

EXPRESSION OF INTEREST:

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

REQUEST FOR PROPOSAL

THE APPOINTMENT OF AN IFRS17 IMPLEMENTATION REVIEW PARTNER FOR LBIC AND LBLIC

T21/10/24

The Land and Agricultural Development Bank of South Africa
P O Box 375 Pretoria 0001 First Floor Block A, Lakefield Office Park
272 Lenchem Avenue (Corner of Lenchen Avenue and West Avenue
De Hoewes, Centurian

Webaddress: www.landbank.co.za

Registered credit provider: Regnumber NCRCP18

Directors: Ms R Nkosi (Chairperson), Prof JF Kirsten, Ms TN Mashanda, Ms NP Motshegoa, Ms D Maithufi, Ms E Pillay, Dr MM Tom and Adv DW Van der Westhuizen, Mr TM Rikhotso (Chief Executive Officer), Ms KH Mukhari (Chief Financial Officer)

Adv B Raseroka (Company Secretary)

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REGULATIONS 2011

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1. INVITATION TO TENDER

Tender Number	T21-10-24
Title of this RFP	The appointment of an ifrs17 implementation review partner for LBIC AND LBLC
Issue Date	31 October 2024
Non-Compulsory briefing date	06 November 2024 at 11h00am (Join the meeting now)
Written questions of clarification closing date	06 November 2024 at 16h00
Written response to all clarifications	08 November 2024
RFP Closing Time & Date	14 November 2024 @ 11:00am
Delivery Address	Land Bank Head Office, Tender Box Lakefield Office Park, Block A, first floor 272 West Avenue Die Hoewes, Centurion
Originals to be submitted	1 Original proposal for each entity
Copies to be submitted	1 soft copy (USB) for each entity
Tender Validity Period	120 business days from the closing date

T21/10/24: THE APPOINTMENT OF AN IFRS17 IMPLEMENTATION REVIEW PARTNER FOR LBIC AND LBLIC.



SBD 1 – Part one

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LAND BANK											
BID NUMBER:		T21-10-24		CLOSING DATE:		14 November 2024		CLOSING TIME:		11h00am	
DESCRIPTION		The appointment of an IFRS17 implementation review partner for LBIC AND LBLIC									
BID RESPONSE DOCUMENTS MUSY BE HAND DELIVERED AT:											
Land Bank Head Office, Tender Box											
Lakefield Office Park, Block A, first floor											
272 West Avenue											
Die Hoewes, Centurion											
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO						TECHNICAL ENQUIRIES MAY BE DIRECTED TO:					
CONTACT PERSON		Mr. S. Mthombeni				CONTACT PERSON		Mr. S. Mthombeni			
TELEPHONE NUMBER						TELEPHONE NUMBER					
FACSIMILE NUMBER						FACSIMILE NUMBER					
E-MAIL ADDRESS		Tenders@landbank.co.za				E-MAIL ADDRESS		Tenders@landbank.co.za			
SUPPLIER INFORMATION											
NAME OF BIDDER											
POSTAL ADDRESS											
STREET ADDRESS											
TELEPHONE NUMBER		CODE				NUMBER					
CELLPHONE NUMBER											
FACSIMILE NUMBER		CODE				NUMBER					
E-MAIL ADDRESS											
VAT REGISTRATION NUMBER											
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:				OR		CENTRAL SUPPLIER DATABASE No:		MAAA	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]				ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?				<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS											
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?										<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?										<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?										<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?										<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?										<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.											

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILED THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

2. OVERVIEW OF LAND BANK

Established in 1912 to promote agricultural and rural development, the Land Bank provides production, instalment sale finance, and medium-term or mortgage loans to emerging and commercial farmers. From time to time, the Bank also administers other government programmes, such as drought relief schemes and flood assistance. The Land Bank is wholly-owned by the South African government, and is in turn the sole shareholder of LBIC and LBLIC, which provide insurance products in the agricultural sector.

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

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

Land Bank is committed to contributing to socio-economic transformation in South Africa and will therefore be contributing to the Preference System of all suppliers who are compliant to the Broad-Based Black Economic Empowerment Act no.53 of 2003 and the Preferential Procurement Policy Framework Act no.5 of 2011.

3. TERMS OF REFERENCE - THE APPOINTMENT OF AN IFRS17 IMPLEMENTATION REVIEW PARTNER FOR LBIC AND LBLIC

1. PURPOSE

The purpose of the tender is to appoint a service provider to review the IFRS17 implementation for Land Bank Insurance SOC Limited ("LBIC") and for Land Bank Life Insurance SOC Limited ("LBLIC") for a period of twenty (24) months.

2. INTRODUCTION

Land Bank Insurance SOC Limited ("LBIC") and Land Bank Life Insurance SOC Limited ("LBLIC") (hereafter referred to as LBI) currently utilizes excel-based models which are not efficient. With the evolving requirements of the business and the strategy to automate processes, tools and systems, it has become necessary to procure an IFRS 17 service provider that will assist the LBI to streamline IFRS 17 processes, data, methodologies, models, calculations and output.

LBIC and LBLIC hereby invites proposals from suitably qualified service providers to assist in incorporating IFRS 17 as business as usual following on the finalization of the Annual Financial Statements ("AFS") as well as addressing the challenges experienced during the preparations of the FY2024 AFS year-end process. The scope of work includes: transition calculations, end-to-end IFRS 17 implementation, impact assessment, gap analysis, challenger models, key risk indicators, IFRS 17 budget and projections, management accounts which are IFRS 17 compliant, accounting policies, periodic IFRS 17 review and IFRS 17 standard operating procedures, among others.

3. LAND BANK VALUES

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

LBLIC and LBIC respectively provide life and non-life insurance products in the agricultural space, within the mandate from the Minister of Finance and the Land Bank Act and regulated by the Insurance Act 18 of 2017 ("Insurance Act"). These companies are jointly referred to as Land Bank Insurance ("LBI") in this document.

LBIC and LBLIC (collectively known as LBI) has formally adopted IFRS 17, effective 01 April 2023 and the Annual Financial Statements (AFS) for the year ended, 31 March 2024 are based on IFRS 17. A number of challenges were experienced during the year – end process which resulted in the late submission of AFS including a qualified opinion for LBIC whilst LBLIC was unqualified.

LBIC and LBLIC would like to appoint a service provider in their separate legal capacities to review the implementation of IFRS 17 and assist with streamlining the IFRS 17 process from end-to-end including assistance with transition calculations and refining prior year financials. LBI has procured an IFRS 17 software solution from Moody's in the form of Risk Integrity. Various Excel templates exist but these need further work to be streamlined to automate the process. Training is still required for LBI executive management, staff and Board where necessary. This training and workshop is expected to be continuous, providing a refresher to all stakeholders.

4. SCOPE OF WORK

A suitable firm is hereby invited to tender to provide end-to-end IFRS 17 services for a period of 24 months. The LBI is looking for an experience service provider, preferably an audit firm (with a seasoned actuarial and finance team) with adequate IFRS 17 implementation services. The scope of work includes the following at a minimum:

Operational Gap Analysis and Impact Assessment	<ul style="list-style-type: none"> Assist with gap analysis end-to-end on IFRS 17 implementation. Review processes, methodologies, data, models and systems.
Accounting Policies	<ul style="list-style-type: none"> Assist with the development, update and/or review of IFRS 17 accounting policies. Assist with the review/update and/or preparation of the nature and extent of presentation and disclosure of the IFRS 17 account policies on the consolidated annual financial statements (group AFS).

Rectifying prior year financial statements and assisting with annual financial statements for future years	<ul style="list-style-type: none"> • Prepare, update and/or review AFS to ensure they are IFRS compliant or assist in changing AFS to meet requirements, if any. • Assist with end-to-end IFRS 17 and financial statements for FY2025 and FY2026 • Review/prepare the nature and extent of the presentation and disclosure of the IFRS financial line items and notes disclosures on the consolidated AFS.
Journals	<ul style="list-style-type: none"> • Assist with journals to be posted in trial balance and in combining trial balances from Risk Integrity and SAP.
Management Accounts	<ul style="list-style-type: none"> • Develop a management account template that is comprehensive enough for users to understand based on IFRS 17 requirements. • Template to clearly show movements and analysis of change between IFRS items to ensure that movements and build-ups can be attributable accordingly. • Assist with the development of key performance indicators relating to IFRS 17. • Define and document KPI's in relation to the financial results produced under IFRS 17.
Budget process	<ul style="list-style-type: none"> • Design and develop budgeting templates and data input requirements to prepare budgets and forecasts under IFRS 17 principles. • Assisting with, update and/or review Annual Budgets and Forecasting of IFRS 17 accounts (I/S, B/S, KRIs)
Data analysis	<ul style="list-style-type: none"> • Perform data analysis for transition to the new standard. • Determining broader management information requirements • Assist in the collection of all relevant Financial, Operational and Actuarial data for input into Risk Integrity model (Moody's IFRS 17 tool). • Assist in developing, updating and reviewing input sheets that will streamline the process in terms of input into the Risk Integrity model. • Assist with IFRS 17 challenger models to ensure that the output from the Moody's Risk Integrity engine is interrogated, reasonable, validated and sense checked. • Assist with reconciliation of data (bank statements vs Risk Integrity inputs).
Templates and Challenger Models	<ul style="list-style-type: none"> • Produce necessary templates for the calculation of IFRS 17 inputs, output and AFS. Validate Risk Integrity inputs and outputs, assessing assumptions applied. • Assist with challenger models to align or verify or validate IFRS 17 results coming from the Moody's Risk Integrity Tool. • Produce a spreadsheet that replicates the workings of Moody's Risk Integrity and allows analysis, auditability and transparency into the calculations. • Develop a challenger model that aligns with Risk Integrity parameters. • Produce and run samples that illustrate workings of Risk Integrity. • Handover of challenger models. • Development, updating and review of necessary calculations tools, models and templates for the compilation of IFRS 17 financial reporting and business planning.
Integration between actuarial software and other systems	<ul style="list-style-type: none"> • The LBI has existing actuarial software which produce actuarial projections and other actuarial reserves and cash flow projections. The company to assist integrating actuarial software and calculations, with Moody's Risk Integrity and other data requirements and templates.
Knowledge transfer and training (refresher courses)	<ul style="list-style-type: none"> • Perform IFRS 17 knowledge gap assessment and provide workshop and training to close gaps. • Provide IFRS 17 e-learning, training and skills transfer to the LBI and Land Bank Finance team.

	<ul style="list-style-type: none"> • Provide manuals, calculation tools, models and processes to the LBI. • Provide back-up of resources to the LBI as-and-when required. • Provide training on the extent of reporting for the LBI on accounting policies and note disclosures.
FY2025 Annual Financial Statements and external audit process	<ul style="list-style-type: none"> • Assist in drafting FY2025 AFS as well assistance with external audit (request, queries clarity seeking questions).
Ad Hoc	<ul style="list-style-type: none"> • Assist with any other ad hoc financial assistance as pertaining to financial reporting or other IFRS regulations and other accounting matters, as-and-when required. This shall be limited to 12 hours per year and be charged for per hour.

Bidders are requested to demonstrate their responses on the scope of work items listed above, including the total cost per year. Any other ad-hoc IFRS 17 assistance or services or customisations that may be required will be charged for on an hourly basis and will be agreed with the implementation partner beforehand. The bidder must make a provision for 12 hours of ad hoc customization per year and include this costing in the pricing proposal and scope of work.

No Joint Ventures (JVs) or Sub-contracting allowed for this bid.

5. EVALUATION CRITERIA

NOTE: The bidder must specify if they are bidding for life insurance (LBLC) and/or non-life insurance (LBIC) and submit different bids per LBI entity. The Evaluation and adjudication of the tender will be done separately for LBIC and LBLC as there will be a separate contract for each entity.

Tick which company you are bidding for:

Entity	Indicate with an X which company you are bidding for
LBLC	
LBIC	
BOTH	

The tender will be evaluated in three (3) phases:

5.1. STAGE ONE (1) - MANDATORY REQUIREMENTS

No	Description
1	<p>Experience with IFRS17 Implementation:</p> <ul style="list-style-type: none"> • The bidder must provide a Letter of Undertaking confirming that they have successfully implemented IFRS17 end-to-end and assisted with AFS and External Audit process in at least two insurance company. • The letter must include contactable references from the insurance companies where the IFRS17 implementation was carried out. The references should include: <ul style="list-style-type: none"> ○ Company name. ○ Name and designation of the reference person. ○ Contact details (phone number and email address). • References will be contacted to verify the bidder's experience. Failure to provide the requested information or any adverse outcome of the reference check (e.g., inability to confirm successful implementation, negative feedback) will result in the bidder being disqualified.

2	<p>Demonstratable Exposure to Moody's Risk Integrity IFRS17 software</p> <ul style="list-style-type: none"> The bidder must provide a Letter of Undertaking confirming that they have Exposure to Moody's Risk Integrity IFRS17 software. The letter must include contactable references from the insurance company where the bidder assisted the client to implement IFRS17 using Moody's Risk Integrity IFRS17 software. <ul style="list-style-type: none"> Company name. Name and designation of the reference person. Contact details (phone number and email address). References will be contacted to verify the bidder's experience. Failure to provide the requested information or any adverse outcome of the reference check (e.g., inability to confirm successful implementation, negative feedback) will result in the bidder being disqualified.
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Failure to provide any of the information above will lead to the proposal being deemed non-responsive. Land Bank Insurance reserves the right to disqualify a bidder who did not provide the information as requested.

5.1.1. Non-mandatory essential returnable documents

Bidders are requested to submit the essential returnable documents with the bid document.

- Land Bank Insurance reserves the right to request outstanding essential documents during the evaluation process and the bidder will be expected to provide such within a limited period (not more than 5 working days).
- Failure to provide any outstanding information within the required timeframe will lead to a proposal being deemed non-responsive.

NO	DESCRIPTION
1	A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid.
2	A proof of registration as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017
3	SBD1 – A fully completed and duly signed Invitation to bid
4	SBD 4 - A fully completed and duly signed disclosure form. Should a conflict of interest be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, and to indicate not applicable (N/A) where appropriate.

5.2. STANGE TWO (2) - TECHNICAL EVALUATION

In this phase, bidders are evaluated based on the functional criteria set out below. The bidder is expected to obtain the minimum technical threshold of seventy (70) points out of a possible hundred (100).

T21/10/24: THE APPOINTMENT OF AN IFRS17 IMPLEMENTATION REVIEW PARTNER FOR LBIC AND LBLIC.

Category	Sub-criteria	Score	Total Score	Form of evidence
Approach & Methodology	The bidder must provide a detailed approach/ methodology to the execution of the project, taking into consideration the full scope of work as follows: <ul style="list-style-type: none">Operational Gap Analysis & Impact Assessment (Accounting, Acturial and operations)Refinement of prior year financials and transition calculationsDevelop/Review and Update IFRS 17 Accounting PoliciesAssist to Prepare/Update Annual Financial Statements (FY2025-2026)Assist with IFRS17 Journal Entries (Risk Integrity to SAP, Consolidate Risk Integrity and SAP Trial Balances)Develop Management Account Template (IFRS 17)Design Budgeting Templates & ForecastingPerform Data Analysis for IFRS 17 TransitionDevelop Templates & Challenger ModelsIntegration Between Actuarial Software & Risk IntegrityProvide IFRS 17 Training & Knowledge TransferAssist with FY2025 AFS & External Audit ProcessAd Hoc Financial Assistance (12 Hours Per Year)		10	Detailed approach/methodology addressing all the scope of work requirements
	Detailed approach/methodology properly addressing all items above	10		
	Detailed approach/methodology properly addressing at least 6 items above	5		
	No approach/methodology or plan/methodology addresses less than 6 items above	0		
IFRS17 Implementation Experience	Provision of at least three (3) signed positive testimonial letters from existing/previous clients where the implementation of IFRS 17 in the insurance industry was done. Experience must include assistance with drafting the AFS and assistance with external audit process. The Land Bank Insurance may contact clients for verification. The signed letters must include: a brief description of the project, client name, contact details and the level of satisfaction		25	Signed Positive testimonial letters on the client letter head with contact details
	Three or more positive testimonial letters	25		
	Two positive testimonial letters	15		
	One positive testimonial letter	10		

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Category	Sub-criteria	Score	Total Score	Form of evidence
	no testimonial letter submitted	0		
Moody's Risk Integrity Software	Provision of at least two (2) signed positive testimonial letters from existing/previous clients where the bidder assisted an insurance company with the implementation of IFRS 17 using Moody's Risk Integrity Software. The signed letters must include: a brief description of the project, client name, contact details and the level of satisfaction.		20	Signed Positive testimonial letters on the client letter head with contact details
	Two or more positive testimonials	20		
	One positive testimonial	10		
	No testimonial	0		
Team Profile	The implementation project will require resources from various fields, including but not limited to Actuarial and Accounting services. Bidders must provide detailed CVs of the proposed team members. The proposed team must have been within the employ of the bidding company for at least 12 months and must have relevant experience in short term and/or life insurance and IFRS 17 and Moody's Risk Integrity tool experience.			Detailed CVs of the proposed actuarial and accounting team, and the CVs must clearly indicate the team member's years of relevant experience in short term and/or life insurance and IFRS 17 and Moody's Risk Integrity tool experience.
	Actuarial services team experience:			
	<ul style="list-style-type: none">Lead resource is a Fellow of the Actuarial Society of South Africa or similar and have a minimum of 5 years post-qualification experience in insurance-related services.	10	15	
	<ul style="list-style-type: none">Lead resource is not a Fellow of the Actuarial Society of South Africa or similar and/or does not have a minimum of 5 years post-qualification experience in insurance-related services.	0		
	<ul style="list-style-type: none">Actuarial service team members have a minimum 5 years' experience in actuarial services in short and long-term insurance industry and experience in the implementation of IFRS 17. Minimum three (3) dedicated resources excluding Lead Resource.	5		
	<ul style="list-style-type: none">Actuarial service team members do not have a minimum 5 years' experience in actuarial services in short and long-term insurance industry and/or do not have experience in the	0		

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Category	Sub-criteria	Score	Total Score	Form of evidence
	implementation of IFRS 17. Less than three (3) dedicated resources excluding Lead Resource.		15	
	Accounting Services team experience:			
	<ul style="list-style-type: none"> Lead resource must be a Chartered Accountant and have a minimum of 8 years short and long-term insurance experience. 	10		
	<ul style="list-style-type: none"> Lead resource is not a Chartered Accountant and/or does not have a minimum of 8 years short and long-term insurance experience 	0		
	<ul style="list-style-type: none"> Accounting services team members must have a minimum of 5 years' experience in either of the following: Technical Accounting, Financial Accounting and Auditing in short and long term insurance industry and the implementation of IFRS 17. Minimum three (3) dedicated resources excluding Lead Resource. 	5		
	<ul style="list-style-type: none"> Accounting services team members do not have a minimum of 5 years' experience in either of the following: Technical Accounting, Financial Accounting and Auditing in short and long term insurance industry and/or do not have experience in the implementation of IFRS 17. Less than three (3) dedicated resources excluding Lead Resource. 	0		
Track Record and years of Experience of Company	Bidders must provide details of organisation's track record and years of experience in the financial services industry (life and/or non-life insurance), contained in a company profile.		10	Detailed Company profile outlining the years of experience in the Financial Services Industry, Specifically Insurance Industry.
	More than 20 years' relevant experience	10		
	15 – 20 years' relevant experience	8		
	10 – 14 years' relevant experience	4		
	5-9 years' relevant experience	2		
	Less than 5 years relevant experience or no relevant experience	0		

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Category	Sub-criteria	Score	Total Score	Form of evidence
Training and Knowledge Transfer Plan	The bidder must provide a detailed training and knowledge transfer plan for the executive management and operational resources. The bidder must provide a detailed Training and Knowledge Transfer approach that outlines at a minimum: <ul style="list-style-type: none"> • how the skills and knowledge will be transferred to the core accounting, operations and actuarial team. • End to end processes of IFRS17 		5	Detailed Training and Knowledge transfer Plan
	The Training and Knowledge transfer plan is comprehensive and addresses all points above	5		
	The Training and Knowledge transfer does not address all points or No plan provided	0		
	TOTAL		100	

Only bidders that meet an overall minimum threshold of 70 points out of a possible 100 will proceed to the next phase of evaluations, Price Evaluation and Preferential Evaluation.

5.3. STAGE THREE- PRICE AND SPECIFIC GOALS

5.3.1. Price Schedule for LBLIC

Item	Scope of Work	Total Cost for 24 Months (ZAR) excl. VAT
1	Operational Gap Analysis & Impact Assessment (Accounting, Actuarial and operations)	R
2	Refinement of prior year financials and transition calculations	R
3	Develop/Review and Update IFRS 17 Accounting Policies	R
4	Assist to Prepare/Update Annual Financial Statements (FY2025-2026)	R
5	Assist with IFRS17 Journal Entries (Risk Integrity to SAP, Consolidate Risk Integrity and SAP Trial Balances)	R
6	Develop Management Account Template (IFRS 17)	R
7	Design Budgeting Templates & Forecasting	R
8	Perform Data Analysis for IFRS 17 Transition	R
9	Develop Templates & Challenger Models	R
10	Integration Between Actuarial Software & Risk Integrity	R
11	Provide IFRS 17 Training & Knowledge Transfer	R
12	Assist with FY2025 AFS & External Audit Process	R
13	Ad Hoc Financial Assistance (12 Hours Per Year)	R
14	*Customization and additional IFRS 17 support (12 hours per year)	R
15	Other	R
		R
Sub Total		R
VAT		R
Grand Total		R

Ad-hoc IFRS 17 breakdown requests

Service	Hourly Rate (ZAR)	Cost Per Year (ZAR)	Total Cost for 24 Months (ZAR)
*Customization and additional IFRS 17 support (12 hours per year)	R	R	R

Hourly rate for the proposed resources

Resources	Hourly rate (ZAR)
Actuary	R
Actuary team member	R
Chartered Accountant	R
Chartered Accountant team member	R

5.3.2. Price Schedule for LBIC

Item	Scope of Work	Total Cost for 24 Months (ZAR) excl. VAT
1	Operational Gap Analysis & Impact Assessment (Accounting, Actuarial and operations)	R
2	Refinement of prior year financials and transition calculations	R
3	Develop/Review and Update IFRS 17 Accounting Policies	R
4	Assist to Prepare/Update Annual Financial Statements (FY2025-2026)	R
5	Assist with IFRS17 Journal Entries (Risk Integrity to SAP, Consolidate Risk Integrity and SAP Trial Balances)	R
6	Develop Management Account Template (IFRS 17)	R
7	Design Budgeting Templates & Forecasting	R
8	Perform Data Analysis for IFRS 17 Transition	R
9	Develop Templates & Challenger Models	R
10	Integration Between Actuarial Software & Risk Integrity	R
11	Provide IFRS 17 Training & Knowledge Transfer	R
12	Assist with FY2025 AFS & External Audit Process	R
13	Ad Hoc Financial Assistance (12 Hours Per Year)	R
14	*Customization and additional IFRS 17 support (12 hours per year)	R
15	Other	R
		R
Sub Total		R
VAT		R
Grand Total		R

Ad-hoc IFRS 17 breakdown requests

Service	Hourly Rate (ZAR)	Cost Per Year (ZAR)	Total Cost for 24 Months (ZAR)
Customization and additional IFRS 17 support (12 hours per year)			

Hourly rate for the proposed resources

Resources	Hourly rate (ZAR)
Actuary	R
Actuary team member	R
Chartered Accountant	R
Chartered Accountant team member	R

5.3.3. Price instruction

- Bidders should fill in their costs for each service.
- The hourly rate for any additional work beyond the 12 hours should be provided.
- Payment terms and milestones will be discussed with the winning bidder.
- All prices quoted will remain firm for the duration of the contract.
- Prices tendered must be valid for 120 days and must be for the duration of contract including provision for price increase;
- All pricing shown must EXCLUDE VAT, with the VAT components being as shown separately on all costed/priced items/services.
- All pricing assumptions, excluded costs and estimated costs must be clearly documented. Land Bank will not entertain any price adjustments for it assumes that the pricing document is complete and covers all costs associated with these services.

4. Confidentiality

The bidder will be required to sign a confidentiality agreement to ensure that the Bank data and information is managed confidentially.

5. Miscellaneous

The Bank reserves the right, in its sole and absolute discretion to amend these terms of reference as required from time to time.

6. Preference and Financial Evaluation

6.1. Price and Specific Goals

This phase is the final stage in the evaluation process and only successful bidders that have passed stage one and two requirements will be considered. In this phase only price and specific goals will be considered. To qualify for specific, a valid B-BEE certificate needs to be submitted with this bid.

Land Bank will evaluate all tenders in terms of Preferential Procurement Policy Framework regulation of 2022 (PPFA). The scoring methodology will apply. A copy of the PPFA regulations can be downloaded from www.treasury.gov.za

Either 80/20 or 90/10 preference point system will be utilised for this tender

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

7. TERMS OF CONTRACT

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

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

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

8. GENERAL CONDITIONS

All tenderers responding to this request for Proposals must provide the following statutory compliance documentation in order to be considered:

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

9. OBJECTIVE CRITERIA & RISK ANALYSIS

- 9.1. In addition to the financial offer and preference evaluation, the Tenderers having the highest ranking / number of points, will additionally be reviewed against the following points listed in order to ascertain suitability for award.
- a) If having passed Qualifying Criteria, the tenderer will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services
 - b) Fully compliant and registered with the National Treasury Central Supplier Database
 - c) No misrepresentation in the tender information submitted
 - d) Any non-performance on Land Bank projects
 - e) The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
 - f) The tenderer has declared that there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract
 - g) Convicted by a court of law for fraud and corruption
 - h) Removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract
 - i) Unduly high or unduly low Tendered rates in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the costs are reasonable and balanced. Tenders may be disqualified if tendered rates are found to be distorted.
 - j) In terms of unduly high Tendered fees in the Tender offer, refer to the PPR2022.
- 9.2. Land Bank may perform a due diligence exercise on the preferred tenderer to determine its risk- profile. The outcome of the due diligence exercise may be considered as an objective criterion. A due diligence exercise may include, but is not limited to, the following factors;
- 9.3. Financial Analysis of Tenderers Financial Statements.**
Financial health of the bidder may be assessed if deemed necessary, to ensure that the service provider will be able to operate as per required deliverables (Ratios: Accounts Receivable & Payable Turnover, Liquidity & Solvency). In the case of an unincorporated JV or a SPV, each partner of the entity must submit their financial statements and it will be consolidated to determine their capability to execute the applicable contract.
- 9.4. Judgements and criminal convictions.**
Land Bank may consider previous civil judgements against the preferred tenderer as part of its risk assessment. Land Bank may also consider whether the preferred tenderer or any of its directors have been-convicted of a serious offence.
- 9.5. Pending litigation**
Land Bank may consider any pending litigation in a court of law or administrative tribunal as part of its risk assessment.
- 9.6. Performance**
Land Bank may consider the Service Provider having a history of poor performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.
- 9.7. Reputational-harm**
If Land Bank is likely to suffer substantial reputational harm as a result of doing business with the preferred service provider, it may take this into account as part of its risk assessment.

The above set out other objective criteria may be clarified during the evaluation and correction of any non-compliance may be negotiated with the highest scoring tenderer, if possible. However, should the

tenderer not comply with these requirements by the close of negotiations, Land Bank reserves have the right to award to the next ranked tenderer.

10. SUBMISSION REQUIREMENTS

- Any service provider requiring clarification on any matter whatsoever, including questions relating to the specifications required of the service provider to perform this project or the tender and evaluation process must do so via e-mail and address such request to Tenders@landbank.co.za
- Proposals must be deposited in or couriered to the tender box at the reception area of Land Bank Head Office, Lakefield Office Park, Block A first floor, 272 West Avenue, Die Hoewes, Centurion on or before **14 November 2024 @ 11:00am**.

11. FICA AND COMPLIANCE CHECKS

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

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

12. PROTECTION OF PERSONAL INFORMATION

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

SUGGESTED COMPILATION OF BIDS

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

Name of Firm	
CSD Registration Number	
Contact Person	
Contact Number	
Physical Address	
E-mail Address	
Administrative	
Annexure A: Vendor Accreditation Form	
Annexure B: Bidders Disclosure Form	
Annexure C: Covenant of Integrity Declaration	
Annexure D: Land Bank FICA requirements	
Annexure E: Terms and Conditions	
Annexure F: Service Provider Agreement *This is included for informative purposes and does not need to be completed. *Successful bidder(s) will enter into the service provider agreement attached in this RFP, with the addition of their proposed financial submission, services, time lines, etc.	
Annexure G: Bribery & Corruption Declaration	
Annexure H: SBD 1 Tax Compliance	
Annexure I : SBD 6.1 Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022	
Annexure J: Valid BBBEE Certificate or Affidavit	
Annexure K: Tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate	
Annexure L: Cancelled cheque and/or stamped letter from the bank confirming banking details	
Annexure M: National Treasury's CSD Proof of registration	
Annexure N: Financial Proposal using the template provided	
Annexure O: Qualifying Criteria	
MANDATORY CRITERIA DOCUMENTATION (PLEASE REFER TO THE EVALUATION CRITERIA ABOVE FOR MORE INFORMATION)	
Annexure P: Essential returnable documents	

ANNEXURE A

Vendor information sheet

SAP Registration number

1. Registration name of company

2. Company registration number

3. VAT number

4. Company details Street address Postal address

Building/complex PO Box
Street name City
Suburb Code

City Suburb

Code

Telephone no Contact person

Fax no Direct Tel

E-mail Direct Fax

5. Payment terms

6. Payment must be made in (currency)

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

Bank name Branch

Type of account (eg. Current account; Cheque account, Savings account, e.t.c)

Account number Branch code

8. Contact person for Account queries

Name Ms. Jeanette Raphalalani

Cell no Tel no (+27 12) 686 0848

E-mail njraphala@landbank.co.za Fax no

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

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

Title Name Identity number Race % share holding

11.

Business indicator - mark with (X) in the bracket

INT - International business ()

JVB - Joint venture business ()

HDP - Historically Disadvantaged Persons ()

EXB - Existing business ()

12. Additional

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

Can provide

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

Name

Signature

Designation

Date

FOR OFFICE USE ONLY (LAND BANK)

Procurement Department

Name & Signature_____

Date: _____

ANNEXURE B BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

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

Full Name	Identity Number	Name of State institution

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

YES/NO

- 2.2.1 If so, furnish particulars:

.....
.....
.....

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

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....
.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions of delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF
PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY
CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....Signature
	Date
.....Position
	Name of bidder



ANNEXURE C

CONVENANT OF INTEGRITY

I, the undersigned,

(Full names)

do hereby make oath and state as follows:

1. I am:
 - 1.1. an adult male/female aged _____;
 - 1.2. presently employed as/carrying on business as _____ situated at _____.
2. The facts stated herein are both true and correct and within my personal knowledge and belief unless otherwise stated.
3. I hereby confirm that:
 - 3.1. I am duly authorised to depose to this affidavit;
 - 3.2. neither myself nor anyone acting on behalf of the tenderer is, or will be, engaged in any Prohibited Practice as defined in 4 below in connection in respect of any tendering process or in the provision of services and/or goods;
 - 3.3. I will immediately inform Land bank of any instance of any such Prohibited Practice which comes to my attention and/or the attention of the tenderer and/or its employees or agents concerning the following:
 - 3.3.1. if any of the tenderer's directors, employees or agents has been convicted in any court for any offence involving a Prohibited Practice in connection with any tendering process and/or the provision of goods or services during the 5 (five) years immediately preceding the date of this affidavit; and/or
 - 3.3.2. if any of the tenderer's directors, employees or agents is dismissed or resigns from the tenderer's employment on grounds of being implicated in any Prohibited Practice.
 - 3.4. I will provide Land Bank with full details of such conviction, dismissal or resignation and the measures taken to ensure that neither the tenderer nor any of its directors, employees or agents commits any Prohibited Practice in future.
 - 3.5. In the event that the tenderer is awarded any business by land bank, the tenderer grants Land bank or its employees and/or agents the right of inspection of its records. The tenderer shall preserve such records in accordance with applicable law but in any case for at least 3 (three) years after conclusion of each transaction contemplated under the Request for Tender.
4. I acknowledge that for all purposes under this affidavit, the following terms and/or expressions below shall bear the meanings set out hereunder:
 - 4.1. "Corrupt Practice" means the offering, giving or promising of any improper advantage to influence the action of a Public Official, or the threatening of injury to his person, employment, property, rights or reputation, in connection with any procurement process or in the execution of any contract in order that any person may obtain or retain business improperly or obtain any other



improper advantage in the conduct of business;

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

DEPONENT

Thus done and signed at _____ on this the _____ day of _____ 2023
the Deponent having acknowledged that:

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



Commissioner of Oaths Stamp	<div data-bbox="821 421 1246 430"></div> <div data-bbox="821 454 1129 481">COMMISSIONER OF OATHS</div> <div data-bbox="821 562 1275 571"></div> <div data-bbox="821 595 959 622">FULL NAMES</div>
-----------------------------	---



	CAPACITY
	<hr/>
	BUSINESS ADDRESS



ANNEXURE D

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

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

Individuals

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

Unlisted Companies

South African

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

Foreign

- ☐ Official Document of Incorporation (or CoR 17.1)
- ☐ Registration Certificate (CoR 17.3)
- ☐ If trading in RSA, documents for RSA unlisted companies
- ☐ Authority to act : Directors' Resolution
- ☐ Identity document/Passport, details of physical residential address and contact details of related parties and persons authorised to act **(also used for PEPs/Sanctioned screening purposes)**
 - ☐ Proof of physical business address and trading/operating name

Listed Companies

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

Close corporations (CC)

- ☐ Founding Statement and Certificate of Incorporation (CK1)



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

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

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

Trusts

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

Partnerships

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



Professional partnerships

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

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

PEPS

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

The following examples serve as aids in defining PEPs:

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

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

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

Proof of physical residential/business address

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

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



- Payslip or salary advice

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

Spouse/partner

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

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

Name, identity number and physical residential address of client and co-habitant Relationship between client and co-habitant

Confirmation that residential address is shared

Parent:

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

If above documentation not available:

Visit to physical address by a Land Bank employee, or

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

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

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

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

- An Original Company Letterhead
- Utility bill (less than three months old)
- Bank statement or financial statement from another financial institution (less than three months old)
- Valid lease or rental agreement (signed by all relevant parties)
- Municipal rates and taxes invoice (less than three months old)
- Mortgage statement from another financial institution (less than six months old)
- Telephone account i.e. a land-line or cell phone (less than three months old)
- An official tax return (less than one year old)
- An official tax assessment or official correspondence from the local revenue services (less than three months old)
- Valid television licence document
- A recent short-term insurance policy or a renewal letter (less than one year old)

Definitions

Principal Executive Officer

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

Authorised Persons

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

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

- ☐ Duly executed Board Resolution authorising the opening of an account/establishment of the business



relationship/conclusion of the transaction and conferring authority on those who will establish the business relationship/conclude the single transaction; OR

- ☐ Certified extract of the minutes proving authority; OR
- ☐ Original letter signed by the company secretary on the official company letterhead

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

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

Certified or Verified

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



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

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

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



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

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

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

1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

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

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

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90/80
SPECIFIC GOALS	10/20
Total points for Price and SPECIFIC GOALS	100

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

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

2. DEFINITIONS



- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$
Where		
P_s	=	Points scored for price of tender under consideration
P_t	=	Price of tender under consideration
P_{min}	=	Price of lowest acceptable tender

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

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$

Where

P_s	=	Points scored for price of tender under consideration
P_t	=	Price of tender under consideration



P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

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

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

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE level One or	10	20		
B-BBEE level Two or	8	16		
B-BBEE level Three or	6	12		
B-BBEE level Four	4	8		



DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

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

[TICK APPLICABLE BOX]

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

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

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

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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