

**EXPRESSION OF INTEREST:**

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

**REQUEST FOR PROPOSAL**

**THE APPOINTMENT OF A SERVICE PROVIDER  
TO SUPPLY, DELIVER AND ASSEMBLE OFFICE  
FURNITURE - T32-03-26**

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, Centurion  
Webaddress: [www.landbank.co.za](http://www.landbank.co.za)  
**Registered credit provider: Regnumber NCRCP18**

**1. TABLE OF CONTENTS**

<b>1. INVITATION TO TENDER .....</b>	<b>4</b>
<b>2. OVERVIEW OF LAND BANK.....</b>	<b>7</b>
<b>3. TERMS OF REFERENCE .....</b>	<b>8</b>
<b>4. CONFIDENTIAL.....</b>	<b>24</b>
<b>5. MISCELLANEOUS.....</b>	<b>24</b>
<b>6. PREFERENCE AND FINANCIAL EVALUATION.....</b>	<b>24</b>
<b>7. TERMS OF CONTRACT .....</b>	<b>24</b>
<b>8. GENERAL MANDATORY CONDITIONS .....</b>	<b>24</b>
<b>9. OBJECTIONS AND RISK.....</b>	<b>25</b>
<b>10. SUBMISSION REQUIREMENTS .....</b>	<b>26</b>
<b>11. FICA AND COMPLIANCE .....</b>	<b>26</b>
<b>12. PROTECTION OF PERSONAL INFORMATION .....</b>	<b>26</b>

ANNEXURE A: VENDOR INFORMATION SHEET

ANNEXURE B: BIDDERS DISCLOSURE

ANNEXURE C: CONVENANT OF INTERGRITY

ANNEXURE D: FICA REQUIREMENTS

ANNEXURE E: SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIALPROCUREMENT REGULATIONS 2011

ANNEXURE F: TERMS AND CONDITIONS

ANNEXURE G: DRAFT SERVICE LEVEL AGREEMENT

ANNEXURE H: BRIBERY AND CORRUPTION DECLARATION

**1. INVITATION TO TENDER**

<b>Tender Number</b>	T32-03 -26
<b>Title of this RFP</b>	<b>The appointment of a service provider to supply, deliver and assemble office furniture</b>
<b>Issue Date</b>	12 March 2026
<b>Non Compulsory briefing date</b>	18 March 2026 at 11h00am on teams - <a href="https://teams.microsoft.com/meet/32890568442434?p=0C6KEWTaafBILwUVik">https://teams.microsoft.com/meet/32890568442434?p=0C6KEWTaafBILwUVik</a>
<b>Written questions of clarification closing date</b>	19 March 2026 at 16h00
<b>Written response to all clarifications</b>	20 March 2026 at 16h00
<b>RFP Closing Time &amp; Date</b>	<b>31 March 2026 @ 11:00am</b>
<b>Delivery Address</b>	Land Bank Head Office, Tender Box Lakefield Office Park, Block A, first floor 272 West Avenue Die Hoewes, Centurion
<b>Originals to be submitted</b>	1 Original proposal
<b>Copies to be submitted</b>	1 soft copy (USB) <b>(soft copy and original document must contain the same information)</b>
<b>Tender Validity Period</b>	120 business days from the closing date

**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE  
OFFICE FURNITURE**



**SBD 1 – Part one**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LAND BANK</b>					
BID NUMBER:	T32-03-26	CLOSING DATE:	31 March 2026	CLOSING TIME:	11h00am
DESCRIPTION	The appointment of a service provider to supply, deliver and assemble office furniture				
<b>BID RESPONSE DOCUMENTS MUSY BE HAND DELIVERED AT:</b>					
Land Bank Head Office, Tender Box					
Lakefield Office Park, Block A, first floor					
272 West Avenue					
Die Hoewes, Centurion					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	Mr. S. Mthombeni		CONTACT PERSON	Mr. S. Mthombeni	
TELEPHONE NUMBER			TELEPHONE NUMBER		
E-MAIL ADDRESS	<a href="mailto:Tenders@landbank.co.za">Tenders@landbank.co.za</a>		E-MAIL ADDRESS	<a href="mailto:Tenders@landbank.co.za">Tenders@landbank.co.za</a>	
<b>SUPPLIER INFORMATION</b>					
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:		<b>OR</b>	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]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
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	
<b>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.</b>					

**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE  
OFFICE FURNITURE**



**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
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. <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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-FILING 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 OR REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE OFFICE FURNITURE**

#### **1. BACKGROUND**

The Land Bank has recently acquired a new Head Office, creating the need to procure high-quality office furniture that will support operational efficiency and provide a functional, ergonomic, and professional working environment. This ToR sets out the requirements for the supply, delivery, and installation of the required office furniture.

#### **2. Scope of Work**

The successful bidder will be required to:

- Supply office furniture in accordance with the specifications provided in the bid document.
- Deliver, offload, and assemble all furniture at designated sites.
- Furniture to be delivered in phases in line with a floor plans requirements
- Install furniture professionally and ensure the workspace is fully functional.
- Provide after-sales support, including warranty and maintenance services.
- Remove packaging materials and leave the site clean upon completion.

#### **3. Quality Requirements**

Minimum warranty of 12 month must be provided

#### **4. Deliverables**

The successful bidder must deliver:

- Fully installed office furniture as per specifications.
- Warranty certificates and after-sales support contact details.
- Delivery notes and completion report signed by an authorised representative.

#### **5. Warranty and After Sales Support**

The bidder must provide:

- A minimum 12 month warranty for all furniture.
- Repairs or replacements within agreed response times.
- Access to spare parts and maintenance support.

#### **6. Proposal requirements:**

##### **6.1. Methodology and Approach**

The bidder must provide a detailed Methodology and Approach that demonstrates a clear understanding of the project requirements and outlines how the office furniture will be supplied, delivered, and installed. The submission must include, at a minimum, the following:

##### **6.1.1. Detailed Project Plan that includes:**

- A step-by-step description of the approach to supplying, delivering, assembling, and installing the furniture.
- Time frames and expected completion dates, within 4 to 6 weeks.
- Clear images for every furniture item proposed

##### **6.1.2. Risk Management must include:**

- Potential project risks.
- Mitigation strategies and contingency plans.

##### **6.1.3. Health, Safety, and Housekeeping Measures must outline:**

- Safety measures during delivery and installation.
- Compliance with occupational health and safety requirements.

- Site housekeeping and disposal of packaging materials after installation.

## 7. BID EVALUATION STAGES

- (a) The bid evaluation process consists of **three (03) stages**, according to the nature of the bid.  
 (b) A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation.  
 The stages are:

Stage	Description	Applicable for this bid YES/NO
Stage 1	Mandatory requirements	YES
Stage 2	Technical/Functionality Evaluation	YES
Stage 3	Price and specific goals	YES

### 7.1. Stage (01) one - Mandatory requirements

Bidders must comply with and meet the mandatory requirements referred to below. Bidders who do not meet any of the mandatory requirements listed below will be immediately disqualified. Bidders must submit substantiating evidence for all requirements. **NB: Any bid that is non-compliant with any minimum requirements below, will be deemed nonresponsive**

NO	DESCRIPTION
1	The bidder must comply with the technical specifications, complete and sign a pricing schedule using the template provided.
2	Manufacturers are required to provide a letter of undertaking confirming the details of their manufacturing facility. Resellers must provide a manufacturer's letter of authority confirming that they are authorised to supply the manufacturer's furniture. A valid reseller or approved supplier agreement will also be accepted
3	A letter of undertaking confirming a minimum warranty of 12 months
4	CIPC documents with ID copies of directors or owners of the company. Where any shareholders or beneficiaries are registered trusts, please also provide, the Trust Deed, Letter of Authority and certified ID copies of all trustees and beneficiaries.
5	Company structure and Share certificate with ownership details. If shareholders or beneficiaries are registered trusts, please also provide, the Trust Deed, Letter of Authority and certified ID copies of all trustees and beneficiaries.

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

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

- Land Bank 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 the Central Supply Database (CSD) or using SARS e-filing pin in

NO	DESCRIPTION
	National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid.
2	A proof of registration as a vendor on the National Treasury Central Supply Database (CSD), which can be found at <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> , in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017
3	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 indicate not applicable (N/A) where appropriate.

### 7.2. Stage two - Technical/Functionality Evaluation

The evaluation of the functionality of the proposals will be evaluated as per the criteria contained in the table below:

Category	Sub criteria	Total score	Score	Form of Evidence
<b>The bidder must have more than three (3) year' experience operating as an office furniture manufacturer or supplier</b>				
<b>NB:</b> The age or contract duration of the purchase order/ letter, etc will be used to calculate the number of years	More than 5 years' experience	30	30	Copies of Purchase Order/ Contract/ Award Letters/ Signed positive testimonial letters on the client's letterhead with contact details and contract duration
	More than 3 to 5 years' experience		15	
	1 to 3 years' experience		0	
<b>Provision of at least four (4) signed positive testimonial letters from existing/previous clients where office furniture was supplied and installed. The signed letters must include: a brief description of the service provided, contact details, and the level of satisfaction.</b>				
<b>NB:</b> Award or Appointment letter, Purchase order, SLAs will not be considered in this criterion	Four positive testimonial letters	30	30	Signed Positive testimonial letters on the client letter head with contact details
	Three positive testimonial letters		20	
	Two positive testimonial letters		10	
	No or one testimonial letter provided		0	
<b>Methodology and Approach</b>				
This criterion covers the methodology and approach	The methodology and approach must address the following activities as per 6.1: - Detailed Project Plan - Risk Management	40	40	Methodology and approach fully addressing all the activities as per clause 6.1

**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE  
OFFICE FURNITURE**



Category	Sub criteria	Total score	Score	Form of Evidence
	- Health, Safety, and Housekeeping Measures			
	The bidder fully addressed only two activities as per 6.1 above		20	
	the bidder addressed less than two activities as per 6.1 above		0	
<b>TOTAL POINTS</b>		<b>100</b>		

**NB:** Any proposal not meeting a minimum threshold of 70 points on functionality will not be considered for further evaluation.

**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

**7.3. Price Schedule**

**OFFICE FURNITURE**

**7.3.1. Office furniture price breakdown**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
Executive Workstations	Executive workstation with 1800 x 800 mm worktop in 32 mm Napoca finish with 38x38 mm metal loop leg structure and support beams in black Ferrograin powder coated finish. Pedenza 1500 mm x 500 mm X 610 mm high that extends under the desk, below desk top height, on 38x38 mm leg structure in black Ferrograin powder coated finish, surround in Napoca finish, 3 x standard drawers and sliding doors in black finish with black whalebone handles. Lockable. Modesty panel in Napoca finish to fit between loop legs, 400 mm high.	15	R	R	
Executive round table	Type A: Round table 1200 mm diameter in Napoca 32 mm laminate finish with 2 mm PVC edging. Loop leg cross leg structure in 50 x 50 mm black Ferro grain finish including adjustable ferrules  Type B: Round table 1000 mm diameter in Napoca 32 mm laminate finish with 2 mm PVC edging. Loop leg cross leg structure in 50 x 50 mm black Ferro grain finish including adjustable ferrules	17	R	R	
Executive Server Units	Server unit 3 door unit, 1800 wide x 500 deep x 900 high (mm) with laminate top 32 mm in Napoca laminate finish with 2mm PVC edge. Carcass 16 mm in Super Black laminate finish. Doors 16 mm in Super Black laminate with black whalebone handles. Unit to accommodate bar fridge, ventilation on the back of the unit to be allowed. Internal shelves for all cabinets in 16 mm Super Black laminate finish. Lockable including master key system. No steel leg structure.	15	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
PA and Managerial Workstations	<p>Leg structure up and over design 38 x 38 mm steel in powder coated finish in black Ferro grain, including adjustable ferrules Desk top 1600 x 800 mm in Brookhill 22 mm with 2 mm PVC edging, including support beams below desk top in 38 x 38 mm steel in powder coated finish in black Ferro grain, 2 per desk top Modesty panel 1500 mm wide x 400 mm in Storm Grey laminate finish 16 mm attached with steel brackets to the support beam</p> <p>Wire reticulation channel 100 mm along length of the modesty panel, positioned behind the modesty panel Pedenza 1250 wide x 500 deep with laminate top, 22 mm in Brookhill with 2 mm PVC edge.</p> <p>Carcass in laminate finish 16 mm in Storm Grey laminate. Roller door lockable in black finish.</p> <p>Laminate shelf 16 mm in Storm Grey laminate finish.</p> <p>Drawer configuration pen/pencil drawer, 2 standard drawers and 1 deep filing drawer, fronts in Storm Grey laminate with central locking. Black Whalebone handles. Roller doors and drawers to be master keyed 2 x grommet cut outs per desk including black cover.</p>	61	R	R	
Open plan round table	<p>Round table 1200 mm diameter in Brookhill 22 mm laminate finish with 2 mm PVC edging. Beam leg structure 32 x 32 mm in white powder coated finish with cross brace support below the desktop. Including adjustable ferrules</p>	4	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
8-Way cluster	<p>Leg structure for cluster with full side legs and inset support legs internally. Up and over design 38 x 38 mm steel in white powder coated finish including adjustable ferrules</p> <p>Support beams below desk tops in 38 x 38 mm steel in white powder coated finish colour 2 per desk top</p> <p>Wire reticulation channel along centre of cluster 150 mm shared between face to face tops</p> <p>8 x Desk top 1600 x 800 mm in laminate finish, 22 mm in Super White laminate with 2 mm PVC edge</p> <p>2 x grommet cut-out per desktop with white covers</p>	4	R	R	
6-Way cluster	<p>Leg structure for cluster with full side legs and inset support legs internally. Up and over design 38 x 38 mm steel in white powder coated finish including adjustable ferrules</p> <p>Support beams below desk tops in 38 x 38 mm steel in white powder coated finish colour 2 per desk top</p> <p>Wire reticulation channel along centre of cluster 150 mm shared between face to face tops</p> <p>6 x Desk top 1600 x 800 mm in laminate finish, 22 mm in Super White laminate with 2 mm PVC edge</p> <p>2 x grommet cut-out per desktop with white covers</p>	21	R	R	
4-Way cluster	<p>Leg structure for cluster with full side legs and inset support legs internally. Up and over design 38x38 mm steel in white powder coated finish including adjustable ferrules</p> <p>Support beams below desk tops in 38 x 38 mm steel in white powder coated finish colour 2 per desk top</p> <p>Wire reticulation channel along centre of cluster 150 mm shared between face to face tops</p> <p>4 x Desk top 1600 x 800 mm in laminate finish, 22 mm in Super White laminate with 2 mm PVC edge</p> <p>2 x grommet cut-out per desktop with white covers</p>	7	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
2-Way cluster	Leg structure for cluster with full side legs and inset support legs internally. Up and over design 38x38 mm steel in white powder coated finish including adjustable ferrules Support beams below desk tops in 38 x 38 mm steel in white powder coated finish colour 2 per desk top Wire reticulation channel along centre of cluster 150 mm shared between face to face tops 2 x Desk top 1600 x 800 mm in laminate finish, 22 mm in Super White laminate with 2 mm PVC edge 2 x grommet cut-out per desktop with white covers	1	R	R	 
Screen A	Desk screens 1500 mm x 400 mm in PET 9 mm finish with curved corners (colour TBC) including 3 x white brackets	94	R	R	 <i>Fabric colours to be confirmed</i>
Screen B	Desk screens 700 mm x 400 mm in PET 9 mm finish with curved corners (colour TBC) including 2 x white brackets	188	R	R	
Screen C	Floor based screen 1120 mm high x 2400 mm wide between open plan managers. Including brackets white powder coated brackets to attach the screens to managerial desks. Fully upholstered in fabric TBC, allowance of R350 per meter	20	R	R	
Screen D	Floor based screen 1120 mm high x 2400 mm wide free standing. Including 2 x steel disk foot in white powder finish for stability. Fully upholstered in fabric TBC, allowance of R350 per meter	4	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
Storage for open plan clusters	Mobile pedestal fully in 16 mm Super White laminate finish. 3 standard drawers with drop in pen/pencil inlay tray. Silver whalebone handles and central locking	188	R	R	
Land Bank Academy/Training Roof	Folding Training tables with 1600 x 600 tops in 22 mm Brookhill finish, while legs structure 38 x 38 mm in white powder coated finish including adjustable ferrules	20	R	R	
Storage cabinets for PA's and open plan	Storage cabinet 1500 mm high x 900 mm wide x 450 mm deep with Brookhill laminate top 22 mm and carcass in 16 mm Storm Grey finish. 3 internal Storm Grey laminate shelves. Adjustable ferrules and central locking, master keyed.	34	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
Mail Room Sorting Counter	Sorting counter 2500 x 600 with 22 mm Brookhill top with 2 mm PVC edging on pigeonhole hole base in 16 mm Storm Grey finish, openings 3 across x 3 to the height. Base on ferrules	1	R	R	
IT Workbench	Workbench for IT office 3700 mm long x 600 mm deep x 900 mm high in Super White laminate finish on 38 x 38 m leg structure in white powder coated finish	1	R	R	
Canteen tables A	Canteen table 800 x 800 mm square with 32 mm Kalapana top with 2 mm PVC edging. Black 500 mm disc leg in black finish with adjustable ferrules	23	R	R	
Canteen tables A	Canteen table 800 x 800 mm square with 32 mm Grey Werzalit top. Black Stabilizer base suitable for outdoor use.	8	R	R	
Kitchen work bench	Work bench size 6200 mm wide x 600 mm deep x 720 mm high with 38x38 mm leg structure in white powder coated finish and 22 mm top in Brookhill finish with 2 mm PVC edging	2	R	R	
Steel shelving	Steel shelving bays 1800 mm high x 914 mm wide x 381 mm in grey powder coated finish, 5 openings to the height	8	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
Meeting room servers	Server unit 3 door unit, 1800 wide x 500 deep x 900 high (mm) with laminate top 22 mm in Brookhill laminate finish with 2 mm PVC edge. Carcass 16 mm in Super Black laminate finish. Doors 16 mm in Super Black laminate with black Whalebone handles. Unit to accommodate bar fridge, ventilation on the back of the unit to be allowed. Internal shelves for all cabinets in 16 mm Super Black laminate finish. Lockable including master key system.	11	R	R	
Meeting table A	Meeting table (16pax) size W6400mm x D1000mm Width 32 mm Brookhill laminate top with 2 mm PVC edging. Beam leg structure 50 x 50 mm in charcoal Ferrograin finish and cross Beam support structure to prevent bowing of the tops	1	R	R	
Meeting table B	Meeting table size (26 pax) W9000mm x D2500mm Width 32 mm Brookhill laminate top with 2 mm PVC edging. Beam leg structure 50 x 50 mm in charcoal Ferrograin finish and cross Beam support structure to prevent bowing of the tops	1	R	R	
Meeting table C	Meeting table (20 pax) size W8900mm x D1600mm Width 32 mm Brookhill laminate top with 2 mm PVC edging. Beam leg structure 50 x 50 mm in charcoal Ferrograin finish and cross Beam support structure to prevent bowing of the tops	1	R	R	
Meeting table D	Meeting table (18 pax) size W5500mm x D2500mm With 32 mm Brookhill laminate top with 2 mm PVC edging. Beam leg structure 50 x 50 mm in charcoal Ferrograin finish and cross Beam support structure to prevent bowing of the tops	1	R	R	
Meeting table F	Meeting table (30 pax) size W12300mm x D1700mm with 32 mm Napoca laminate top with 2 mm PVC edging. Beam leg structure 50 x 50 mm in charcoal Ferrograin finish and cross Beam support structure to prevent bowing of the tops	1	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
Meeting table G +I	Meeting table (10 pax) size W4600mm x D1600mm With 32 mm Napoca laminate top with 2 mm PVC edging. Beam leg structure 50 x 50 mm in charcoal Ferrograin finish and cross Beam support structure to prevent bowing of the tops	2	R	R	
Meeting table H	Meeting table (8 pax) size W2100mm x D1000mm With 32 mm Brookhill laminate top with 2 mm PVC edging. Beam leg structure 50 x 50 mm in charcoal Ferrograin finish and cross Beam support structure to prevent bowing of the tops	2	R	R	
Desking plugsets open plan, Executives, PA's, Land Bank Academy, Meeting Rooms	Inset plugset with 2 x 2pin, 1 x red 3pin, 1 x white 3 pin, USB and Type C modules including 2 meter input or interconnecting cable. In white finish	300	R	R	
Executive Chair	Clever black mesh highback operators chair including headrest, 3D headrest, 3D adjustable armrests, Back of chair has Lifting Function, 5 levels of locking, 3 Speed Seat slide, moulded foam seat, 5 Position Synchro Mechanism with 5* Aluminium Castor Base.	15	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
PA's, Open Plan and Managers Chairs	Ambient chair with mesh back and black fabric seat. Including adjustable arms, adjustable headrest, one lever swivel and tilt mechanism and nylon five-star base.	240	R	R	
Meeting rooms general & Managerial visitors chairs	Lerato operators chair on 5-star nylon castor base, gas height adjustable, ergonomically designed backrest with black netting, PU height adjustable soft touch armrests, 5 position lock synchro mechanism. No headrest.	218	R	R	
Academy and visitors' chairs	Zippo full mesh chair in black including black nylon frame, nylon base and wire control mechanism with single lock.	170	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
Canteen and Kitchen areas	Sofy tub chair with polypropylene shell and back detail on black polypropylene 4-legged base. Chair Colour: Taupe/Mint.	116	R	R	
Casual seating couch	Londi Fully upholstered 3-seater couch. Size: 2410 mm wide x 970 mm deep x 830 mm high. Available in light grey fabric - 16 meters fabric required.	3	R	R	
Casual seating chair	George single seater chair on black metal legs. Loose seat and back cushion.	10	R	R	
Ottomans	Small ottoman on castors (Incl. leather strap - 1.5m required per ottoman) Top of ottoman (colour) - 1.25 meters. Bottom of ottoman (grey) - 0.25 meters.	10	R	R	



**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE**

ITEM	DESCRIPTION	Quantity	Unit Price	Total Price	Image
Coffee table B	Mason nesting coffee tables. Large: size 880l x 550w x 400h. Small: 555l x 540w x 445h.	6	R	R	
Coffee table C	Cai side table Dia 450mm x H550 mm. Black steel frame and black stone top,	3	R	R	
	Delivery and installation			R	
	5% provision contingency allowances( <b>bidder must add the provision in their pricing</b> )			R	
	<b>Subtotal excluding VAT</b>			R	
	<b>VAT</b>			R	
	<b>Total including VAT</b>			R	

### 7.3.2. Price instruction

#### Bidder Declaration

I, the undersigned, declare that the prices quoted above are valid, accurate, and inclusive of all costs required to deliver the scope of work as outlined in the Terms of Reference.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### 7.3.3. Price instruction

- Bidder must price according to the price schedule provided.
- The price schedule must be signed by an authorised representative of the bidding company.
- The total tender price must be Inclusive of all labour, materials, equipment, transport, installation, commissioning, documentation, training, and any other costs necessary for full completion of the project
- No additional or hidden costs will be accepted after submission. All foreseeable costs must be included upfront.
- Bidders are required to include a 5% Contingency Allowance in their pricing. **This allowance is not to be used or allocated by the service provider but will be retained by the Land Bank and used at its sole discretion to cover unexpected, justified, and approved costs arising during the execution of the project.**
- The contingency amount must be calculated as 5% of the total project cost (excluding VAT) before adding VAT.
- 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-BBEE certificate needs to be submitted with this bid.

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

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

**Bidders are required to complete Annexure I SBD 6.1 in full to ensure all BBEE 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-BBEE rating
- h) Certified copy of Identity Documents of Shareholders/Directors
- i) In the case of Consortium or Joint Venture, bidders are required to provide copies of signed agreements stipulating the work split.
- j) The Land Bank may invite bidders for an oral interview prior to the approval of a bid. Land Bank will not be liable for the costs incurred by the tenderer in connection with such 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](mailto: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 **31 March 2026 @ 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	
<b>Administrative</b>	
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 <b>using the template provided</b>	
Annexure O: <b>Qualifying Criteria</b>	
<b>MANDATORY CRITERIA DOCUMENTATION</b> (PLEASE REFER TO THE EVALUATION CRITERIA ABOVE FOR MORE INFORMATION)	
<b>FUNCTIONALITY CRITERIA DOCUMENTATION</b>	
<b>Annexure P:</b> 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 _____	<b>Contact person</b> _____	
Fax no _____	<b>Direct Tel</b> _____	
E-mail _____	<b>Direct Fax</b> _____	

5. Payment terms \_\_\_\_\_

6. Payment must be made in (currency) \_\_\_\_\_

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

Bank name \_\_\_\_\_

Branch \_\_\_\_\_

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

Account number \_\_\_\_\_ Branch code \_\_\_\_\_

8. Contact person for Account queries	Name S C M
Cell no _____	Tel no <input style="width: 100px;" type="text"/>
E-mail <a href="mailto:tenders@landbank.co.za">tenders@landbank.co.za</a>	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. \_\_\_\_\_

INT - International business ( )

JVB - Joint venture business ( )

**T32-03-26: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, DELIVER AND ASSEMBLE  
OFFICE FURNITURE**



Business indicator - mark with (X) in the bracket

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. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

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

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

**YES/NO**

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

Full Name	Identity Number	Name of 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:

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

\_\_\_\_\_

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

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

YES/NO

2.3.1 If so, furnish particulars:

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

**3 DECLARATION**

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions 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.

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



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## ANNEXURE C

### CONVENANT OF INTERGRITY

I, the undersigned,

\_\_\_\_\_  
(Full names)

do hereby make oath and state as follows:

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

grants Land bank or its employees and/or agents the right of inspection of its records. The tenderers 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	<p>_____</p> <p>COMMISSIONER OF OATHS</p> <p>_____</p> <p>FULL NAMES</p>
-----------------------------	--

	<p>CAPACITY</p> <hr/> <p>BUSINESS ADDRESS</p>
--	---

## ANNEXURE D

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

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

### Individuals

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

### Unlisted Companies

#### South African

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

#### Foreign

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

- Proof of physical business address and trading/operating name

### **Listed Companies**

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

### **Close corporations (CC)**

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

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

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

### **Trusts**

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

### **Partnerships**

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

### **Professional partnerships**

- (Certain Partnerships consisting of more than (20) partners which are incorporated in terms of Section 30(2) of Company's Act 61 of 1963 which are recognized in terms of the relevant Government Gazettes examples are: Attorneys, Notaries and Conveyancers, Public Accountants and Auditors, Medical Practitioners, Pharmacists, Professional Engineers, Quantity Surveyors, Stockbrokers and Architect)
- Registration certificate (provide proof of registration of the partnership by a regulatory body)
- Partners Resolution (Authority to act)
  
- Identity document residential and contact details for Persons Authorised to Act and of the Person Exercising Executive control of the partnership **(also used for PEPs/Sanctioned screening purposes)**
- Proof of physical business address

### **PEPS**

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

The following examples serve as aids in defining PEPs:

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

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

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

**Proof of physical residential/business address**

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

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

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

**Spouse/partner**

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

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

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

Relationship between client and co-habitant

Confirmation that residential address is shared

**Parent:**

- Any of above documents for parent

- Must be accompanied by the child's birth certificate (for a minor)

If above documentation not available:

Visit to physical address by a Land Bank employee, or

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

- Name, identity number and physical residential address

- Confirmation that client resides at physical residential address

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

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

- An Original Company Letterhead
- Utility bill (less than three months old)
- Bank statement or financial statement from another financial institution (less than threemonths 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 (lessthan 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.

**SBD 6.1**

**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**

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**1. GENERAL CONDITIONS**

1.1 The following preference point systems is 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

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

a) The **80/20 preference point system** will be applicable in this tender. The 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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 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 PREFERENCE POINT SYSTEMS

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

#### 80/20

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

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**

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = 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 (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The company is at least 51% owned by black people	10	
The company is at least 51% owned by black people that are women	10	

**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.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....