install new P1 drywall partitioning 2700mm high including aluminium trim and 76mm skirting (<i>underside of ceiling</i>)	269	m		L	
2.02	Supply and install new P1 drywall partitioning 3600mm high including aluminium trim and 76mm skirting (<i>slab to soffit height to be confirmed on site</i>)	73	m		L	
2.03	Extra over P1 for P1S drywall partitioning 3600mm high for sound proof including 75mm fibreglass in cavity (skirting measured with P1)	73	m		L	
2.04	Supply and install Type "M1" 3600 high with 2 hour fire rated Metawall partition with double Fire Stop boarding, Rhino flam in cavity, 0.5mm galvanised steel sheeting between boards and 76mm high natural anodised aluminium skirting bothsides	17	m		L	
2.05	Provision to supply and install screen wall (detail to be confirmed)	1	PS		L	
2.06	Provision to supply and install dividing screen	1	PS		L	
2.07	Supply and install single semi-solid masonite door with aluminium frame size 813 x 2700mm high including 2lever lock and handle	33	No		L	
2.08	Supply and install double semi-solid masonite door with aluminium frame size 1511 x 2700mm high including 2lever lock and handles	6	No		L	
2.09	Extra over single timber door for new glazed aluminium single door and frame for door size 813 x 2700mm including suppliers ironmongery (cylinder lock and brushed stainless steel handle)(COC for safety glass to be issued)	22	No		L	
2.10	Extra over double timber door for new glazed aluminium double door and frame for door size 1511 x 2700mm including suppliers ironmongery (cylinder lock and brushed stainless steel B/B handle)(COC for safety glass to be issued)	5	No		L	
2.11	Supply and Install cladding to double solid door	1	Item		L	
2.12	Supply and fit new door stops - rubber/aluminium	45	No		L	
2.13	Extra over partitioning for type "P4" view panel size 800 x 2700mm	26	No		L	
2.14	Prepare, supply and paint (GLO/Enamel) timber doors	49	m²		L	
2.15	Prepare, supply and paint walls (drywall) Plascon PEM 1000 Pure Acrylic reveals and plastered cills) Plascon PEM 1000 Pure Acrylic	1,941	m²		L	
2.16	Extra over paint for MOD colour on plastered walls/and or drywall	582	m²		L	
2.17	Supply and install new aluminium corner protector- floor to ceiling	18	No		L	
3	FLOOR FINISHES					
3.01	Supply and install pavelite in preparation for new floor finish (100% Allow)	407	m²		L	
3.02	Supply and install new stretch carpet commercial grade - Westminster Zimmer on floors including cutting (needle punch plainback) (<i>Executive Offices</i>)	131	m²		L	
3.03	Supply and install new stretch carpet commercial grade - Baltimore Timberwolf on floors including cutting (needlepunch plainback) (<i>Boardrooms/Meeting rooms</i>)	481	m²		L	
3.04	Supply and install new Berberpoint 920g - 500x500mm carpet tiles on floors including cutting (needlepunch plainback) (<i>Open Plan</i>)	715	m²		L	
3.05	Extra over carpet for porcelain tiles (<i>Passage/ Waiting room and Kitchen</i>)	407	PC/m²		L	
3.06	High pressure clean existing floor tiles to remain	74	m²		L	
3.07	Supply and install aluminium dividing strip (Genesis/Kirk Marketing)	57	m		L	

LAND BANK HEAD OFFICE
NATIONAL TENDER COST FOR LAND BANK TENANT INSTALLATION
EXISTING TENANT : LANDBANK (REV 2)
BUILDING: LAKEFIELD OFFICE PARK FIRST FLOOR
STREET ADDRESS: 272 LENCHEN AVE, CENTURION
QS : EQUATE CONSULTING


19/01/2022

eP_1364/PR

4	CEILINGS					
4.01	Make good suspended ceilings where partitions are installed	359	m		L	
4.02	Remove existing, supply and install new ceiling tile (1200 x 600mm) OWA Constellation Lay- ceiling tiles (<i>Allowed 30% to repair damaged ceiling tiles</i>)	218	No		L	
4.03	Chemical clean existing suspended ceilings	1,018	m ²		L	
5	BLINDS AND WINDOWS					
5.01	Take down and remove existing blinds from site (window height)	220	m ²		L	
5.02	Supply and install new 25mm Aluminium blinds with tracks	220	m ²		L	
6	JOINERY AND KITCHEN					
6.01	Provision for new Kitchen floor and wall cupboards with and including new double sink and mixer, waste plug, tiled splashback and Formica top	2	PS		L	
6.02	Provision for plumbing and drainage to kitchen sink	2	PS		L	
6.03	Supply and install 10liter under sink geyser complete	2	No		L	
7	SUNDRY ITEMS					
7.01	Pre-clean premises on completion, waste skips and removal, etc	1,454	m ²		L	
7.02	Provision to Core drilling through slab and make good	2	No		L	
7.03	Provision to scanning for services through slab by specialist	2	PS		L	
8	BUILDER'S MANAGEMENT AND ATTENDANCE ON OTHER CONTRACTORS					
8.01	Builder's Management & Attendance on Electrical Installation	2.50%	Item		All	
8.02	Builder's Management & Attendance on AC Installation	2.50%	Item		All	
8.03	Builder's Management & Attendance on Fire Installation	2.50%	Item		All	
A	MAIN CONTRACTOR'S TOTAL SCOPE OF WORK :					
B	OTHER CONTRACTORS' SCOPE OF WORK: DIRECT PAYMENT BY LANDBANK MANAGEMENT					
9.00	ELECTRICAL INSTALLATION - PROVISIONAL					
9.01	Provision for electrical alterations, new electronic equipment's and access control	1,454	m ²		L	
10.00	AIR CONDITIONING INSTALLATION - PROVISIONAL					
10.01	Provision to alterations of existing air conditioning to suit the new floor plan	1,454	m ²		L	
11.00	FIRE INSTALLATION - PROVISIONAL					
11.01	Provision for fire installation, including fire signage, fire sprinklers and detections	1,454	m ²		L	
	(A + B)TOTAL SCOPE OF WORK:	1,454.23	M2			
12.00	PROVISIONAL ALLOWANCES					
12.03	Preliminaries and General	1.00			ALL	

PART SIX – FINAL SUMMARY

LAND BANK TI

Direct Contract



December 2021

PART SIX
FINAL SUMMARY

PART SIXLAND BANK TIFOR LAND BANK

FINAL SUMMARY	Page No.	Alternative "A" (Subject to CPAP)	Alternative "B" (Fixed Price)
PART FOUR: SUMMARY OF PRELIMINARY & GENERAL	4-27	ZAR	ZAR
PART FIVE: PROVISIONAL BILLS OF QUANTITIES	5-15	ZAR	ZAR
SUBTOTAL - A		ZAR	ZAR
HAYLETT ESCALATION (FORM OF TENDER ALTERNATIVE "A")		ZAR	ZAR
PRICE FIXING (FORM OF TENDER ALTERNATIVE "B")		ZAR	ZAR
SUBTOTAL - B		ZAR	ZAR
CONTINGENCIES Allow a contingency to be expended at the discretion of the Architect and to be omitted in part or whole if not required.		NIL	NIL
TOTAL (EXCLUDING VAT)		ZAR	
ADD VAT @ 15%		ZAR	
TOTAL (INCLUDING VAT) (CARRIED TO FORM OF TENDER ALTERNATIVE "A, Page 7-3)		ZAR	
		TOTAL (EXCLUDING VAT)	ZAR
		ADD VAT @ 15%	ZAR
		TOTAL (INCLUDING VAT) (CARRIED TO FORM OF TENDER ALTERNATIVE "B, Page 7-6)	ZAR

THE JOINT BUILDING CONTRACTS COMMITTEE

JBCC SERIES 2000

FORM OF TENDER

ALTERNATIVE B – FIXED PRICE

THIS DOCUMENT IS FOR USE WITH
JBCC PRINCIPAL, NOMINATED/SELECTED AND MINOR WORKS AGREEMENTS

PROJECT	LAND BANK TI		
PRINCIPAL AGENT or AGENT	EQUATE CONSULTING		
EMPLOYER	LAND BANK		
TENDERER			
WORKS DESCRIPTION	MINOR WORKS AGREEMENT		
TENDER CLOSING DATE	TBC	TIME	12H00

Sealed submissions to be endorsed:

LAND BANK

TENDER FOR THE TENANT INSTALLATION CONTRACT (DIRECT CONTRACT)

and are to be delivered to the following address:

Delivery Address: Land Bank Head Office, Tender Box 420 Witch Hazel Avenue

For Attention: nhlanhla@equateafrica.co.za

Prepared by the JOINT BUILDING CONTRACTS COMMITTEE Inc

RECOMMENDED BY THE JBCC CONSTITUENTS

Association of Contract Project Managers
Association of South African Quantity Surveyors
Master Builders South Africa
South African Association of Consulting Engineers
South African Institute of Architects
South African Property Owners Association
Specialist Engineering Contracts Committee

5th EDITION CODE 2101 © JULY 2007

FORM OF TENDER

in terms of a:

ALTERNATIVE B (FIXED PRICE)

Principal Building Agreement
N/S Subcontract Agreement
Minor Works Agreement

X

Principal Agent or Agent EQUATE CONSULTING

Street address 14 Amatola Road, Doringkloof, Centurion, 0157

Tel +27 (0)12 644 1747

Fax

E-mail Nhlanhla@equateafrica.com

Employer LAND BANK

[N/S tender only] Contractor

Tenderer

Postal address

Code

Tel

Fa

E-mail

x

Project LAND BANK TI

Works MINOR WORKS AGREEMENT – DIRECT CONTRACT: TENANT INSTLLATION

1.0 CONDITIONS OF TENDER

1.1 PRINCIPAL, NOMINATED/SELECTED AND MINOR WORKS AGREEMENTS

- 1.1.1 The successful tenderer will be appointed in terms of the JBCC Principal Building Agreement, JBCC N/S Subcontract Agreement or JBCC Minor Works Agreement
- 1.1.2 Additions and alterations to such agreement are clearly detailed in the schedule of the agreement
- 1.1.3 All pre-tender information is set out in the Schedule. Variables requiring selection by the tenderer are to be clearly marked for later inclusion in the Schedule
- 1.1.4 Any conditions or qualifications that are appended by the tenderer, which are at variance with the conditions in this or the tender enquiry document, may invalidate the submitted tender
- 1.1.5 Details of the amount of item 2.4.2 of tender sum are to be clearly designated in the tender documentation provided by the principal agent or agent
- 1.1.6 This tender is to be submitted to the principal agent or agent at the street address stated above before the tender closing date and time stated on the cover hereof
- 1.1.7 Tenders will be opened in public.
- 1.1.8 The lowest or any tender will not necessarily be accepted

1.2 NOMINATED / SELECTED SUBCONTRACT AGREEMENT ONLY

- 1.2.1 The contractor has been or will be appointed in terms of the JBCC Principal Building Agreement
- 1.2.2 Where the tenderer is advised of the appointment of the contractor after submission of this tender, the tenderer shall be entitled to make reasonable objection to being appointed by the contractor
- 1.2.3 This tender is submitted to the principal agent or agent who is authorised in terms of the Principal Building Agreement to instruct the contractor to appoint the successful tenderer as a nominated/selected subcontractor

2.0 THE TENDER

- 2.1** By the submission of this tender to the employer the tenderer offers and agrees to contract for, execute and complete the works/subcontract works for the tender sum as stated below
- 2.2** This tender shall remain in full legal force for one hundred and twenty five (125) calendar days from the tender closing date in the case of Principal or Nominated/Selected Contracts and thirty (30) calendar days for Minor Works Contracts. The tenderer accepts liability for damages as may be suffered by the employer should the tender validity period not be honoured
- 2.3** This tender takes into account the documents listed hereunder or as per the attached addendum by the principal agent or agent for the purpose of preparing and submitting this tender

Document list or addendum identification

2.4 TENDER SUM COMPILATION

Amount

2.4.1	Tenderer's work including Prime Cost and Provisional Amounts	
2.4.2	Budgetary allowances <i>[amount stated by the principal agent or agent]</i>	
2.4.3	SUB TOTAL	
2.4.4	Add tax on 2.4.3	
2.4.5	TOTAL TENDER SUM inclusive of tax	

Tender Sum in words

2.5 TENDERER'S SELECTIONS *(Fill in Yes, No, Nil etc as appropriate)*

Selection Item			PBA	N/S	Minor	Addendums	N°/s
Preliminaries	Payment	Alternative A	NO				
		Alternative B	YES		---		
	Adjustment	Alternative A	NO				
		Alternative B	YES		---		
Security	Cash deposit		NO		---		
	Variable construction guarantee		YES		---		
	Fixed construction guarantee		NO				
	Retention (Payment reduction)		NO				
	Advance payment guarantee		TBC				
	Payment guarantee required		NO			<i>(Amount)</i>	

Thus done and signed at _____ on _____

Name of signatory

Capacity of authorised signatory

As witness

for and on behalf of the tenderer who by signature hereof warrants authorisation hereto

ANNEXURE “A”
WAIVER OF CONTRACTOR’S LIEN



® Waiver of the Contractor's Lien

for use with the ...

Principal Building Agreement

Edition used ?

Minor Works Agreement

Edition used ?

Contractor

Employer

Works

Site

AGREEMENT

The **contractor** waives in favour of the **employer** any lien or right of retention that is or may be held in respect of the **works** to be executed on the **site**

This waiver shall only come into effect on provision by the **employer** of a **security for payment** in fulfilment of obligations in terms of the identified **agreement**

This done and signed at

Date

Name of Signatory

Capacity

For and on behalf of the **contractor** who by signature
hereto warrants such authorisation

Signature of Witness

Contractor

Street Address

Postal Address

E-mail

Fax

Code

Code

Mobile

Telephone

ANNEXURE “B”
DECLARATION OF INSURANCE

ANNEXURE “E”

DECLARATION OF INSURANCE

I/We, hereby declare that the Insurance Policies enumerated below have been effected by me/us in accordance with Special Conditions of Contract applicable to Contract Order No.:

Cover Effected	Clause No	Insurer No.	Policy Date	Expiry
1. Contract Works Insurance	3.1	_____	_____	_____
2. Supplementary Insurance	3.2	_____	_____	_____
3. Public Liability Insurance	3.3	_____	_____	_____
4. Support Insurance	3.4	_____	_____	_____

Confirmation from the Insurers of current cover is attached.

SIGNATURE: _____

FOR AND ON BEHALF OF: _____

OFFICIAL CAPACITY: _____

DATE: _____

ANNEXURE “C”

**TAX COMPLIANCE CERTIFICATE (TO BE PROVIDE BY
CONTRACTOR)**

ANNEXURE “D”

**PROGRAMME OF WORKS (TO BE PROVIDED BY
CONTRACTOR)**

ANNEXURE “E”

**METHODOLOGY/EXECUTION OF WORKS (TO BE PROVIDED
BY CONTRACTOR)**

ANNEXURE “F”

**LIST OF SIMILAR PROJECTS (TO BE PROVIDED BY
CONTRACTOR)**

ANNEXURE “G”

DRAWING LIST



DECEMBER 2021
LAND BANK TI
DIRECT CONTRACT: TENANT INSTALLATION

DRAWING REGISTER

BD CORPORATE SPACES		
BD-L-21-100-1F	1F SPACE PLANNING LAYOUT	Rev 1

ANNEXURE “H”

LAND BANK SPECIFICATION



Corporate Identity Guidelines

Contents

- 1. Brand Guidelines
- 2. Basic Elements
- 16. Stationery
- 26. Electronic Media
- 29. Advertising Standards
- 33. Merchandise
- 36. Vehicle Branding
- 42. Signage
- 47. Interior Furnishing
- 53. Authorisation

Introduction

Land Bank is a specialist agricultural bank guided by a government mandate to provide financial services to the commercial farming sector and to agri-business and to make available new, appropriately designed financial products that would facilitate access to finance by new entrants to agriculture from historically disadvantaged backgrounds. Today, the Bank is a true South African development finance institution that serves all farmers equally.

Founded in Pretoria in the 1912, the Land Bank was the precursor to a series of historical events that have not only shaped the quintessence of the country's socio-economic and political history as it is known today, but also how the agricultural sector in particular has evolved in the past 100 years.



Brand Guidelines

Brand Matters

Brand matters to customers looking for products and partners they can count on. Communities welcome business that have positive brand images, and more than ever before, investors reward business with strong, well-known and respected brands. Studies consistently show that, all other things being equal, people prefer to buy brands they know and trust. Strong brands can also help a business command a price premium, grow market share, reduce the cost of sales and become more competitive in the marketplace.

But what is this thing called “brand”? When people hear the word, they often think first about the business name, logo, product names, packaging and advertising slogans. All those things are important, of course. But when we talk about brand in today's world we're really talking about the total Land Bank experience - all the factors that come together to form our image and reputation. It's about the way people think, feel and respond when they hear the word, Land Bank.

The Land Bank Brand Promise

The Land Bank brand promise is supported by more than a century of accomplishments in a wide range of food security and improving agricultural GDP. While there is great strength in the diversity of our business and product portfolio, there is a common denominator that ties Land Bank together - a knowledge-based financial expertise in agri-finance. This brand promise was developed based on research with employees, customers, investors and business leaders around the country and is based on what Land Bank's brand means to them and what we can aspire to in the future. The promise is simple, direct, and focused on the solutions we bring to our customers and their customers every day.

- We are building food security
- Creating a racially inclusive agricultural sector
- More innovative agri growth and productivity
- We stand by you

Building the Land Bank Brand

Great brands are not born - they're built, it's important that the Bank create a consistent experience for all customers and everyone else who interacts with the Land Bank. The brand is built by keeping the promises made in our brand position - *We stand by you*. It should be obvious to everyone that we are one business, applying our technology and expertise to build agriculture, food security and financial sustainability..to be more comprehensive and energy efficient...more innovative and productive.

Our communications programmes are one critical element of creating a consistent and positive Land Bank brand experience. These guidelines have been created to make sure that you have the information and tools you need to create communications that support and build the Bank brand.

These guidelines will ensure that Land Bank's media communications (such as Advertising, Editorial, Corporate identity: Memo, Letter, Contract and Business Literature, etc.) are consistent in theme, style and appearance. At the same time, our guidelines allow for great flexibility to meet specific market needs and promote creativity.

Use of these Brand Guidelines and Land Bank's Visual Identity Standards (go to Internet under marketing folder) is mandatory for all organisations that do business under the Land Bank.

Basic Elements



Land Bank Corporate Identity Usage

The Land Bank logo incorporates three creative elements, creating an artistic representation on an agricultural landscape.

The orange sun, which is the focal point of the logo, symbolises the African sun, the riches of the land and a prosperous future. The green and red shapes represent the land, ploughed fields and rows of produce, as well as Land Bank’s visible impact in agribusiness banking and insurance.

Below is the correct illustration for how the Land Bank brand should be incorporated in all marketing and advertising platforms.

Isolation Colour logo



Full Logo Including slogan



Insurance Corporate Identity



Black & White and Reversed Version



Reversed Version on Coloured Background



Isolation Area, Holding Shape and Smallest Acceptable Size

To ensure its integrity and visibility, the Land Bank logo should be kept clear of competing text, images and graphics. It must be surrounded on all sides by an adequate clear space. This type of branding may be used for corporate signage.

The logo should never be used any smaller in height than 15mm or 177 pixels.

Isolation Area and Holding Shape



Smallest Acceptable Size



Our typographic style

Type can be a powerful brand tool when used carefully and consistently. To help us establish a consistent and credible brand style, a single family of typefaces has been chosen for most applications - **Gill Sans MT**. Its chosen for its simplicity and readability.

For internal word-processed communications and presentations, such as PowerPoint; all headings and sub-headings must appear in Gill Sans MT, including body copy. No other typefaces, no matter how similar they appear, may be used.

The use of all-caps, or upper-case style, is discouraged as its tone conflicts with the new voice that Land Bank has adopted. When “*Land Bank*” appears in the body of text it should always be capitalised to visibly distinguish its importance from the surrounding text. When using the Land Bank name in a body of text or a sentence, observe proper grammar rules and capitalise the “L & B”.

How We Use Typography

We’ve developed typographic standards for how we use type to convey our messages. For primary headlines, we use **Gill Sans MT Bold**.

Effective communications make information more accessible. When formatting body copy, one must take care to direct the reader’s attention to the most important information in the most logical order. The reader should sense structure immediately. Gill Sans MT Regular or Light is the preferred typestyle for body copy and text. Three weights are permitted: *Italic*, **Medium** and **Bold**.

These typestyles were selected because they are contemporary classics and easy to read. Space permitting, we prefer open-line spacing. It reinforces the strong horizontal flow of our communications. If space limitations pose a problem, Gill Sans MT, Light, Medium and Bold Condensed may be substituted.

Primary messaging - Style of headlines grounded

Body Copy messaging - Style of subheads & captions
e.g. We are committed to creating products and services that improve safety, quality and comfort of human life.

FIRST TO KNOW
FIRST TO INNOVATE
FIRST TO CREATE

Font Size

The primary font is Gill Sans MT and it is widely used in both internal and external Bank communications (mostly print). This sans serif font is available in various weights. For Bank purposes, however, the most commonly used are Light, Regular and Bold.

The recommended font size is 12.

The examples shown here demonstrate some of the more common misunderstandings of using our typographic system.

- Do not distort type
- Do not use type on a curve
- Do not use unauthorised typefaces
- Do not use special effects with type
- Do not put type in perspective

Typography and Colour Palette

Land Bank’s corporate body copy font is Gill Sans MT and comes in a variety of weights, offering flexibility of use. Gill Sans MT can also be used for electronic communications such as websites, email templates, Word or PowerPoint. Consistent adherence to these typeface guidelines, will ensure uniformity and cohesiveness across all communications.

Headings & Sub-headings

Gill Sans MT Pro Bold
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz | 234567890

Gill Sans MT Pro Semi-Bold
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz | 234567890

Gill Sans MT Pro Bold Italics
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz | 234567890

Gill Sans MT Pro Semi-Bold Italics
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz | 234567890

Body Copy & Text

Gill Sans MT Regular
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz | 234567890

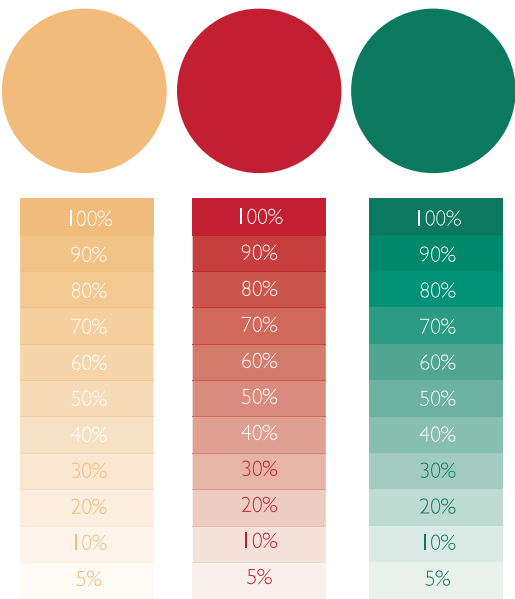
Gill Sans MT Light
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz | 234567890

Gill Sans MT Regular Italics
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz | 234567890

Gill Sans MT Light Italics
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz | 234567890

Primary Colours

The colour palette of the Land Bank logo is an essential element in setting a recognisable tone and look for the identity. The colours for the Land Bank logo are orange, red and green.



CMYK	
	C4 M28 Y58 K0
	C16 M100 Y87 K7
	C87 M30 Y71 K15
RGB	
	R241 G88 B123
	R194 G32 B50
	R10 G121 B96
Pantone	
	156 C
	200 C
	335 C

Incorrect Use of the Corporate Identity

These are a few examples of how the Land Bank logo must never be used. Primary colours must always be strictly followed. The Land Bank logo must never be distorted; it must at all times be sized proportionally.



Basic Portrait Grid for Logo Size

Below is the basic grid for logo size on a portrait application

Grid 1

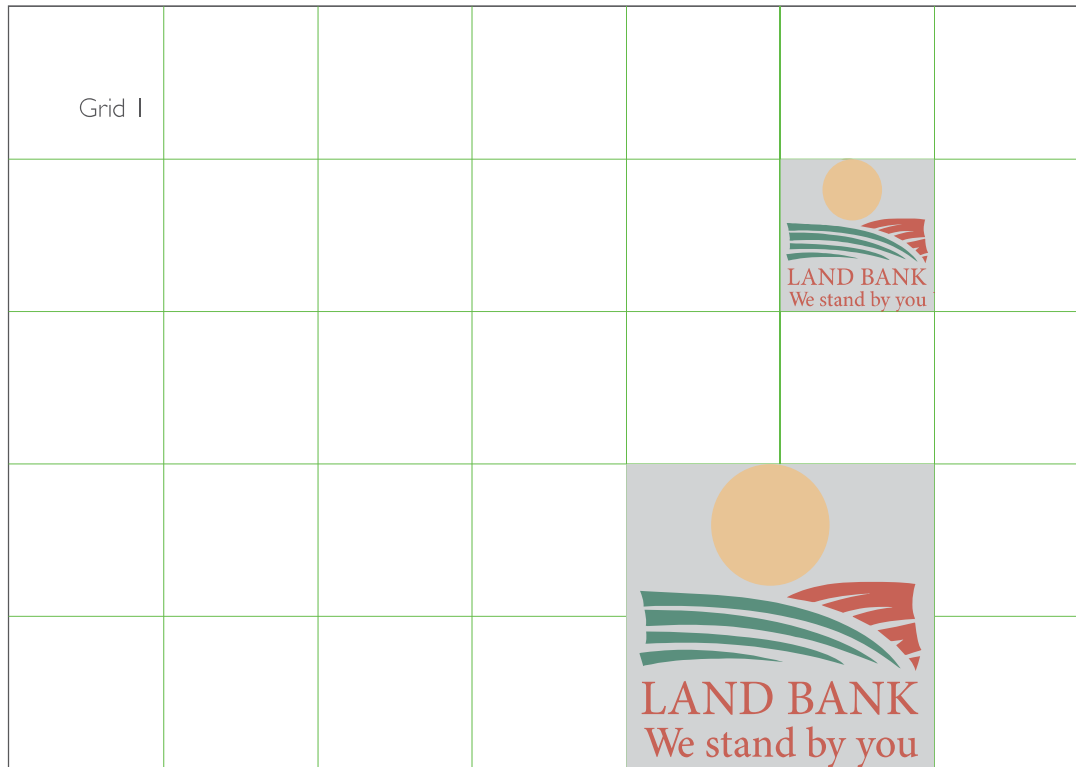
1	2	3	4	5
2				Option 1
3				
4				Option 2
5				
6				
7				
8				

Grid 2

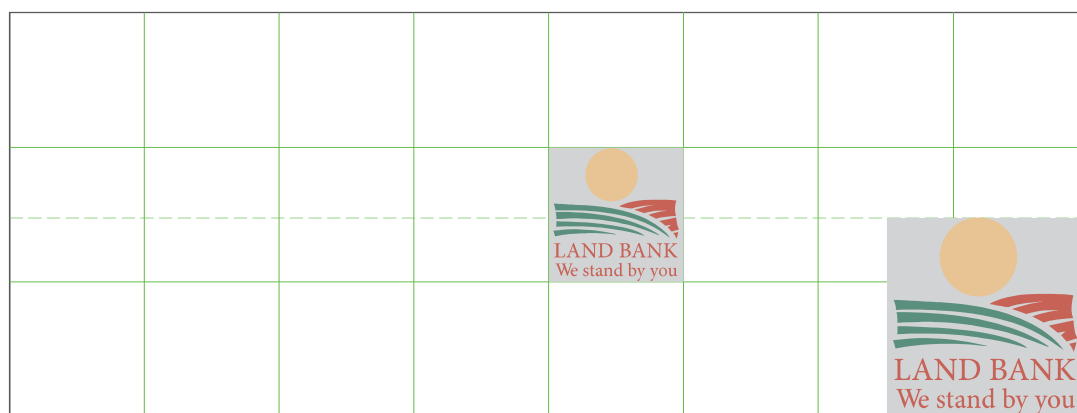
1	2	3
2		
3		
4		
5		Option 1
6		
7		Option 2
8		

Basic Landscape Grid for Logo Size

Below is the basic grid for logo size on a landscape application.



Grid 2



Style Element for Holding Shape

The holding shape resembles the sun (circle) by taking a fraction (one-third) of the top-right portion of the circle and tightly cropping it to form a holding device that plays a significant role in the brand architecture, and it should be treated as a guideline when applying other elements.



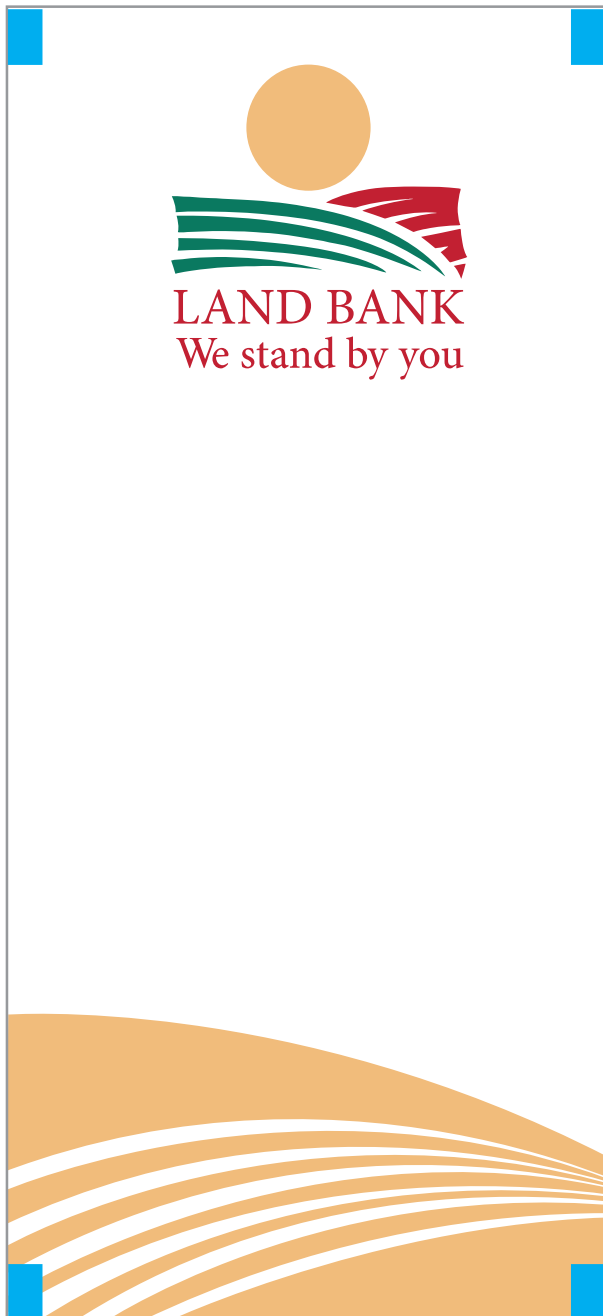
Portrait Holding Shape I

Below is a guide for the placement of the holding shape at the top and bottom of a portrait page.



Portrait Holding Shape 2

Below is a guide for the placement of the holding shape on a pull-up banner or strip ad.



Landscape Holding Shape I

Below is a guide for the placement of the holding shape at the top and bottom of a landscape billboard.



Landscape Holding Shape I

Below is a guide for the placement of the holding shape at the top and bottom of a landscape page.



Stationery



Stationery Guidelines

Stationery

The Land Bank stationery helps the business to reinforce a consistent image among its customers, prospects, and other stakeholders. To ensure consistency, standard stationery items such as business cards, letterhead and envelopes must be ordered through the procurement department.

Signature Background

The Land Bank signature must always appear clearly and legibly on its backgrounds. Always observe clear space specifications and use high-quality vendors and reproduction methods. The preferred colour configuration of the Bank signature in full colour should appear on a white background whenever possible. In this case, the Bank logotype always appears in full colour.

The Bank signature may also appear on black, dark-coloured, and light-coloured backgrounds as long as sufficient contrast is provided. In situations where the background colour is a greyscale somewhere between absolute black and white, please observe the following recommendation: when the background shifts to less than 50% grey in density, the Bank logotype must appear in full colour. A grey background density of more than 50% requires the use of the black Bank logotype.

When placing the signature on a background other than the ones specified in these standards, always look at the legibility of the logotype that renders the highest contrast, if the full logotype is unclear then one colour logotype must be used in Black or in White. Always ensure legibility by placing the signature in an area that is simple and uncluttered.

Following is the suggested custom Email signature format:



- First Name / Last Name
- Business Title and Function
- Business Unit or Branch
- Telephone Number
- Cell Number / Fax Number
- Email Address

Business Cards and Compliment Slip

Business Cards

The Bank provides business cards to employees who need to provide contact information to business associates outside or inside the business. Since the bank business card identifies an employee's relationship with the business, cards may not be issued to anyone who is not an employee of Land Bank.

Business Card Guidelines

Business cards are pre-printed with the Bank logotype (with white background). Business cards must include the following information:

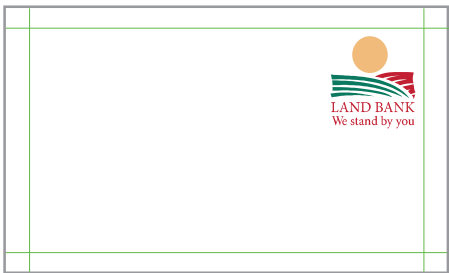
- Employee Name
- Title
- Business Unit or Branch Name
- Street Address
- Telephone Number
- Fax Number
- Email Address
- Toll-Free Number
- Website Address

At the employee's discretion and space permitting, the business card may also contain the following information:

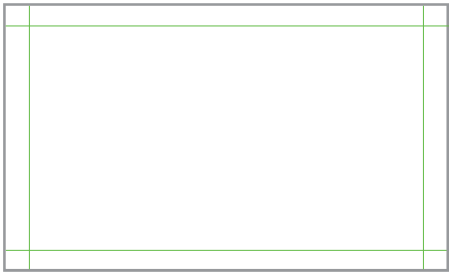
- 1-2 additional phone numbers e.g. cellular phone

No other information (e.g. photographs, logos, slogans, professional affiliations, certifications, awards, etc.) is permitted on either side of business card.

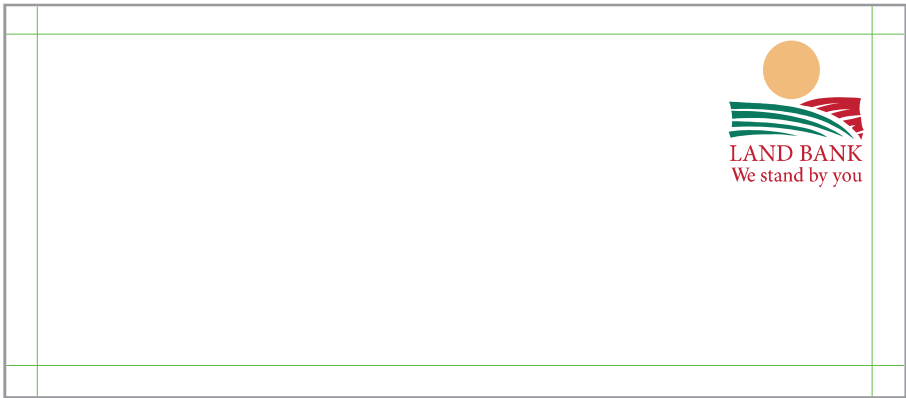
Business Cards Front



Back: Bank Values and Functions



Compliment Slip



Letterhead

Standard Letterhead

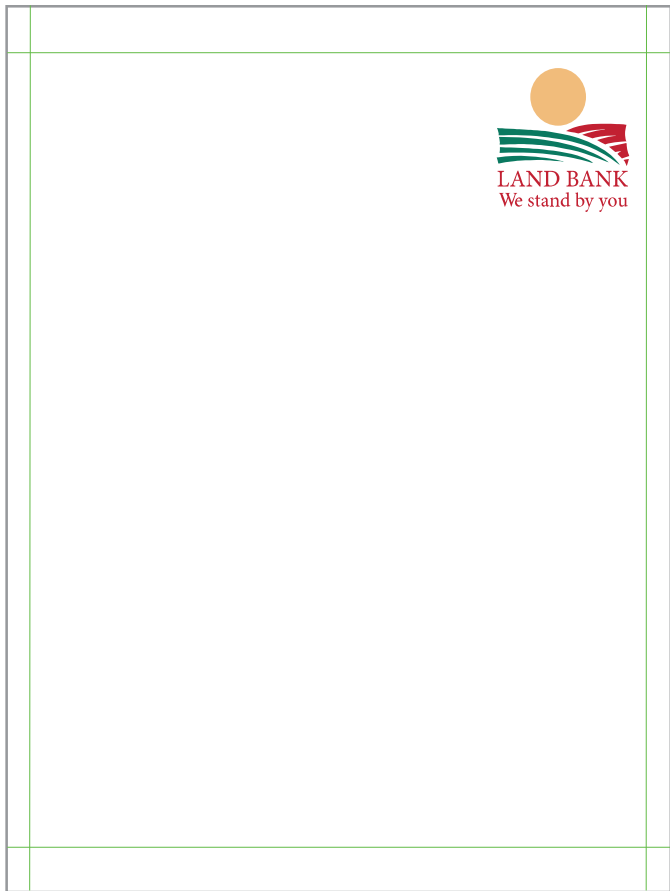
All correspondence sent outside the business should always be prepared on standard, pre-printed Land Bank letterhead. Heads, Area & Senior Managers and CEO may order personalised letterhead if they frequently send letters to external contacts.

There are no computer letter templates for external correspondence. Because computer printers vary considerably in their ability to reproduce the Land Bank logotype and colour at a consistently high level of quality, the use of pre-printed letterhead is mandatory for external correspondence.

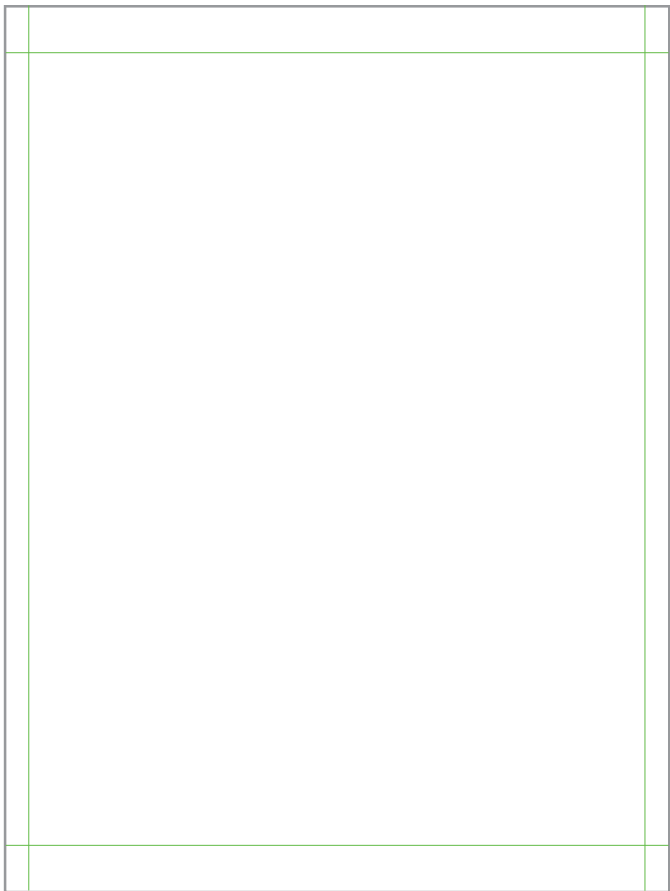
To ensure consistency, standard letterhead should be ordered from procurement vendors, whenever possible. Letterhead is pre-printed with the Land Bank logotype and customised to your location, with the business unit or branch name, return address and a common (switchboard) phone number for the facility.

Letters headings should always be typed in 12-point Gill Sans MT on standard, pre-printed Land Bank letterhead, using the margins and other specifications.

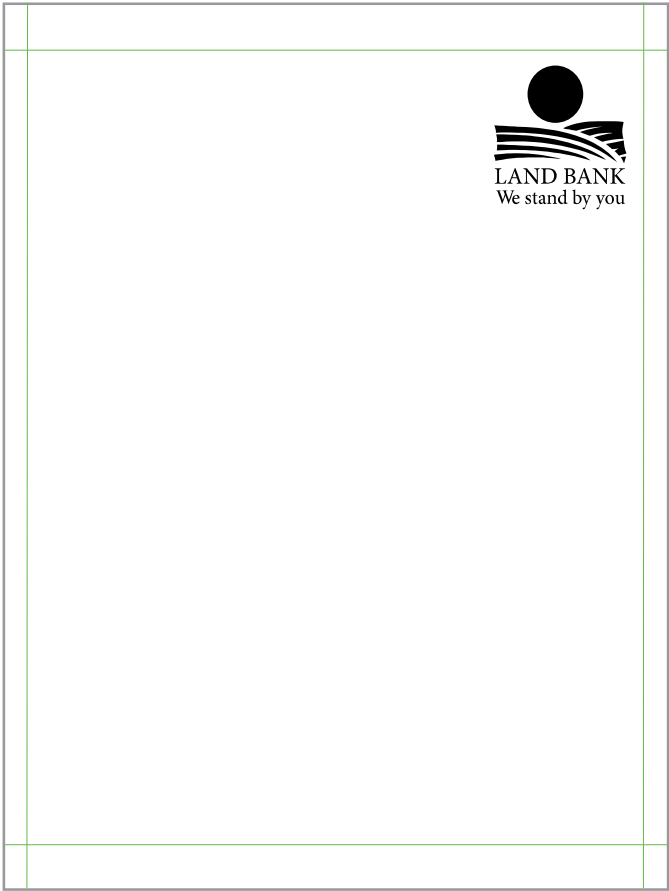
Letterheads



Continuation Sheet



Facsimile and Memorandum



Internal Memo

Today, email is used for most routine interoffice correspondence. If it's necessary to prepare an interoffice memo on paper, use the Land Bank Memo template for Microsoft® Word.

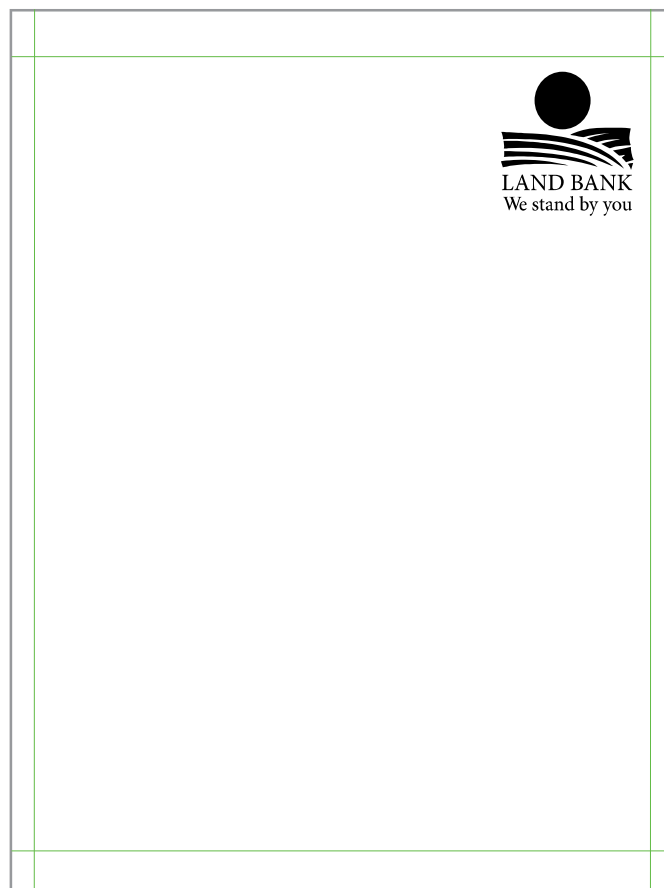
You can download a Memo template in the Intranet section of document template. Printed interoffice memos created using this template can be reproduced in black and white on a computer printer. The recommended type font for interoffice memos is 12-point Gill Sans MT.

There are no computer letter templates for external correspondence. Because computer printers vary considerably in their ability to reproduce the Land Bank logotype colour at a consistently high level of quality, the use of pre-printed letterhead is mandatory for external correspondence.

For details on external communications, please go to Intranet under document template. An internal document template was created to be used for items that should not appear in a bulletin or on letterhead.

For example:

- Heading
- Background
- Discussion
- Financial Implication
- Compiled by
- Recommended / Not Recommended
- Approved / Not Approved



A5 Notepad

Cover



Inside

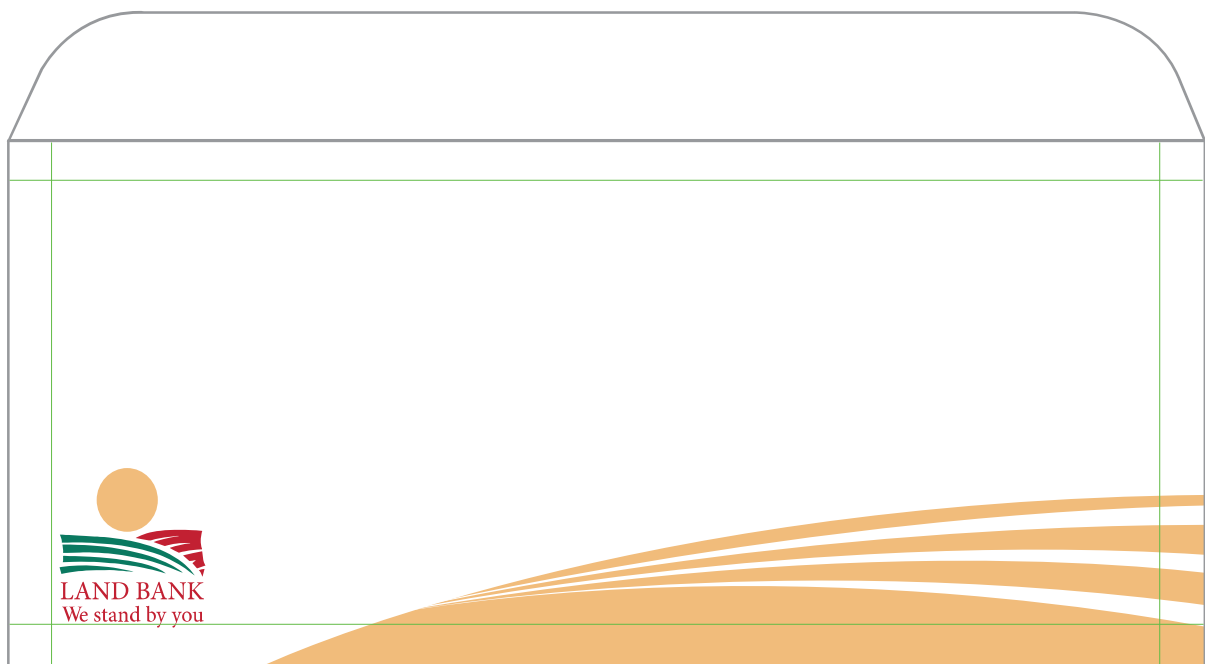


Envelope

Standard and Personalised Envelopes

All correspondence mailed outside the business should always be enclosed in standard Land Bank business envelopes. Senior managers (generally defined as CEO, Heads and Area Managers) may order personalised envelopes to match their personalised stationery, if they frequently send letters to external contacts.

Space permitting, the mailing address should be typed on the envelope in 12-point Gill Sans MT. If the address has too many lines to accommodate 12-point type, 10-point Gill Sans MT may be used.



Corporate Folder

The Land Bank corporate identity and housestyle must be consistently applied to the day-to-day items that the organisation uses to communicate.

The example below is shown at a reduced size for purposes of illustration only.



DL Brochure and Newsletter



Electronic Media



Email Signature Template and Electronic Invite

Email Signature with image



First Name / Last Name
Business Title and Function
Business Unit or Branch
Telephone Number
Cell Number / Fax Number
Email Address

Electronic Invite



PowerPoint Template

PowerPoint Template

Heading to go here

Sub-heading
Date



Heading to go here



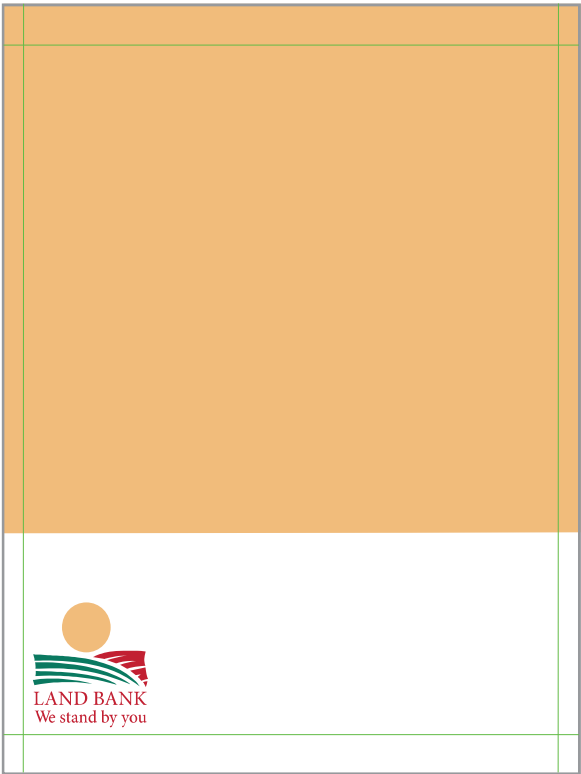
Body Copy to go here!

Advertising Media Standards



Print Advertising - Full Page Print Ad

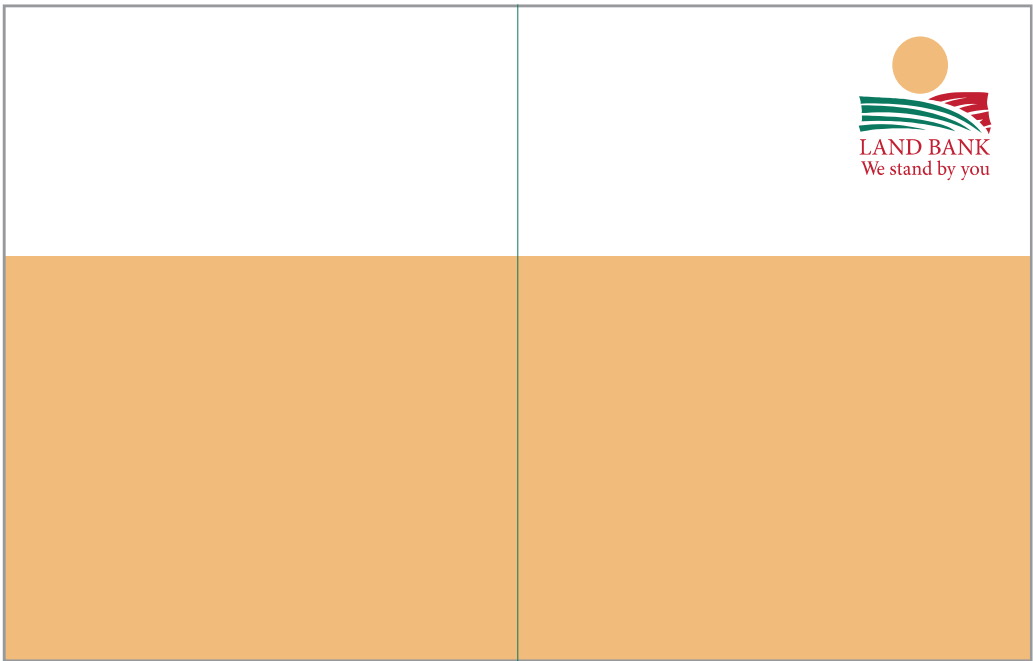
Portraite option 1



Option 2

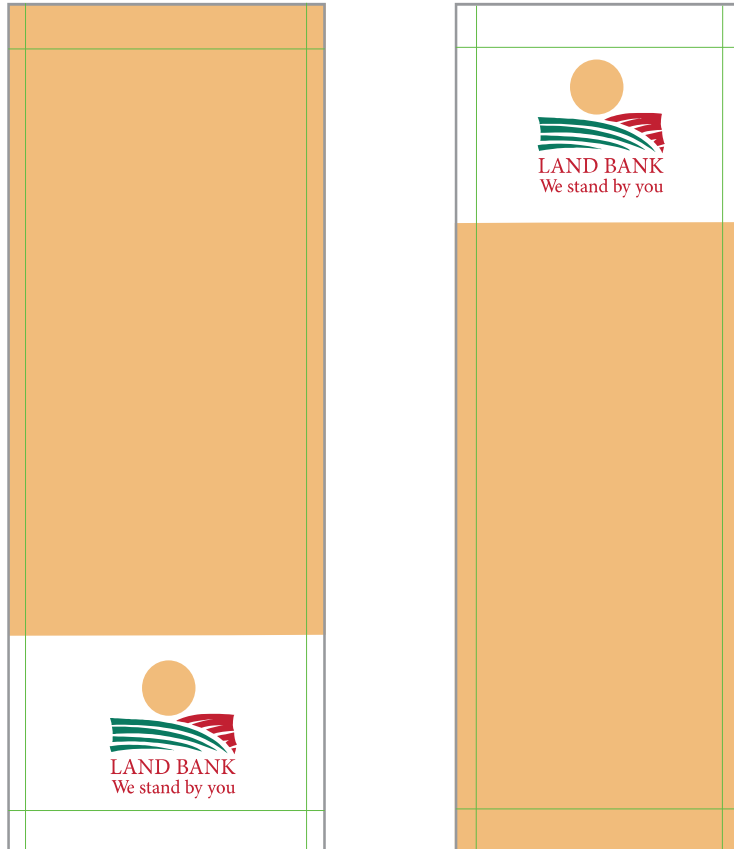


Double Spread Adverts



Print Advertising - Strip Ads

Portrait options



Landscape options



Print Advertising - Billboard and Pull-Up Banners

Internal Posters

Regardless of their size, audience or subject matter, posters should be simple, easy to read and consistent in appearance, style and tone with other internal communications materials.

Following are general guidelines for posters:

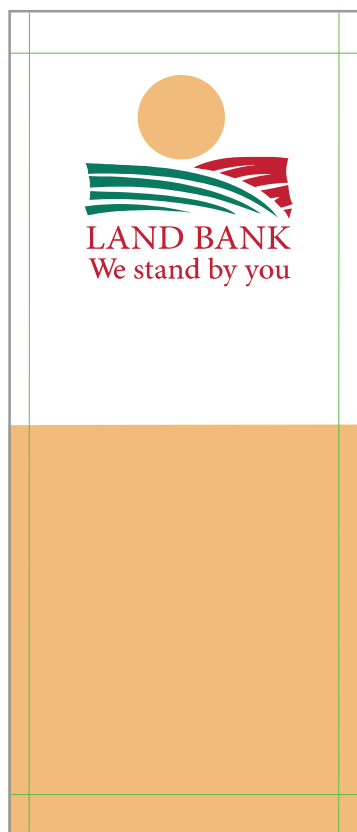
- Keep posters simple, clear and informative.
- Use photos of people or images that depict the agricultural sector or illustrates the connection between people and Land Bank.
- Do not use clip art.
- Use large type and a minimum amount of copy - refer people to other sources of information for details.
- Avoid jargon and abbreviations.
- Include only the most essential information to support the ideas and messages being communicated.
- Use approved business typefaces, design standards and templates.

Exhibition materials

It is crucial to maintain consistency and continuity across the various media channels if we are to build trust and credibility. Exhibition materials maintain a visual link to the graphic styles developed. While there are multiple formats and applications to consider; this illustration simply demonstrates the application to all formats. Use portrait format for all external posters.

The important thing to remember is that exhibition materials, display panels and our external posters should be as consistent as possible to other communications vehicles.

Pull-Up Banners



Billboards



Merchandise



Merchandise

Promotional Items

When developing promotional items:

- The integrity of the Land Bank name and logo must be protected. Any promotional item using the Bank's name or logo must adhere to the company's values and convey a sense of quality and good taste. Therefore, the presentation of items and gifts is important. All gifts must be wrapped in branded gift-wrapping paper.
- Promotional items must incorporating the Land Bank logo, should be viewed as an opportunity to promote the Bank brand primarily, and product families secondarily. When the Land Bank logotype is used on a promotional item, all rules regarding the Land Bank logotype must be followed. The freestanding full Land Bank logotype should be used in all promotional items.
- The logotype should be produced in Land Bank full colour, tone-on-tone, engraved and embroidery. Where possible, promotional items should be designed so that they can be used for multiple events and an extended period of time.
- In all cases, the 'clear zone' described in the Design Standards section must be maintained. No slogan, business unit or product name, word, phrase, or graphic element may encroach on the clear zone. Sub-brand or Project Logos on promotional items should not compete with the Land Bank logotype for attention in any way.
- If the Land Bank logotype is used on a promotional item, no other logo, icon or design element should be used. Unless for co-branding purposes in partnership with other organisations where events are applicable.

Exception:

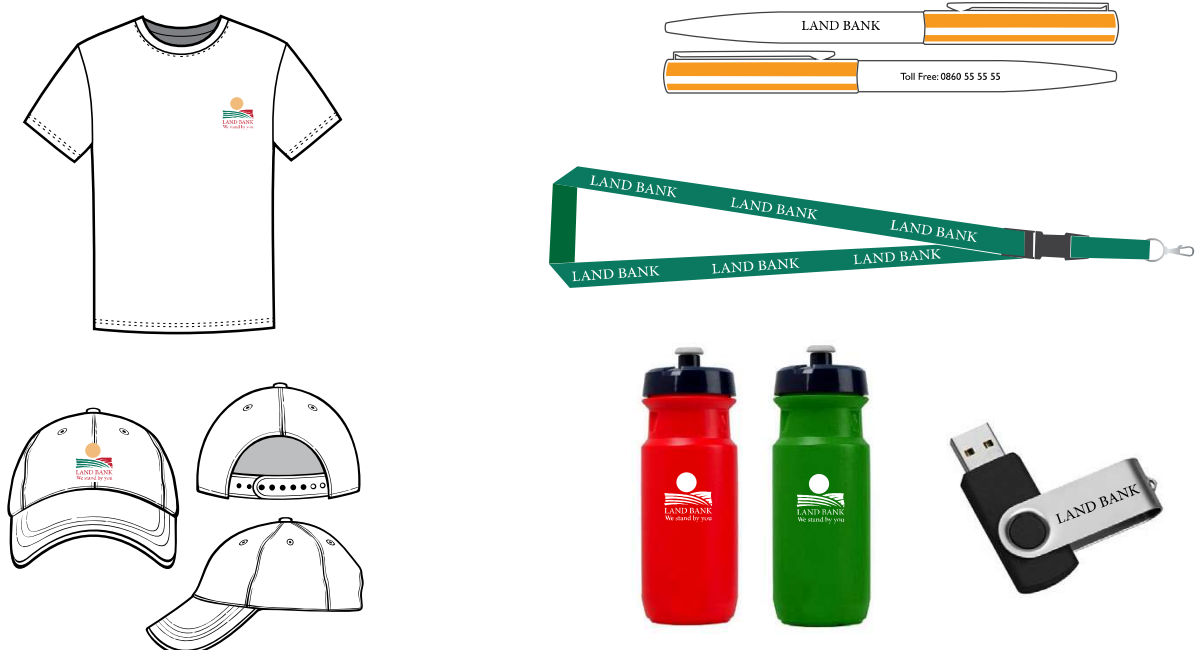
Promotional items that are intended to build a sense of teamwork among employees (team shirts for example) may use a Sub-brand such as a team name, team mission or an accomplishment, but no icons.

For example:

If a team T-shirt is being developed, it's permissible to imprint the Land Bank logo on the front left and a team name or mission on the back. In all cases, the clear zone surrounding the Land Bank logotype must be maintained.

Note: The promotional items play an important role in positioning the brand of the bank. It is therefore **recommended** that all promotional items and gifts must be approved by the Marketing and Communication department before being procured through the procurement department.

Promotional Items



Merchandise

Corporate Clothing

A certain degree of formality is required in clothing. It should be functional and simple. Branding and colours are kept to a minimum with the emblem providing a focal point of identification on pockets only. In special cases thematic branding is allowed and must be on the left side of the clothing. The following can be used: tone-on-tone, full colour and embroidery.

Thematic identification of projects can alternatively occur in the form of a pin that may be worn on the left lapel.



This is the recommended secondary logo colour usage on a coloured background for merchandise.



We do not recommend placing the full-colour logo on a colour background for merchandise.

Vehicle Branding



Vehicle Branding

Exact branding dimensions cannot be given, as the shape and year-model of vehicles changes frequently. Land Bank might also change the make of the vehicle from time to time to suit their personal needs.

The example shown below is just a guideline as to how the logo and slogan should appear on a utility van.



Vehicle Branding

Exact branding dimensions cannot be given, as the shape and year-model of vehicles changes frequently. Land Bank might also change the make of the vehicle from time to time to suit their personal needs.

The example shown below is just a guideline as to how the logo should appear on a sedan.



Signage



Outdoor Signage

Signage Design Standards

While every business location will have different site-specific signage requirements, it's important that all signage adhere to basic signage design principles:

- The Land Bank logotype is used for primary site identification, at reception areas and entrances where appropriate, and on directional signs where the Land Bank's identification is necessary to avoid confusion.
- We recognise that there may be legitimate reasons (e.g. lease requirements, building décor, etc.) preventing the use of Land Bank style in signage. In these cases,

Full Logo must be used whenever possible and good taste should prevail. The material used for any outdoor signage will be Metal and not any other material i.e. Perspex or any other plastic materials.

Directional Signage Head Office



Branch Outdoor Signage

The material used for any outdoor signage will be Metal and not any other material i.e. Perspex or any other plastic materials. This kind of branding is applicable for Branches and Satellite offices.

Outside Light Box



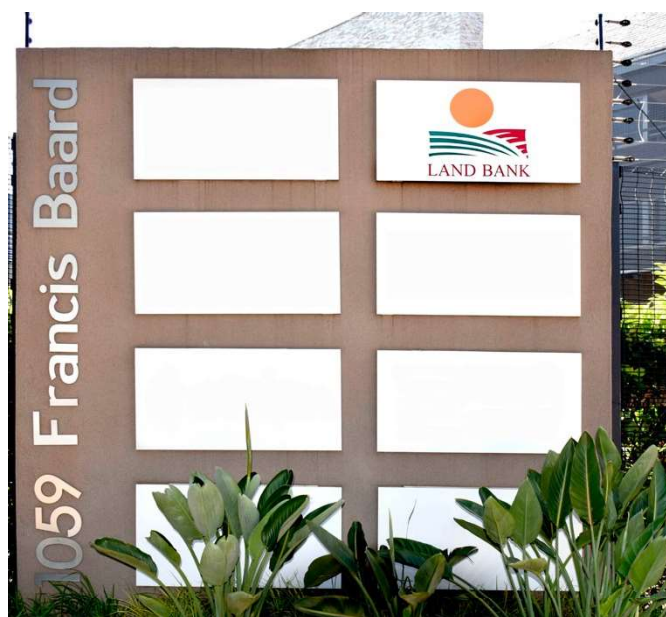
1.5m (h) × 2.5m (w)

Light Box, Printed Graphics W:2500.0 mm × H:1500.0 mm:

150mm Maewest light box with full-colour digital printed graphics. Illuminated with LEDs.

Outside Branding for Small Pylon Signage

This kind of branding is applicable for Branches and Satellite offices, if the branding board is smaller than the above, then an isolated Land Bank logotype will be used as shown below.



Light Box, Printed Graphics W:420 mm × H:297mm:

Branch Outdoor Signage

The material used for any outdoor signage will be Metal and not any other material i.e. Perspex or any other plastic materials.

Pylon Sign



Double-sided curved structure. Size from Ground Level 1800 (h) x 700mm (w). Steel structures to be planted into the ground. Information fitted as per corporate artwork with general branch information needed for clients to be mindfull off, and fixed solid with concrete.

Parking Signage

The material used for any outdoor signage for parking, the following material are applicable; Perspex or any other plastic, it must be as indicated below.



Parking Notice board Printed Graphics W:300 mm x H:140mm:

Indoor Signage

Interior Signage

Internal branding signs, room identification signs and other internal signage should be prepared following the principles of these standards. In general, the Land Bank logotype is to be used at head office. For Land Bank Branches the full logotype need not be used on signs within the buildings that are exclusively Land Bank operations, such as Emergency Exit, Kitchen, Fire Brigades, Meeting Room and Sick Room.

Interior Branding Reception Entrance



Branches Reception Interior Branding

This branding is applicable for Branches and Satellite offices. Land Bank logotype must be used to standardized branding as shown below.



Branches Waiting Area

This branding is applicable for Branches and Satellite offices, its an opportunity to for branches to communicate to clients regarding land bank products, as shown below.



Branches Boardroom Branding

It is important there is some form of branding that is present on all Land Bank boardroom, the full logotype need not be used, but as shown below is applicable to all branches where space allows for branding.

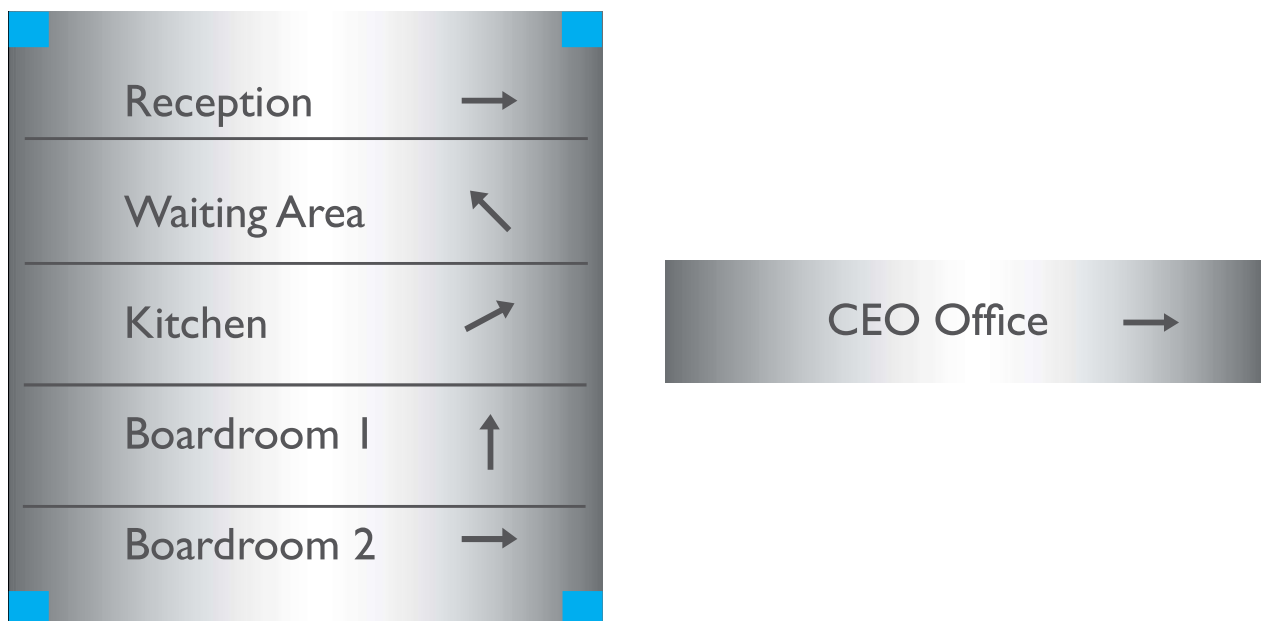


Indoor Signage

Interior Signage

Internal directional signs, room identification signs and other internal signage should be prepared following the principles of these standards. In general, the Land Bank logotype need not be used on signs within buildings that are exclusively Land Bank operations, such as Emergency Exit, Kitchen, Fire Brigades, Meeting Room and Sick Room.

Directional Signage



Interior Furnishing



Interior Finishing

FLOOR AND WALL COVERINGS	SUITABLE AREA
Interior - "Travertine look" 1st Grade wall tile - Polished Travertine	To be used on walls inside bathroom and pause area / kitchen where specified.
Interior - "Travertine look" 1st Grade floor tile - Matt Travertine	To be used on floors inside bathroom and pause area / kitchen where specified.
Interior "Porcelain tiles" 1st Grade - Ice-raw Porcelain	To be used at reception / waiting area passages / entertainment areas.
Carpet Tiles - "Van Dyk Graveltex - butumen - backed carpets / BerberPoint 920"	For open-plan office areas.
Stretch carpet commercial grade - Baltimore Timberwolf	For Boardrooms / Meeting Rooms.
Stretch carpet commercial grade - Westminster Zimmer.	For Executive Offices (closed).
Stretch carpet commercial grade - Diplomat range - to match the design/setup.	For Boardrooms / Meeting Rooms.
BATHROOM ACCESSORIES	SUITABLE AREA
Interior - "Mosaic" - Charcoal Matt Ceramic	Charcoal Matt Ceramic - Most to be used on bathroom counter
Wash Basins - "Kingstone Counter Top Basin 600"	Kingstone Counter top basins 600 to be used inside bathroom on top of the counters
Toilet Pans - "Delta LL pan/Atlas btw"	To be used where cisterns are already in place Inside the bathroom
Toilet Seat Covers - Ceramic (closed front with lid) - Durable size	Strong and durable - size to be compatible to the existing pan
Urinals - "Atlas"	To be used in the male toilets and be supplied with top or back entry spreaders, wall brackets and waste
Water taps - "Grohe" - Grohe Single Level sink mixer	To be used in the kitchen and bathroom sinks
CEILINGS AND PARTITION	SUITABLE AREA
Fire-rated drywall - "Rhino - Drywall" steel stud partitioning with 12.5mm thick	For storerooms/filing rooms/server rooms
"Rhino Wallboard" on both sides	Where specified
Standard 2700mm dry wall with natural adonised aluminium channels and trims	Where specified
Full height glazing to partition wall into new natural adonised aluminium frame to SABS specs -	Charcoal Matt Ceramic - Most to be used on bathroom counter
glazing beads 6mm "Fadeban" normal strength clear laminated safety glass	Where possible
Vinyl Frosting (Sandblasting)	
Ceiling tiles - Acoustic tiles	

Interior Finishing

DOORS	SUITABLE AREA
Single timber veneer doors - full-height semi-solid timber veneer into new natural adonised aluminium frame (Oak Veneer).	To be used on walls inside bathroom and pause area/kitchen where specified
One-and-a-half door timber veneer - full-height semi-solid timber veneer into new natural adonised aluminium frame.	To be used on floors inside bathroom and pause area/kitchen where specified
Half-moon doorstopper:	To be used at reception/waiting area passages/entertainment areas
Ironmongery to new doors, handles including 3 lever locks	For open-plan office areas
PAINTING / WALL FINISHES	SUITABLE AREA
Paint to new dry walls - feature dark colour - Cashmere plush matt - Hazel Nut (07-d2-l)	Where applicable
Paint to wood - one coat universal undercoat and two coats eggshell enamel paint	Where applicable
Paint to wall.	Where applicable
Paint to roof	Where specified
Paint to ceiling	Where specified
All paint to be Plascon or Dulux - two to three coats depending	Where applicable
PLUMBING	SUITABLE AREA
Kitchen units	Where applicable
Single sink unit and new mixer - plumb connect - connect water point to building core	Where specified
BLINDS	SUITABLE AREA
25mm Aluminium blinds	Where specified
(length and width to depend on window size)	Where specified

Interior Finishing - Head Office

To be used at reception / waiting area passages / entertainment areas.

- Interior "Porcelain tiles" 1st Grade - Ice-raw Porcelain.
- Half-moon doorstopper.
- Paint to wood - one coat universal undercoat and two coats eggshell enamel paint.



To be For Boardrooms / Meeting Rooms. This is also applicable to open-plan office areas.

- Carpet Tiles - "Van Dyk Graveltex - butumen - backed carpets / BerberPoint 920"- Half-moon doorstopper.
- Stretch carpet commercial grade - Baltimore Timberwolf
- Stretch carpet commercial grade - Diplomat range - to match the design / setup



Interior Finishing - Branch Offices

To be For Boardrooms / Meeting Rooms.

- Carpet Tiles - "Van Dyk Graveltex - butumen - backed carpets / BerberPoint 920" - Half-moon doorstopper.
- Stretch carpet commercial grade - Baltimore Timberwolf
- Stretch carpet commercial grade - Diplomat range - to match the design / setup
- 25mm Aluminium blinds



To be used at reception / waiting area passages / entertainment areas.

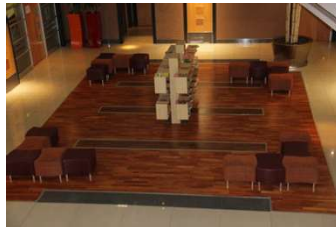
- Interior "Porcelain tiles" 1st Grade - Ice-raw Porcelain.
- mustard couches for sitting
- Paint to wood - one coat universal undercoat and two coats eggshell enamel paint.



Furniture Specifications - Head Office



Head Office Reception



Reception Right Side waiting area



Frosting of Head Office windows



Area Manager's Desk



Workstation with Drawers



Venetian Silver Blinds



Area Manager's Desk



Boardroom Long Table



Door Handle Boardrooms



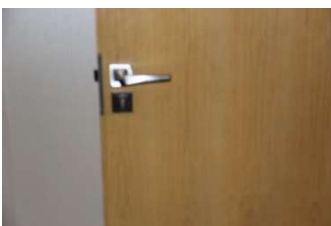
Kitchen Deco



Head office Library



Work Station Chair



Door Handle



Boardroom Table Leg



Partition Panel

Furniture Specifications - Branch Offices



Area Manager's Desk



Double-Space Workstation



Entrance Doors



Saterlite Branch Kitchen area



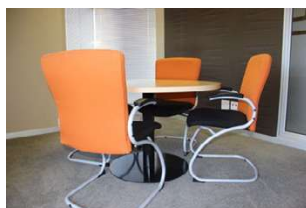
Small Boardrooms



Kitchen



Boardrooms cabinet



Small Boardrooms



Work Station Chair



Branch Welcome matt



Branch Waiting area



Waiting area chair



Receptin couch waiting area



Boardrooms



Receptin couch waiting