



REQUEST FOR INFORMATION

REINSTATEMENT OF THE LAND BANK BUILDING TO ITS ORIGINAL

The Land and Agricultural
Development Bank of South Africa

P O Box 375 Pretoria 0001

Lakefield Office Park, Building A,
272 West Avenue

Die Hoewes, Centurion

Telephone (012) 686 0500 Toll-free
0800 00 52 59

E-mail address: info@landbank.co.za Web

address: www.landbank.co.za

**Registered credit provider: Reg
number NCRCP18**

Directors: Mr MA Moloto (Chairperson), Ms DR Hlatshwayo (Deputy Chairperson),
Ms SA Lund, Ms ME Makgatho, Dr ST Cornelius, Mr MS Makgoba, Mr AC Kanana (Chief Executive Officer),
Ms KH Mukhari (Chief Financial Officer) and Mr MK Mzaidume (Company Secretary)



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1. REQUEST FOR INFORMATION

RFI Reference	RFI02/05/22
Title of this RFI	REINSTATEMENT OF THE LAND BANK BUILDING TO ITS ORIGINAL STATE
Issue Date	20 May 2022
Compulsory Briefing Session Details	Date: 24 May 2022 Venue: Land Bank Office, Block D Eco Glades 2 Office Park Cnr Witch Hazel Avenue and Olievenhoutbosch Road 420 Witch Hazel Avenue Eco Park Centurion Time: 11:00
RFI Closing Time & Date	27 May 2022, 11:00
Delivery Address	Land Bank Head Office, Tender Box
	Lakefield Office Park, Building A
	272 West Avenue
	Die Hoewes, Centurion
Originals to be submitted	1 Original proposal
Copies to be submitted	1 soft copy (USB)
Tender Validity Period	n/a



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

In early 2015 the National Treasury requested the Land Bank to conduct an organisational review, with the aim to help the Bank strengthen its balance sheet; enhance its sustainability; improve its profitability and operational efficiency; reduce costs; and lower the refinancing risks relating to its liability portfolio.

To this end, during 2015 the Bank undertook a detailed analysis of its operating performance and developed a new business strategy as well as operating and funding models, in consultation with various stakeholders. At the heart of this strategy is the Bank's desire to be strategically relevant and drive inclusivity in the agricultural sector. The Board approved the revised strategy for the Bank in August 2015, and provided a mandate to reconfigure the organisation for the long term. Subsequently, the organisational structure was revised, and both staff and branch numbers were reduced and/or realigned.

Land Bank is committed to contributing to socio-economic transformation in South Africa and will therefore 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 201



3. INFORMATION REQUEST

Information is requested from interested persons, companies, close corporations or enterprises [hereinafter referred to as the Respondent(s)] to supply the below mentioned information to the Land Bank.

The subsequent Request for Proposal [RFP] if and when this is issued by the Land Bank, will not be limited to only those Respondents who have submitted this RFI.

It is envisaged that a Service Provider will be appointed, through a separate RFP process, to provide the aforementioned services.

This RFI is not an offer to purchase and the Land Bank is under no obligation to accept any proposals in this process and/or the subsequent RFP which may be issued hereafter.

As this is a Request for Information only, no business will be awarded through this process.

Your submission should include in detail your proposed methodology, and preliminary program of expected activities. From the RFI and response and/or submissions thereto, Land Bank will compile an RFP document which will include an indicative schedule of activities and timelines.

In responding to this RFI, Land Bank encourages all RFI Respondents to put their best effort into the construction and development of the proposal.

4. DISCLAIMER

Respondents are hereby advised that the Land Bank is not committed to any course of action as a result of its issuance of this RFI and/or its receipt of submissions in response to it. In particular, please note that the Land Bank reserves the right and at its sole and full discretion to:

- A) Utilise any information provided to it in response to this RFI to draft the scope of requirements for inclusion in an RFP, unless it is specifically stated as Intellectual Property;
- B) Take no further action whatsoever, if it so decides
- C) Withdraw from this process and the provisions of this project at any time;
- D) Select the RFI and RFP participants based on Land Bank's criteria;
- E) Change the dates of adjudication and submission;
- F) Not invite RFI respondents for further participation in the RFP process;
- G) Not bind itself to accept any or all of the RFIs;
- H) Increase or decrease the quantities/scope as indicated in the RFI;
- I) validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to Land Bank to do so;
- J) Request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or



- K) Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provides for it.

Kindly note that Land Bank will not reimburse any Respondent for any preparatory costs or other work performed in connection with this submission.

5. SCOPE OF WORK

BACKGROUND AND SCOPE OF WORK

Reinstatement of the Land Bank office to its original state.

- Respondents are requested to provide an estimated costing for the reinstatement of the Land Bank's Office to its original state.
- This includes converting the building to a full white shell, including but not limited to, the removal of ablutions on the second floor and store rooms in the basement.
- Details of all works will be discussed at the briefing session.

6. 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 / tpillay@landbank.co.za (Themendran Pillay)
- Proposals may be deposited in or couriered to the tender box at the reception area of Land Bank Head Office, Tender Box, Lakefield Office Park, Building A, 272 West Avenue, Die Hoewes, Centurion



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 <u>Ms. Jeanette Raphalalani</u>
Cell no _____	Tel no <u>(+27 12) 686 0848</u>
E-mail <u>njraphala@landbank.co.za</u>	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	
HDP - Historically Disadvantaged Persons ()	INT - International business ()
EXB - Existing business ()	JVB - Joint venture business ()

12. Additional

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

Currently providing	Can provide
_____	_____
_____	_____
_____	_____

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

Name _____

Signature _____

Designation _____

Date _____

FOR OFFICE USE ONLY (LAND BANK)

Procurement Department

Name & Signature _____

Date: _____



ANNEXURE B

SBD4

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

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.



2.2 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:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

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

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;



- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions 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 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 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.

DEPONENT

Thus done and signed at _____ on this the _____ day of _____,

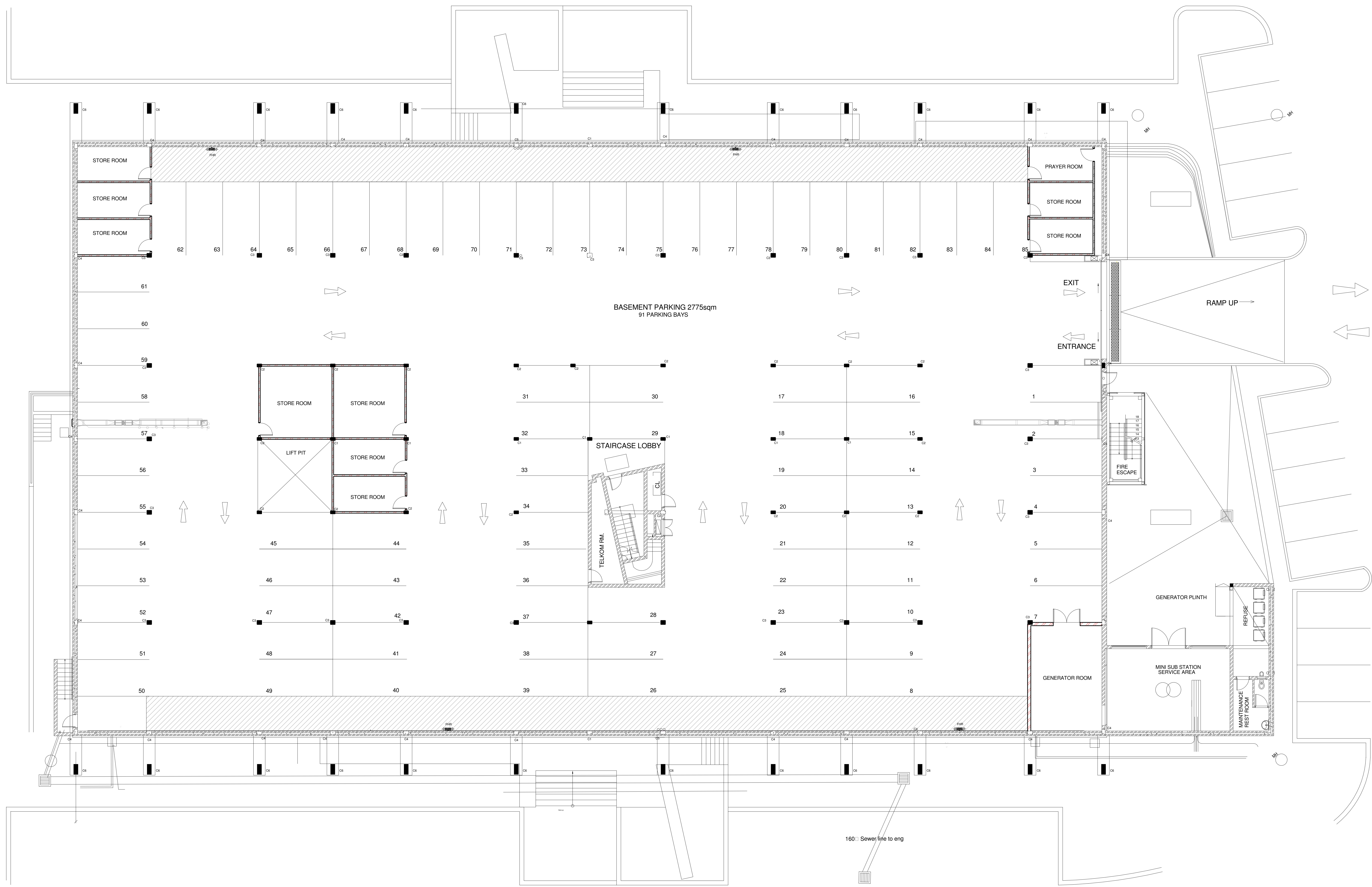
the Deponent having acknowledged that:

1. he/she knows and understands the contents of this declaration;



2. he/she has no objection to taking the prescribed oath; and
3. he/she considers the prescribed oath to be binding on his/her conscience.

Commissioner of Oaths Stamp	COMMISSIONER OF OATHS FULL NAMES CAPACITY BUSINESS ADDRESS
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NOTES:

 AIRCON COMPRESSOR UNIT ZONE

REV	AMENDMENT	DATE	DRA
A	ADDED IN A CLEAVING STORE, PRAYER ROOM EXTENDED JOURNALS STORE AS PER MEETING WITH CLIENT ON 11.09.2009	16.09.2009	JD
B	ADJUSTMENTS MADE AND INFORMATION ADDED TO DRAWINGS FOR CONSTRUCTION	30.09.2009	JD
C	IT ROOM REPOSITIONED AS PER LANDLORDS SINGLE DOOR CHANGED TO DOUBLE DOOR	15.10.2009	JD
D	FLOOR LAYOUT CHANGED AS PER ARCHITECT	06.11.2009	JD
E	CHANGES MADE TO STORE ROOM POSITIONS AS PER SITE MEETING 11.11	11.11.2009	JD

Contractor to verify all dimensions on site before commencing work. BBR Design is to be notified of any discrepancies in dimensions and setting out of work for resolution. Copyright of designs shown hereon is retained by this office. Authority is required for any reproduction.

bbr
landscape planning interior design

BBR DESIGN (Pty) Ltd.

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10 Muswell Road
Bryanston, Gauteng
Tel: +27 11 510-2020
Fax: +27 11 463-9045

P.O. Box 2961
Witkoppen
0168
www.bbrdesign.co.za
design@bbrdesign.co.za

Client:

LAND BANK

Project:
ECO GLADES
CENTURION

Title:
FLOOR PLAN LAYOUT
BASEMENT

Date:	Scale:	Job
20.07.2009	1 : 100	No: JHB 090101
Drawn by: JD	Revised:	Drawing No:
Design by: JD		
Project Manager: Tydv		

E A122

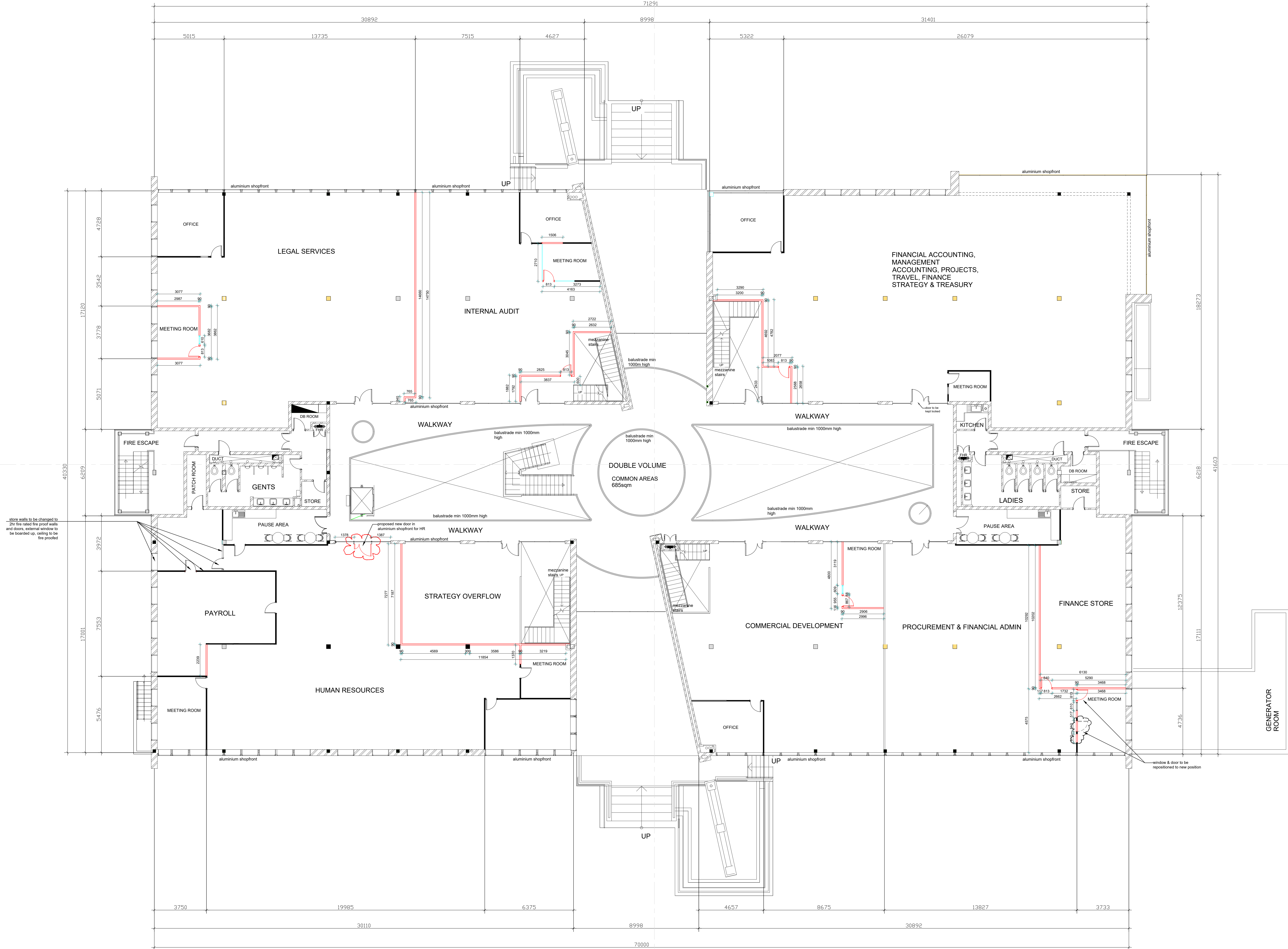
NOTES:

Legend:

-  New shopfront glass to offices and meeting rooms, to match existing shopfront glass on site
-  Demolition Walls - 90mm Dry Wall
-  Existing 90mm dry wall from the floor slab to the underside of the ceiling.
-  New 90mm dry wall to have all joints taped and skimmed to take wall finish. Wall to go from the floor slab to the underside of the ceiling, junction to be finished off with brushed aluminium capping.
-  New 90mm Rhine Fire Stop dry wall to allow for 1hr fire rating with all joints taped and skimmed to take wall finish. Wall to go from the floor slab to the underside of the soffit or underside of roof truss, the junction to be sealed with intumescent foam.
-  New 90mm sound proof dry wall to have all joints taped and skimmed to take wall finish. Wall to go from the floor slab to the underside of the soffit or underside of roof truss, junction to be finished off with brushed aluminium capping.

FOR CONSTRUCCION





NOTES:
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ADDRESS:
TENANT INSTALLATION
FIRST FLOOR
ECO GLADES
CENTURION

[illegible]

JOB NO: LAN20160602	SCALE: 1:100 on A0
----------------------------	---------------------------

DRAWING NO:	REVISION:
0101	1

NOTES:

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PROJECT DESCRIPTION:

STRUCTURAL LAYOUT

DRAWING NO:	REVISION:
CN02	0

FOR CONSTRUCTION

SECOND FLOOR - WING 3

