

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

**APPOINTMENT OF A SERVICE PROVIDER TO
PROVIDE LAND BANK WITH INVESTMENT
ADVISORY SERVICES FOR A PERIOD OF 5 YEARS**

T17/02/26

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, Centurian

Webaddress: www.landbank.co.za

Registered credit provider: Regnumber NCRCP18

1. TABLE OF CONTENTS

1. INVITATION TO TENDER	4
2. OVERVIEW OF LAND BANK.....	7
3. TERMS OF REFERENCE	8
4. CONFIDENTIAL.....	25
5. MISCELLANEOUS.....	25
6. PREFERENCE AND FINANCIAL EVALUATION.....	25
7. TERMS OF CONTRACT	25
8. GENERAL MANDATORY CONDITIONS	25
9. OBJECTIONS AND RISK.....	26
10. SUBMISSION REQUIREMENTS	27
11. FICA AND COMPLIANCE	27
12. PROTECTION OF PERSONAL INFORMATION	27

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

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

1. INVITATION TO TENDER

Tender Number	T17-02-26
Title of this RFP	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS
Issue Date	16 February 2026
Online Compulsory briefing date	24 February 2026 at 11h00am (https://teams.microsoft.com/meet/32033072721236?p=bP6XwhH5buvNAgKGvL)
Written questions of clarification closing date	26 February 2026 at 16h00
Written response to all clarifications	27 February 2026
RFP Closing Time & Date	10 March 2026 @ 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	Original submission (hard copy)
Copies to be submitted	soft copy (USB) - contains the same information as the original submission.
Tender Validity Period	120 business days from the closing date

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

SBD 1 – Part one

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LAND BANK					
BID NUMBER:	T17-02-26	CLOSING DATE:	10 March 2024	CLOSING TIME:	11h00am
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS				
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-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 OF REFERENCE - THE APPOINTMENT OF AN IFRS17 IMPLEMENTATION REVIEW PARTNER FOR LBIC AND LBLIC

I. BACKGROUND

- 1.1. 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. From time to time, the Land 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.
- 1.2. LBLIC and LBIC are wholly-owned subsidiaries of the Land Bank and conduct long-term insurance and short-term insurance respectively in the South African agricultural sector. The management of the investments consists of the Investment and Actuarial Committee ("IAC"), a sub-committee of the LBIC/LBLIC Board of Directors ("the Board"), who is responsible for the investment policy and investment managements which are approved by the Board.
- 1.3. LBIC offers crop insurance and agri-asset insurance to the agricultural sector, while LBLIC offers credit life products to the agricultural sector. LBIC operates in a volatile environment and therefore its investments are crucial in the financial sustainability, liquidity and solvency of the company. LBLIC has built up a significant investment portfolio overtime and the main source of income is now derived from the investment income. Cash surpluses are invested optimally on both a short and long-term basis with approved investment counterparties in line with approved Investment Policy Statement ("IPS") and regulations. LBI must ensure healthy and timely liquidity provision for the company to attain financial resilience.
- 1.4. Investment activities and decisions are governed by LBI's Investment Policy Statement ("IPS"), set and approved by the LBI's Board as recommended by the IAC. The IAC meets quarterly in January, April, July, and October every year and is responsible for recommending changes to the investment strategy, portfolio construction, asset manager appointments and their investment guidelines to the LBI Board. The LBI's internal investment unit sits in the actuarial team, supported by operations and accounting division as well as the externally appointed Investment Consultant. The unit is responsible for setting and executing the investment strategy and day-to-day management and monitoring of the investment portfolio and external fund managers. Fund reporting is currently conducted in-house by the company's actuarial and accounting units using instrument level data provided by its custodian, the appointed fund managers and corroborated with the investment consultant. The contract of the current investment advisory service provider ends in December 2024 and therefore the LBLIC and LBIC are required to start the process of appointing a new investment advisory service provider for a period of not more than 60 months (5 years).
- 1.5. The company appointed new investment managers over the course of 2025 following an asset-liability modelling exercise and approval of the new investment strategy approved by the Board in 2024. The LBIC invests in domestic cash and money market instruments and domestic fixed-income instruments managed by three asset managers with specialist investment mandates. The LBLIC invests in domestic cash and money market instruments, domestic fixed-income, domestic hedge funds (fixed-income), domestic equity (with listed equity) and foreign equity,

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

managed by six asset managers with specialist investment mandates. The LBIC has an investment fund of R291million and the LBLIC an investment fund of R1,2billion as at 31 March 2025, invested as follows:

Asset Class (non-strategic assets)	LBIC Long-Term Target	LBLIC Long-Term Target	Benchmark Index
Domestic Cash & Money Market	22,5%	22,5%	STEFI Composite
Domestic Fixed Income (Short Duration)	37,5%	7,5%	ALBI 1 – 3 Years
Domestic Fixed Income (Medium Duration)	17,5%	17,5%	ALBI 4 – 7 Years
Domestic Fixed Income (Medium Duration)	22,5%	17,5%	ALBI 7 – 12 Years
Domestic Equity (with listed property)	0,0%	10,0%	JSE Capped SWIX
Domestic Hedge Funds (fixed income)	0,0%	15,0%	Hedge News Africa Fixed Income Index
Foreign Multi-Asset Class (developed market & emerging market)	0,0%	10,0%	60% MSCI World Index + 40% Citigroup Government Bonds
Target Benchmark Return	CPI + 2,75%	CPI + 3,25%	
Investment Fund as at 31 July 25	R300 517 119	R1 306 387 664	

2. SCOPE OF WORK

The LBIC/LBLIC invites service providers to bid for the rendering of investment advisory services. The potential service provider should provide investment advisory services to LBIC and LBLIC for a period of five ("5") years. The 5-year contractual period will be reviewed annually. The investment consultant is expected to develop, review/update and monitor the implementation of the investment strategy along with monitoring the performance of new asset managers, to ensure that optimal investment returns are realised in line with the investment policy statement (standard service), with specialist services and ad hoc as-and-when required from time to time. The investment consultant will provide both companies with the following services.

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK INSURANCE WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

Service	Sub item	Description
Standard Consulting Service	Investment Strategy and Portfolio Construction	<ul style="list-style-type: none"> • Advise on investment philosophy and providing advice with respect to the setting, reviewing and enhancing the Investment Policy Statement (IPS annually); • Present the IPS and investment mandates to the Investment and Actuarial Committee for recommendation to the Board of Directors for approval; • Assist in setting, reviewing, enhancing, implementing and monitoring the Investment Strategy at least on an annual basis; • Assist, review and enhance the stochastic asset-liability modelling exercise to determine optimal asset allocation in achieving the stated investment objectives at least annually; • Advice on the strategic and tactical asset allocation and advice where and when the specialist or the balanced approach may be more appropriate; and, • Assistance in the formulation and reviewing of the Investment Policy and other related policies and standard operating procedures and frameworks as pertaining to investments.
	Asset Manager Research, Due Diligence, and Appointment	<ul style="list-style-type: none"> • Assist in current and potential asset manager and product provider selection by performing a reasonable due diligence; • Negotiate investment management mandates and fees; • Conduct a full review of the investment mandates with asset managers; and, • Ensuring that appropriate mandates are in place with the asset managers, including declaration of any breaches of the Investment Policy.
	Asset Manager Monitoring and Performance	<ul style="list-style-type: none"> • Review existing asset management services and provide feedback to the IAC quarterly; • Setting appropriate benchmarks for the purpose of performance monitoring; • Review and monitor the performance of asset managers both on a qualitative and quantitative basis; • Asset manager analysis and advising the IAC on investment products/suitable products; • Request asset managers to report on their observance of Code for Responsible Investing in South Africa ("CRISA"); • Reporting on the performance and risks of each asset manager compared to peer group asset managers; and, • Quarterly review of asset managers (qualitative & quantitative).
	Asset Management Fee Checks	<ul style="list-style-type: none"> • Review management fee calculations monthly and performance fees annually; • Advise on fees and negotiate where required; and, • Ensure disclosure of implicit & explicit Rand fees.
	Performance Monitoring and Reporting	<ul style="list-style-type: none"> • Developing a transition plan for implementing the strategic asset allocation; • Monitoring of securities lending policies and programs; • Define risk appetite using risk budgeting framework; • Prepare monthly, quarterly, and annual performance reports against benchmarks and peers; • Provide monthly feedback on investment performance; and, • Provide quarterly feedback on global and local macro-economic outlook to Senior Management and/or IAC/Board.
	Attendance of	<ul style="list-style-type: none"> • Monthly Reports to the Actuarial Team and/or Executive Committee;

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS



Service	Sub item	Description
	Meetings	<ul style="list-style-type: none"> Report on investment positioning and potential risk to the IAC at quarterly meetings; Quarterly reports and presentations (if required) to the IAC and/or the Board; Attend IAC quarterly meetings, manager workshops, ad-hoc meetings as required;
	Communication	<ul style="list-style-type: none"> Providing advice to Management and IAC on investment and compliance matters as and when required to ensure the smooth operations of the investments; Communicate matters of the Investment Policy, manager research and manager performance; and, Liase with relevant role players, IAC Chairman and members on a regular basis.
Specialist Consulting Service	Risk Monitoring and Reporting (Market & Credit Risk)	<ul style="list-style-type: none"> Preparing monthly and quarterly market risk reports according to the investment policy; Preparing monthly and quarterly credit risk reports according to credit risk policies; and, Provision of appropriate calculation tools and templates for the purposes of credit risk and market risk.
	Unlisted Instruments	<ul style="list-style-type: none"> Formulate an effective performance monitoring process of the unlisted investments in line with the investment mandate; Assist with the valuation of unlisted instruments and valuation reports; Review of the annual valuation reports of unlisted investments/companies; Provide an input to valuation assumptions underpinning the valuation of unlisted instruments by asset managers; and, Develop monitoring framework for unlisted assets.
	Data and Audit Assistance	<ul style="list-style-type: none"> Develop and/or review investment reporting templates and data requirements; Provision of the investment information required for the drafting of the Annual Financial Statements; Assist with the investment audit process (internal and external audit), including facilitating requests for information from asset managers; Assist with regulatory reporting through requesting and maintaining complete and timely accurate quarterly investment data for the purposes of SAM; and, Develop/review investment reporting templates.
	Modelling & ALM	<ul style="list-style-type: none"> Conduct ALM using consultant's internal ALM/Economic Scenario Generator tools; Provide balance sheet and income projections to support strategic planning & ORSA (support stochastic functionality) e.g. for market risk; Assess and monitor exposures against risk appetite limits; and, ALM Model Development (see Ad-Hoc): Assist with migration to licensed ALM software for internal client use over 1–2 year or the provision of an appropriate tool (licensing).
	Investment Reporting	<ul style="list-style-type: none"> Develop processes and deliver monthly/quarterly/annual investment reports to management, IAC, and Board; Assist in further development and maintenance of investment reporting templates for LBI's asset managers; and, Reporting Automation Development: Assist client to automate and maintain internal reporting capabilities.
Ad Hoc Assistance	<p>The appointed investment consultant may be requested by the IAC, Executive Committee and/or the Board to perform various ad hoc tasks. The</p>	<p>To be billed at hourly rates, with an overall annual cap in the SLA, except where otherwise specified. Ad hoc requests will be limited up to a maximum of R2.5m over the contractual period, including the cost of transition (if and when required).</p> <ul style="list-style-type: none"> - Systems and Software Development <ul style="list-style-type: none"> o ALM system transition - Investment Training/Workshops (on investment strategy, ESG, regulations, risk, etc.). - Legal and Operational Reviews of manager agreements. - Regulatory, Accounting & Risk Reports – analysis of new developments impacting investments.

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS



Service	Sub item	Description
	<p>anticipated services could be, charged for on an hourly rate, subject to an overall cost per annum as stipulated in the terms of reference.</p>	<ul style="list-style-type: none"> - Transition Asset Management (bps-based fee): Fees to be quoted as an all-inclusive basis point charge (% of assets transitioned). Must cover transition management fee, broker fees, and custodial/investment admin fees. - Additional Advisory Services as requested by LBIC/LBLIC (e.g., research on listed/unlisted instruments, ESG impacts).

Bidders are requested to demonstrate their responses on the scope of work items listed above, including providing a price for each scope of work per year. The SLA will be separated for each LBI entity although the scope of work will be the same. The prospective service provider is recommended to provide a price to allow for synergies between LBIC and LBLIC, in line with the % split of the investment fund as follows:

Entity	As at 31 July 2025	% Split
Land Bank Insurance SOC Limited ("LBIC")	R300 517 119	19%
Land Bank Life Insurance SOC Limited ("LBLIC")	R1 306 387 664	81%
TOTAL	R1 606 904 783	100%

The price must be split between LBIC and LBLIC such that the total allows for synergies between the two entities since the scope of work is the same and some asset managers overlap.

2. QUALIFYING CRITERIA:

Tenders will be evaluated in three stages

2.1. Stage one - Mandatory requirements

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

NO	DESCRIPTION
1	The price that shows split between LBIC and LBLIC such that the total allows for synergies between the two entities since the scope of work is the same and some asset managers overlap.
2	Please provide proof of a valid Financial Services Provider (FSP) licence issued by the Financial Sector Conduct Authority (FSCA), confirming that your company is authorised to render investment advisory services in accordance with the Financial Advisory and Intermediary Services (FAIS) Act.
3	Proof of Professional Indemnity Cover of at least R2 000 0000.00 or a signed letter of undertaking confirming that, if awarded the contract, the bidder will provide proof of professional indemnity insurance with a minimum cover of R2,000,000 within five (5) working days of accepting the letter of appointment
4	The bidder must attend the compulsory briefing session and have registered the contact details on the online chat.

2.1.1. 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
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T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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 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 indicate not applicable (N/A) where appropriate.
5	Proof of Company registration and all other accompanying documents



2.2. 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
The service provider must have experience of having provided investment advisory services for similar work done before, accompanied by a written list of references on work done, by providing contactable references. Preference shall be given to firms with previous investment advisory services to an insurer.				
This criterion covers company consulting experience on investment advisory service conducted	More than 13 years' experience and above	15	15	Award or Appointment letter, Purchase order, reference letters, and service level agreements will be considered in this criterion
	More than 8 - 13 years' experience		10	
	4 - 8 years' experience		5	
	Less than 4-years' experience		0	
At least three contactable references confirming recent investments advisory/consulting work performed. Reference letters on the client letterhead with verifiable contact must be provided listing name, contact number, assets under management, period, scope of work and clarify if the client is an insurer. Preference shall be given to firms with previous investment advisory services to an insurer.				
	Four and above reference letters provided	15	15	All references written in the letterhead of the company supplying the reference, clearly indicating the rank/title and full contact details of the official(s) supplying the reference.
	Three reference letters provided		10	
	Two reference letters provided		5	
	No or one reference letter provided		0	
METHODOLOGY AND APPROACH				
	Investment Strategy Approach, Process & Methodology	3		
	<ul style="list-style-type: none"> Describe your firm's capabilities and experience that you will use to provide asset allocation consulting services to the LBIC/LBLIC. Also describe the steps your firm would take to analyse the LBIC/LBLIC current investment portfolio. How does the firm view ESG into the investment process and any considerations which the firm advised the client on. 			
	Elements to be assessed and evidenced is the following			
	<ul style="list-style-type: none"> Clarity of investment-strategy framework and asset-allocation process, providing step by step explanation of the asset allocation process and framework used by the bidder Description of steps to analyse current LBIC/LBLIC portfolio. Evidence of customisation for insurance clients through provision of example ALM report used for investment strategy setting. Outline how ESG is integrated into decision-making, including providing examples of ESG influencing investment strategy. 			
	Does not meet requirement – less than two elements covered or no relevant information provided.	1		
	Partially meets requirement - only two elements are fully covered	2		
	Fully meets requirement – clear, detailed, and evidenced explanation addressing all elements (framework, portfolio analysis, insurance customisation, and ESG integration).	3		
	Tools Used / Model Calibration & Validation	2		
	<ul style="list-style-type: none"> Identification of software and analytical tools used. Evidence of model validation and robustness testing. 			
	No tools described or no response		0	
	Standard tools named but validation unclear.	1		
	Proprietary or well-tested tools explained with calibration examples.	2		
	Assumption Setting & Risk Metrics / Sensitivities	2		
<ul style="list-style-type: none"> Clarity on economic and market assumptions. Use of risk metrics (volatility, tracking error, duration gap etc.). 				
Assumptions not explained.	0			
Basic assumptions provided without evidence of testing.	1			
Transparent, data-driven process with scenario and stress testing.	2			
Investment Policy Statement (IPS) & Integration of ESG/Responsible Investing	3			
<ul style="list-style-type: none"> Shows how IPS links to strategy and risk controls. Demonstrates integration of CRISA Principles and ESG analysis in decision making. 				
No mention of ESG or responsible investing. Or no response		1		
Mentions ESG conceptually but no evidence of application	2			
Fully integrated ESG framework with examples of impact on strategy.	3			
Due Diligence and Assessment of Asset Managers:	5			
Describe how your firm conducts due diligence on prospective asset managers in a clear, structured manner, providing an example of a recent due diligence exercise conducted. The bidders will be as assessed as follows:				



Category	Sub criteria	Total score	Score	Form of Evidence
	<ul style="list-style-type: none"> Process for manager selection and monitoring. Coverage of operational areas (back-office and middle office, compliance, investment systems, IT infrastructure, investment fees, ESG, ethics and reputation). Sample due-diligence report provided – if not provided, no mark provided. 			
	No clear process or evidence or no response		1	
	Process outlined but limited depth or ESG integration.		3	
	Comprehensive checklist-based process with recent sample and clear findings.		5	
	<p>Understanding of SAM and Impact on investment strategies:</p> <ul style="list-style-type: none"> Describe your firm's process of your ALM processes and how it integrates with the Solvency and Assessment Management (SAM) and their implications for investment strategies and capital requirements. Provide an examples of how SAM influenced investment strategy recommendations. <p>The bidder will be assessed as follows:</p> <ul style="list-style-type: none"> Understanding of Solvency Assessment & Management (SAM). Explanation of how SAM affects capital requirements and strategy design. Integration of ALM outputs with SAM constraints. 	5		
	Limited or no understanding of SAM. Or no response given		1	
	Basic awareness without practical examples.		3	
	Strong link between SAM rules and investment strategy optimisation.		5	
	<p>Asset-Liability Modelling, ESG and Market Risk Capabilities:</p> <p>The investment consultant should have or assist LBIC and LBLIC with an appropriate Market Risk Tool/Economic Scenario Generator to enable the ALM calculations/exercises and calculation of the market risk capital requirement. Please provide a high-level overview of the available ESG/MRT or approach to its development and maintenance for internal consumption. The bidder will be as follows:</p> <ul style="list-style-type: none"> Availability or development of Market Risk Tool (MRT) and Economic Scenario Generator (ESG). Demonstrated ability to test strategies under different economic conditions. Evidence of validation and maintenance procedures. Example of MRT/ESG functionality and how it is used for asset-liability modelling Confirm if bidder outsources tools or proprietary, including how the bidder will assist the client 	5		
	No mention of tools or methodology. Or no response is given.		1	
	Basic concept explained without proof of capability.		3	
	Proven, well-maintained toolset with examples of use in client assignments.		5	
	<p>Asset Transitions:</p> <ul style="list-style-type: none"> Describe the approach your firm takes in the management of asset transitions. Provide a sample pre-trade/post-trade report previously provided to a client for the asset transitions. Describe a risk mitigation during transitions <p>The bidder will be as follows:</p> <ul style="list-style-type: none"> Detailed approach to transition planning, execution, and risk management. Evidence of experience and controls (minimising market impact, cost tracking). Sample pre/post-trade report included. 	5		
	Comprehensive methodology with clear roles and reporting evidence.		5	
	Basic plan outlined but no examples.		3	
	No structured approach or no no sample pre/post-trade report provided.		1	
	<p>Investment Reporting:</p> <ul style="list-style-type: none"> Describe the content and format of your firm's quarterly performance reports for the total funds, major asset classes and individual investment managers. Provide a sample report which must cover at least the following: market insights, total fund performance, asset class summaries, benchmarks, asset manager performance, attribution analysis, key risk metrics, credit risk profile, portfolio reconciliation and, commentary. <p>The bidder will be assessed as follows:</p> <ul style="list-style-type: none"> Quality and depth of quarterly reporting structure. Coverage of required elements (fund performance, allocation, risk metrics, attribution, peer comparisons). Visual presentation and clarity of insights. Sample report provided. 	10		
	Comprehensive and insightful report with clear visuals and interpretation.		10	
	Functional report with basic data but limited analysis and insights.		8	
	poorly structured report.		4	
	No sample report provided.		0	



Category	Sub criteria	Total score	Score	Form of Evidence
CONSULTING TEAM PROFILE OF MEMBERS WHO WILL BE ALLOCATED TO THE LAND BANK				
	Investment Consulting Experience (provide detailed CV's of consulting team members) "Average team's combined experience" in investment consulting to long-term and/or short-term insurance industries. Relevant experience pertains in working for an investment advisory firm or similar capacity in a financial services firm - More than 12 years' experience - More than 7 - 12 years' experience - 4 - 7 years' experience - less than 4-years' experience or no table of investment experience per team member provided	10	10 8 4 0	Detailed experience of each individual team member's experience presented in a table format for ease of calculating average experience. Detailed CVs must supplement the table of experience
	Investment Consulting Members (provide a list of all the team members dedicated in the consulting team for this project) - More than 10 members dedicated to the project - Between 8 and 10 members dedicated to the project - Between 5 and 7 team members dedicated to the project - Between 3 and 4 team members dedicated to the project - Less than 2 team members dedicated to the project	5	5 4 3 2 0	Number of team members in the investment consulting team which will be dedicated to the LBIC and LBLIC over the duration of the contract. Please list all resources in the dedicated investment consulting team.
	Investment Consulting Team Composition (provide tenure of consulting team member): average tenure of the team working for the firm: - > 10 years' tenure - 8 - 10 years' tenure - 5 - 7 years' tenure - 3 - 5 years' tenure - 2-years' tenure and less or no table of tenure per team member provided	5	5 4 3 2 0	Detailed tenure in working for the bidder for each individual team member presented in a table format for ease of calculating average tenure
	Development and Transformation (number of qualified Black Actuaries/CFA/CA or any other relevant investment qualification in the team) Number of Black Actuaries (AMASSA/FASSA); Investment Professionals (Chartered Financial Analyst ("CFA"), Financial Risk Manager ("FRM"), Chartered Alternative Investment Analyst ("CAIA") or similar qualifications (CA(SA), Master of Business Administration ("MBA"), or higher degree in finance or related field, PhD, etc.) in the investment team. CVs, qualifications, and relevant certifications, like CFA of the key staff members involved should be provided to be attached on the technical proposals as proof along with tenure of the investment team. The bidder must provide a list of investment professionals and their qualifications to enable assessment of this item. Award points based on the composition of the black professional as % of the overall investment team (5 points) - >= 30% composition towards black professionals - >=20% < 30% composition towards black professionals - >=15% < 20% composition towards black professionals - >=10% < 15% composition towards black professionals - <10% composition towards black professionals	5	5 4 3 2 0	Bidders must provide a table of individual team members and whether they are black/non-black professionals and their professional designations/qualification to enable the calculation of black composition
Development and Transformation	Commitment to Development and Transformation (5 points). Score to be assessed based on comprehensive of commitments to development and transformation, including initiatives and success stories. Bidders are required to submit a detailed description of their company's commitment to development and transformation. This should include: <ul style="list-style-type: none"> Internal policies and programmes promoting transformation and diversity (e.g., employment equity, skills development, supplier development) or Specific initiatives undertaken (e.g., internship or mentorship programmes, partnerships with black-owned SMEs) or Evidence of past successes or measurable impact (e.g., number of people trained, promotion of black professionals, procurement from black-owned suppliers).	5	5 0	
	No commitment to development and transformation or commitment to development and transformation not aligned with the above requirements		0	
	Total	100		

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



2.3. Stage three (03) – Price and specific goals

quote on any other related requirements to ensure that the investment advisory service will be effectively and efficiently delivered to the Land Bank.

2.3.1. Price schedule – Investment Advisory Services for LBIC

The bidder must provide a pricing schedule in the following manner for both LBIC and LBLIC. The cost per entity will then be split based on the total asset allocation between LBIC and LBLIC and apportioned accordingly. Separate service level agreements will however be agreed upon as the entities are separate legal entities and costs must be charged separately.

Service Category	Sub-Item	Unit of Measure	Frequency	Monthly	Cost for year 1	Cost for year 2	Cost for year 3	Cost for year 4	Cost for year 5
Standard Consulting Services	Investment Strategy and Portfolio Construction	Annual	Annually or Ad-hoc	R	R	R	R	R	R
	Asset Manager Research, Due Diligence, and Appointment	Annual	Annually or Ad-hoc	R	R	R	R	R	R
	Asset Manager Monitoring and Performance	Quarterly Retainer	Quarterly	R	R	R	R	R	R
	Asset Management Fee Checks	Monthly	Monthly	R	R	R	R	R	R
	Performance Monitoring and Reporting	Monthly	Monthly	R	R	R	R	R	R
	Attendance of Meetings	Quarterly/Ad-hoc	Quarterly + Ad-hoc	R	R	R	R	R	R
	Communication	Included in Retainer	As Required	R	R	R	R	R	R
	any other costs	Ad-hoc	Ad-hoc	R	R	R	R	R	R
			SubTotal	R	R	R	R	R	R
Specialist Consulting Services	Risk Monitoring and Reporting (Market & Credit Risk)	Monthly	Monthly	R	R	R	R	R	R
	Unlisted Instruments Advisory	Quarterly/Annually	As Required	R	R	R	R	R	R
	Data and Audit Assistance	Quarterly/Annually	As Required	R	R	R	R	R	R
	Modelling & ALM	Annual or Ad-hoc	Annually or On Request	R	R	R	R	R	R
	Investment Reporting (Reports + Automation)	Monthly/Quarterly	Monthly/Quarterly	R	R	R	R	R	R
	Any other costs			R	R	R	R	R	R
			Subtotal	R	R	R	R	R	R
Subtotal for 5 years									R



2.3.2. Price schedule – Investment Advisory Services for LBLIC.

Service Category	Sub-Item	Unit of Measure	Frequency	Monthly	Cost for year 1	Cost for year 2	Cost for year 3	Cost for year 4	Cost for year 5
Standard Consulting Services	Investment Strategy and Portfolio Construction	Annual	Annually or Ad-hoc	R	R	R	R	R	R
	Asset Research, Diligence, Appointment	Annual	Annually or Ad-hoc	R	R	R	R	R	R
	Asset Monitoring Performance	Quarterly Retainer	Quarterly	R	R	R	R	R	R
	Asset Management Fee Checks	Monthly	Monthly	R	R	R	R	R	R
	Performance Monitoring and Reporting	Monthly	Monthly	R	R	R	R	R	R
	Attendance of Meetings	Quarterly/Ad-hoc	Quarterly + Ad-hoc	R	R	R	R	R	R
	Communication	Included in Retainer	As Required	R	R	R	R	R	R
	any other costs	Ad-hoc	Ad-hoc	R	R	R	R	R	R
	SubTotal				R	R	R	R	R
Specialist Consulting Services	Risk Monitoring and Reporting (Market & Credit Risk)	Monthly	Monthly	R	R	R	R	R	R
	Unlisted Instruments Advisory	Quarterly/Annually	As Required	R	R	R	R	R	R
	Data and Audit Assistance	Quarterly/Annually	As Required	R	R	R	R	R	R
	Modelling & ALM	Annual or Ad-hoc	Annually or On Request	R	R	R	R	R	R
	Investment Reporting (Reports + Automation)	Monthly/Quarterly	Monthly/Quarterly	R	R	R	R	R	R
	any other costs			R	R	R	R	R	R
Subtotal				R	R	R	R	R	R
Subtotal for 5 years								R	R

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS



2.3.3. Final summary

ACTIVITIES	TOTAL COSTS FOR 5 YEARS (LBIC + LBLIC)
Investment Advisory Services for LBIC for 5 years excl VAT	R
Investment Advisory Services for LBLIC for 5 years excl VAT	R
Provision for ad hoc services for both LBLIC and LBIC	R 2 500 000.00
Subtotal including ad hoc cost for 5 year and excl. VAT	R
VAT	R
Grand total for both LBIC and LBLIC for 5 years including ad hoc cost and VAT	R

2.3.4. Break down of ad Hoc Services (as needed)

Sub-Item	Unit of Measure	Frequency	Hourly rate	Monthly rate	Notes
Hourly Rate (Standard Advisory)	Hour	As Requested	R	R	
Hourly Rate (Specialist/ALM/System)	Hour	As Requested	R	R	
Investment Training/Workshops (on investment strategy, ESG, regulations, risk, etc.).	Hour	As Requested	R	R	
Regulatory, Accounting & Risk Reports – analysis of new developments impacting investments.	Hour	As Requested	R	R	
Transition Asset Management	% of Assets Transitioned	Once-off	R	R	
Other Ad-Hoc Advisory Services	Hour or Fixed Fee	As Requested	R	R	

2.3.5. Transition Asset Management – Fee Table

Bidders must quote fees as basis points (bps) of assets transitioned, inclusive of transition management fee, broker fees, and custodial/investment admin fees.

	Fee (bps ex VAT)	Notes
Transition Management		
Custodial/Administration		
Broker Fees		
- SA Listed Equity (on traded value)		
- SA Government Bonds (on yield)		
- SA Non-Government Bonds (on yield)		
- SA Cash (on traded value)		
- SA Money Market (on traded value)		
- SA Listed Derivatives (on traded value)		

2.3.6. Price instructions

- Bidder must price according to the price schedule provided.
- The price schedule must be completed in non-erasable ink, and the use of correction fluid/tape is not permitted.
- Prices tendered must be valid for 120 days and must be for the duration of the contract, including provision for price increase.
- All pricing shown must EXCLUDE VAT, with the VAT components being shown separately on all costed/priced items/services.
- All pricing assumptions, excluded costs and estimated costs must be clearly documented. Land Bank will not entertain any price adjustments because it assumes that the pricing document is complete and covers all costs associated with these services.
- For **ad hoc services**, provide:
 - Hourly rates by category (e.g., analyst, senior consultant, ALM modeller).
- A breakdown of how the **R2.5 million ad hoc cap** will be monitored. The bidder must provide a pricing schedule for both LBIC and LBLIC. The cost per entity will then be split based on the total asset allocation between LBIC and LBLIC and apportioned accordingly. Separate service level agreements will however be agreed upon as the entities are separate legal entities and costs must be charged separately.
- For transition management, specify the basis point (%) fee and what it includes (e.g., trading, custodial, admin fees). Fees to be quoted as an all-inclusive basis point charge (% of assets transitioned). Must cover transition management fee, broker fees, and custodial/investment admin fees.

2.3.7. Specific goals

2.3.7.1. This phase is the final stage in the evaluation process and only successful bidders that have met the minimum requirements in the functionality phase will be considered. In this phase only price and specific goals will be considered. To qualify for specific goals, a valid B-BBEE certificate/ sworn affidavit needs to be submitted with this bid.

2.3.7.2. The bidder will be allowed to score up to a maximum of 20 points depending on the bidder's level contributor status as per the LBI B-BBEE Contributor level scorecard. The following table will be used to allocate points for B-BBEE where the 80/20 for all open tender requests shall apply.

B-BBEE Status Level Contributor	Points allocated for B-BBEE Level Contributor
1	10
2	8
3	6
4	4
5	2
6	2
7	0
8	0
Non-Compliant	0

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

- 2.1. The B-BBEE points will be awarded as per the rating certificate, the points for joint ventures (JV) or consortiums will be awarded based on the certificate of the JV or the consortium.
- 2.2. The remaining ten (10) points will be allocated as follows:

An EME or QSE which is at least 51% Black Owned	5 points
An EME or QSE which is at least 31% Black Owned by Women	5 points

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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

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

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

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 – **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

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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 **13 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.

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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 ()
HDP - Historically Disadvantaged Persons ()	JVB - Joint venture business ()
EXB - Existing business ()	

12. Additional

<u>List the commodities / service that you currently supply to Land Bank</u>	<u>Currently providing</u>
_____	_____
_____	_____
_____	_____

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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 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**

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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.

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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

..... Signature
Date

..... Position
Name of bidder

ANNEXURE C

CONVENANT OF INTERGRITY

I, the undersigned,

(Full names)

do hereby make oath and state as follows:

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

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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.

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

Commissioner of Oaths Stamp	<hr/> <p>COMMISSIONER OF OATHS</p> <hr/> <p>FULL NAMES</p>
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T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

- 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)**

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

- 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

1.2 To be completed by the organ of state

- a) The 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	80
SPECIFIC GOALS	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 PREFERENCE POINT SYSTEMS

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

80/20

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

T17/02/26: APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE LAND BANK WITH INVESTMENT ADVISORY SERVICES FOR A PERIOD OF 5 YEARS

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 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)
1	10	
2	8	
3	6	
4	4	
5	2	
6	2	
7	0	
8	0	
The remaining ten (10) points will be allocated as follows:		
An EME or QSE which is at least 51% Black Owned	5 points	
An EME or QSE which is at least 31% Black Owned by Women	5 points	

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.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:
DATE:
ADDRESS:

