

To:	All participating bidders
Issue Date	20 August 2026
SCM Contact person:	S. Mthombeni
Project description:	The RFQ for provision of food to the Land Bank new Head Office premises, located at 148 Kelvin Drive, Woodmead.
Non-compulsory site visit	Anytime between 09h00 to 15h00 on 24 and 25 August 2026 at 148 Kelvin Drive, Woodmead request Mr. Desmond
Closing date and time	26 August 2026 @ 14:00
Submission email	<u>smthombeni@landbank.co.za</u>

RFQ issued by:

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

Name of Bidder:

ADDRESS:

LAND LINE: **Cell No:**

EMAIL:

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A. SBD 1 - INVITATION TO BID

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LAND BANK					
BID NUMBER:		CLOSING DATE:	26 August 2026	CLOSING TIME:	14:00
DESCRIPTION	The RFQ for provision of food to the Land Bank new Head Office premises, located at 148 Kelvin Drive, Woodmead.				
BID RESPONSE DOCUMENTS MUST BE EMAIL AT:					
smthombeni@landbank.co.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	S. Mthombeni		CONTACT PERSON	S. Mthombeni	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
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?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ 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:

B. 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.

C. TERMS OF REFERENCE - RFQ FOR PROVISION OF FOOD TO THE LAND BANK NEW HEAD OFFICE PREMISES, LOCATED AT 148 KELVIN DRIVE, WOODMEAD.

1. INTRODUCTION

The Bank invites service providers to bid for the provision of food to the Bank's staff at its Head Office premises, located at 148 Kelvin Drive, Woodmead.

The caterer should provide pre-cooked food for breakfast, lunch and snacks, including catering for vegetarian meals; assorted warm meals; fresh vegetables, fruit salad and platters.

2. BACKGROUND

The Bank intends to outsource the canteen services at its Head Office building. The premises are comprised of a small dry canteen with no cooking facilities. Food prepared offsite to be delivered in a hygienic manner and in line with provision of food regulations.

Key operational information:

- **Location:** Magnolia Close
- **Primary tenant:** Land Bank
- **Initial staff complement:** approximately 260 staff until March 2027
- **Projected increase:** approximately 360 staff from April 2027 onward
- **Allocated canteen footprint:** approximately 227 m²
- **Existing infrastructure:** serving counters plus under-counter storage/ refrigeration
- **Constraint:** no dedicated food preparation area within the allocated canteen space

NB: The Bank's core business hours are from 7:30 to 16:00.

3. OBJECTIVE

The objective of this RFQ is to appoint a professional and suitably experienced catering service provider capable of:

- Providing high-quality, hygienic, nutritious, and affordable meals;
- Operating an efficient concession-based canteen service;
- Providing catering support for official meetings and events;
- Maintaining high standards of food safety and customer service;
- Managing all operational aspects of the canteen service.

4. CONCESSION MODEL

The appointment shall operate on a concession basis whereby:

- The Bank shall provide the allocated canteen space and utility connections;
- The service provider shall be responsible for all operational costs associated with the canteen service;
- Employees and visitors shall purchase meals directly from the service provider;
- No guaranteed meal volumes are provided by the Bank;
- Corporate catering services shall be separately invoiced to the Bank where applicable.

5. Scope of Services

The appointed vendor shall provide the following services

5.1. Beverage Services

- Freshly brewed coffee (espresso-based and filter coffee)
- Tea and speciality beverages
- Cold beverages including water, juices, and soft drinks
- Alternative milk options where feasible

5.2. Food Services

- Breakfast items
- Sandwiches, wraps, and salads
- Light lunches and hot meals (where applicable)
- Healthy snack options
- Pastries and baked goods
- Vegetarian, vegan, and dietary-sensitive options

5.3. Additional Services

- Catering support for meetings and corporate events
 - The service provider will also be required, on an ad hoc basis, to render catering services for meetings e.g. EXCO, Board and other committees. Some of the meetings may be held very early in the morning and or late after hours.
 - Meals may include minimum of 2 Proteins, 2 starch, 2 veggies and salads or as per the request
 - An assortment of platters, etc,
- Grab-and-go meal options

6. Responsibility of the bidder

6.1. The catering service provider shall provide:

- Adequately trained staff
- Uniformed personnel
- Sufficient staffing levels during peak periods
- Provide a variety of menu changes weekly
- Hygienic and efficient flow of order handling
- Preparation and presentations of food
- Monitoring the quality of service, reviewing the variety and soliciting feedback from patrons
- Food preparation equipment
- Plated and take-away meals

6.2. The service provider will additionally be responsible for:

- Coffee machines
- Refrigeration units
- Point-of-sale systems
- Crockery, utensils, and consumables
- Waste bins and cleaning materials
- Provision of own food warmers
- Hygiene maintenance and cleaning of area where food is prepared and served

7. Client Responsibility (Land Bank)

The client will provide the following:

- Allocated canteen or kiosk space
- Utility connections (water, electricity, drainage)
- Seating area

8. Contract duration

This agreement shall be for a maximum period of three (3) years, subject to annual renewal based on satisfactory performance and compliance with the terms of this agreement.

9. SERVICE LEVEL REQUIREMENTS

The successful bidder shall maintain the following minimum service standards:

KPI	Minimum Requirement
Food temperature compliance	100% compliance
Customer waiting time	Maximum 10 minutes
Availability of menu items	Minimum 80%
Hygiene inspection scores	Minimum 90%
Customer satisfaction	Minimum 80%
Meeting catering punctuality	100% on-time delivery

D. EVALUATION CRITERIA:

RFQ will be evaluated in two (2) stages

The bid will be awarded to the bidder who achieves the highest total combined score out of 100 points based on the following evaluation criteria:

Evaluation Area	Weight
Technical functionality	50
Presentation and / or food tasting	30
Pricing (affordability for employees)	20
TOTAL	100

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.	Proposed pricing following the template provided on clause 2.3
2	Address of an existing off-site kitchen facility
3	Completed RFQ document.
4	Company profile showing years of corporate catering experience
5	Existing Food safety certification

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 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	SBD 4 - A fully completed and duly signed disclosure form. Should a conflict of interest be declared or identified, the bid would be declared non-responsive. NB Bidder must ensure all pages are complete and all questions answered, and to indicate not applicable (N/A) where appropriate.
4	Proof of Public Liability Insurance
5	Company CIPC documents with ID copies of the owners/ directors of the company.
6	Company structure and share certificate. 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.

2. Stage Two

2.1. Technical / functionality assessment

1. Technical / Functionality assessment				
Category	Sub criteria	Total score	Score	Form of Evidence
Provision of at least four (4) signed, positive testimonial letters from existing or previous clients. The signed letters must include: a brief description of the service provided, contact details, project value and the level of satisfaction.				
	Four positive testimonial letters	20	20	Signed Positive testimonial letters on the client letter head with contact details
	Three positive testimonial letters		15	
	Two positive testimonial letters		10	
	No or one testimonial letter provided		0	
Menu and Food Offering				
This criterion covers the bidder's proposed menu and food offering which should fully address the following key elements: 1. Menu Variety, 2. Nutritional Balance & Dietary Options, 3. Grab-and-Go & Convenience, and 4. Menu Rotation & Flexibility.	Detailed menu and food offering properly addressing all four (4) key elements	15	15	Detailed menu and food offering properly addressing all four (4) key elements
	Menu and food offering properly addressing at least three (3) of the key elements		10	
	No menu submitted or menu addressing less than three (3) key elements		0	
Service Implementation Plan				
This sub-criterion covers Service Implementation plan that covers the following: - Staff recruitment and training, - Services to be provided or offering, - CV or profile of an experienced Chef to guide the process within the company. - Availability of Equipment list as per 6.2 above	Detailed service implementation plan properly addressing all the four key elements	15	15	Detailed service implementation plan properly addressing all the four key elements
	Detailed service implementation plan properly addressing at least three of the key elements		10	
	Not plan or plan addressing less than three of the key elements		0	
TOTAL POINTS		50		

2.2. Site Inspection evaluation

Site inspections should be conducted using the below standardised checklist.

Kitchen cleanliness and hygiene standards	10
Food storage and temperature control facilities	5
Equipment adequacy and maintenance	5
The use of PPE	10
Total	30

2.3. Price Evaluation Schedule (20 Points)

NB: The prices submitted in this schedule shall be used solely for bid evaluation and scoring.

#	Item Description	Estimated Quantity	Unit Price incl. VAT
A.	Beverage Services		
	Medium Espresso	1	R
	Medium Cappuccino	1	R
	Medium Coffee with Milk (Filter/Regular Coffee)	1	R
	Tea	1	R
	Bottled Water (330ml)	1	R
	Juice (300ml)	1	R
B.	Food Services		
	Sandwich Option 1 – Ham and cheese	1	R
	Sandwich Option 2 – Chicken and mayo	1	R
	Wrap Option 1 – Beef	1	R
	Wrap Option 2 - Chicken	1	R
	Salad Option 1 – Green/Greek	1	R
	Plate should include 1 x Starch, 1 x Protein & 1 x Vegetable/Salad	1	R
	The Total Evaluated Price (TEP) shall be the sum of all prices submitted in the above schedule.		R

PRICE INSTRUCTION

- The prices submitted will be aggregated to determine the **Total Evaluated Price (TEP)** for bid evaluation purposes only. The pricing schedule is not intended to prescribe or limit the bidder's menu range, variety, nutritional offerings, dietary options, product innovation, or menu flexibility during contract implementation.
- Price Scoring Formula (20 Points)- The bidder with the lowest Total Evaluated Price shall receive the maximum score of 20 points. Other bidders shall receive proportionately lower scores using the following formula:

$$\text{Price Score} = 20 \times \frac{\text{Lowest Total Evaluated Price}}{\text{Bidder's Total Evaluated Price}}$$

Where:

- **Lowest Total Evaluated Price** = Lowest acceptable evaluated price received.
 - **Bidder's Total Evaluated Price** = Evaluated price of the bidder being assessed.
 - **Maximum Score** = 20 points.
- Bidders are encouraged to offer a broader range of products and services than those included in the evaluation basket below.
-

E. CONDITIONS TO BID

1. Confidentiality

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

2. Miscellaneous

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

3. GENERAL CONDITIONS

- 3.1. All tenderers responding to this request for Proposals must provide the following statutory compliance documentation in order to be considered:
- a) Proof of registration to the Central Supplier Database (CSD)
 - b) All Supplier information and disclosure forms must be properly completed, signed and stamped by a Commissioner of Oaths
 - c) Any false declaration of information will result in the exclusion of the proposal from consideration
 - d) Bidders to submit a tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate
 - e) A BEE certificate from a SANAS accredited rating agency or Affidavit substantiating the bidders B-BBEE rating
 - f) Certified copy of Identity Documents of Shareholders/Directors

4. OBJECTIVE CRITERIA & RISK ANALYSIS

- 4.1. 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.

5. 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;

6. 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.

7. 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.

8. Pending litigation

Land Bank may consider any pending litigation in a court of law or administrative tribunal as part of its risk assessment.

9. 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.

10. 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.

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.

F. 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

2.4. 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

2.4.1. 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

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

YES/NO?

2.5.1. 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/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.6. 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?

- 2.6.1. 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 or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt

Activities Act No 12 of 2004 or any other applicable legislation.

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

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of the bidder