



REQUEST FOR INFORMATION

FOR THE IMPLEMENTATION OF AN ONLINE E-RECRUITMENT PLATFORM

RFI01/01/21

The Land and Agricultural
Development Bank of South Africa P O
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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	RFI01/01/21
Title of this RFI	FOR THE IMPLEMENTATION OF AN ONLINE E-RECRUITMENT PLATFORM
Issue Date	22 June 2021
RFI Closing Time & Date	06 July 2021, 11:00
Delivery Address	Land Bank Head Office
	Block D Eco Glades 2 Office Park
	Cnr Witch Hazel Avenue and Olievenhoutbosch Road
	420 Witch Hazel Avenue
	Eco Park 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:

- 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;
- Take no further action whatsoever, if it so decides
- Withdraw from this process and the provisions of this project at any time;
- Select the RFI and RFP participants based on Land Bank's criteria;
- Change the dates of adjudication and submission;
- Not invite RFI respondents for further participation in the RFP process;
- Not bind itself to accept any or all of the RFIs;
- Increase or decrease the quantities/scope as indicated in the RFI;
- 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;
- Request audited financial statements or other documentation for the purposes of a due diligence exercise; and/or
- 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

The Land Bank would like to explore options to implement an E-Recruitment Platform that will facilitate the entire internal and external recruitment process which will contribute to the recruitment efficiencies, improved turnaround times and a positive user experience for candidates. The system should be able to fulfill the following functions:

1. Support the HC operating model
2. Relieve the administrative burden in relation to data management, and drive quality through the ability to filter the best candidates for job adverts
3. Provide a central repository (candidate database) as well as the ability to create job folders for job roles.
4. Provide the ability to feed into multiple access control point and integrate with existing Land Bank systems
5. Ability to control access to third parties by limiting access to apply to approved Agencies
6. Provide the ability of workflow to both Recruitment Agencies and Candidates, updating them on the stages of the recruitment process
7. Provision for automated regret functions
8. Provision for monthly reporting and statistics
9. Ability to customize candidate application
10. Access to a minimum of 6 users to the system
11. Training of all users
12. Ability to allow configuration at any given time
13. Integration and acceptance of current database information into new platform
14. Linking External Advert to a number of Job Board to expand access to potential candidates
15. Proven compliance to POPPI

In response to this RFI, the following documentation is required:

- Full proposal on their offering (E-Recruitment Platform)
- Set up cost of implementation
- Training of Users
- Licensing fees (Broken down over three years)
- Configuration cost
- Any other cost that will need to be considered to ensure full implementation.



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 , telephone number 012 686 0811 (Themendran Pillay)
- Proposals may be deposited in or couriered to the tender box at the reception area of Land Bank Head Office, Block D, Eco Glades 2 Office Park, Corner of Witch Hazel Avenue and Olievenhoutbosch Road, Eco Park, Centurion on or before 06 July 2021, 11:00am



ANNEXURE A

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity number :

2.3 Position occupied in the Company (director, trustee, shareholder).....

2.4 Company Registration Number:.....

2.5 Tax Reference Number:.....

2.6 VAT Registration Number:

- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –



- (a) Any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) Any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder **YES / NO**
presently employed by the state?

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person

connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain **YES / NO**
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1 If yes, did you attached proof of such authority to the bid **YES / NO**
document?



(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state **YES/NO**



who may be involved with the evaluation and or adjudication
of this bid?

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members
of the company have any interest in any other related companies
whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Number Number	Employee / Persal Number



4 DECLARATION

I, THE UNDERSIGNED (NAME).....

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

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT

SHOULD THIS DECLARATION PROVE TO BE FALSE.

Signature_____

Date...

Position _____

Name of bidder__



ANNEXURE B

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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