

To:	All participating bidders
Issue Date	09 October 2026
SCM Contact person:	Bathabile Nkosi
Project description:	RFQ FOR APPOINTMENT OF AN EXTERNAL GHG / CARBON ACCOUNTING SPECIALIST TO REVIEW LAND BANK'S GHG METHODOLOGY AND SUPPORT THE FY2026/27 BASELINE
Closing date and time	26 October 2026 @ 11:00am
Submission email	Bnkosi@landbank.co.za and Quotations@landbank.co.za

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:

Table of Contents

A. SBD 1 - INVITATION TO BID	3
B. OVERVIEW OF LAND BANK	5
C. TERMS OF REFERENCE.....	ERROR! BOOKMARK NOT DEFINED.
D. CONDITIONS TO BID	20
E. BIDDER'S DISCLOSURE.....	23
F. SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022	26

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 OCTOBER 2026	CLOSING TIME:	11:00am				
DESCRIPTION	RFQ for APPOINTMENT OF AN EXTERNAL GHG / CARBON ACCOUNTING SPECIALIST TO REVIEW LAND BANK'S GHG METHODOLOGY AND SUPPORT THE FY2026/27 BASELINE								
BID RESPONSE DOCUMENTS MUST BE EMAIL AT:									
Bnkosi@landbank.co.za and Quotations@landbank.co.za									
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO					TECHNICAL ENQUIRIES MAY BE DIRECTED TO:				
CONTACT PERSON	Bathabile Nkosi				CONTACT PERSON	Bathabile Nkosi			
TELEPHONE NUMBER					TELEPHONE NUMBER				
FACSIMILE NUMBER					FACSIMILE NUMBER				
E-MAIL ADDRESS	Bnkosi@landbank.co.za				E-MAIL ADDRESS	Bnkosi@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?	☐ 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. SPECIFICATIONS

Scope of work

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW LAND BANK'S GHG REPORTING BOUNDARY AND METHODOLOGY DOCUMENT AND SUPPORT ON THE FY2026/27 BASELINE

1. INTRODUCTION

Land Bank is undertaking its first systematic greenhouse gas (GHG) baseline, covering Scope 1 and Scope 2 operational emissions for the FY2026/27 base year (1 April 2026 – 31 March 2027), and has broadened this work to include Scope 3, with particular emphasis on Category 15 (financed emissions) under the Partnership for Carbon Accounting Financials (PCAF) Standard.

This baseline will inform the GHG key performance indicator on Land Bank's corporate performance scorecard (subject to Auditor-General of South Africa (AGSA) audit), underpin climate-related disclosures in the Integrated Annual Report and future IFRS S2 / TCFD reporting, and feed the Bank's broader Climate Risk Framework. Given Land Bank's role as a lender to the agricultural sector, financed emissions from the agricultural (AFOLU) lending portfolio are expected to be the most material component of the Bank's total GHG footprint and have been prioritised accordingly.

Similar to other development finance institutions that have begun this journey, Land Bank recognises that even though carbon emissions disclosure remains largely voluntary within the South African financial sector at present, hardening expectations under IFRS S2 and peer DFI practice make it important to establish a credible, well-governed baseline now, using recognised methodologies, principally the GHG Protocol Corporate Standard, GHG Protocol Scope 2 Guidance, GHG Protocol Corporate Value Chain (Scope 3) Standard, and the PCAF Global GHG Accounting and Reporting Standard.

The Sustainability Team has finalised a GHG Reporting Boundary and Methodology Note setting out the proposed organisational and operational boundary, base year, accounting methodology, emission source categories, emission factor register, data quality standards, and Scope 3 / PCAF approach. This is a living methodology: several boundary, data and emission factor positions remain open pending Q1/Q2 data collection findings.

Land Bank now wishes to appoint an external GHG / carbon accounting specialist to independently review this methodology, advise on its technical appropriateness, and provide ongoing hands-on support to the Sustainability Team through the baseline data collection and calculation process.

Note on PCAF signatory status: Land Bank is applying the PCAF Global GHG Accounting and Reporting Standard methodology in this engagement as a non-signatory. The Standard is openly published, and its methodology is available to any institution regardless of signatory status. Land Bank's decision on formal PCAF signatory registration (which constitutes a public commitment to disclose financed emissions

within a defined timeframe) will be made separately in FY2027/28, once the appointed specialist has reviewed the methodology, a first-cut AFOLU financed emissions estimate has been produced, and the South African emission factor limitations are understood and documented. Bidders should note this context when scoping their PCAF advisory approach.

Management and Reporting

The appointed service provider will report to Lerato Sabasaba, Manager: Sustainability Risk Management and Reporting, as day-to-day engagement lead and primary point of contact, with escalation to Kathleen Ebersohn-Khuvutlu, Head of Sustainability, on methodology decisions. Final approval of the Methodology Note and GHG Baseline Report rests with the Chief Strategy Officer.

2. SCOPE OF WORK

The purpose of this RFP is to solicit quotations from suitably qualified and experienced service providers to:

- Review the draft Methodology Note for technical soundness, completeness, and alignment with the GHG Protocol Corporate Standard, GHG Protocol Scope 3 Standard, PCAF Standard, and IFRS S2 disclosure expectations;
- Advise on the appropriateness, accuracy and hierarchy of emission factors selected, including their applicability and any material gaps;
- Provide structured technical input on the Scope 3 / PCAF financed emissions methodology, in particular the agricultural (AFOLU) lending portfolio;
- Based on the above, work with the Sustainability Team to produce a data-informed initial estimate of Scope 1–3 operational emissions (excluding financed emissions) and a separate first-cut estimate of AFOLU financed emissions, to sense-check the direction and order of magnitude of the baseline while full data collection continues; and
- Provide ongoing advisory support to the Sustainability Team through the FY2026/27 baseline data collection, calculation and reporting cycle, and help close out the open methodology decisions, together with recommendations and an implementation plan for improving data accuracy in future cycles.

This assignment excludes: (i) a formal external assurance opinion on the FY2026/27 baseline; and (ii) full financed emissions coverage beyond the AFOLU/agricultural lending pilot (other asset classes and other Scope 3 categories are screened, not fully quantified, in this cycle).

3. Methodology and Approach

The service provider is expected to apply the GHG Protocol Corporate Accounting and Reporting Standard, GHG Protocol Scope 2 Guidance, GHG Protocol Corporate Value Chain (Scope 3) Standard, and the PCAF Global GHG Accounting and Reporting Standard as the primary methodological frameworks, consistent with Land Bank's own Methodology Note, and with the wider direction of IFRS S2 / ISSB disclosure expectations for South African financial institutions.

The engagement should be structured as a collaborative, phased process (not a single point-in-time audit) aligned to Land Bank's own baseline data collection phasing (i.e mobilisation and quarterly data collection; Structured gap closure;

Iterative monitoring; Steady-state collection and institutionalisation). The specialist is expected to work alongside the Sustainability Team throughout, building the team's internal capability rather than simply producing a stand-alone report.

As part of this collaborative approach, and consistent with practice on comparable GHG baseline engagements, the service provider shall budget for three (3) structured workshops with the Sustainability Team and relevant data-owning business units (Facilities, Fleet Management, Credit and Agricultural Banking etc). Land Bank will provide venue, catering and IT equipment for any in-person sessions; the service provider is responsible for facilitation materials, agendas and documented outcomes.

Workshop	Purpose	Participants
Workshop 1: Inception and methodology alignment	Introduce/confirm GHG Protocol and PCAF concepts as applied in the Methodology Note; agree roles, responsibilities, data requirements and workplan; clarify assumptions.	Sustainability Team; Facilities; Fleet Management; Credit and Agricultural Banking data leads.
Workshop 2: Data and calculation working session	Work through available activity data for Scope 1/2 and the AFOLU lending pilot; test draft calculations and emission factor application; identify and agree treatment of data gaps.	Sustainability Team; relevant business unit data owners; Credit/Agricultural Banking for AFOLU data.
Workshop 3: Results and recommendations	Present the initial Scope 1–3 estimate, methodology review findings, and implementation plan for improving data accuracy; support sign-off discussion.	Head of Sustainability; Chief Strategy Officer (or delegate); Sustainability Team (can be online).

4. Expected Outputs and Deliverables

4.1 Scope of technical review

A. Methodology and boundary review (Scope 1 and Scope 2)

- Review the organisational boundary approach (operational control) and its application to Land Bank's property portfolio (owned/occupied; owned/partially tenanted; fully leased).
- Review the base year, 5% significance threshold, and Scope 1/Scope 2 emission source categorisation, calculation methodology, gases covered, and estimation/gap-filling approach.
- Identify gaps or inconsistencies against the GHG Protocol Corporate Standard, with section-referenced recommendations.

B. Emission factor review

- Review the emission factor hierarchy and register for accuracy and correct sourcing (DFFE National GHG Inventory, Eskom grid factors, IPCC Guidelines/GWP values, supplier-specific RECs/PPAs, and DEFRA factors used as fallback).

- Confirm whether populated factor values reflect the most recently gazetted sources and flag outdated, mis-referenced, or inappropriate-vintage values (noting IFRS S2 currently references AR5 GWPs).
- Advise on the market-based Scope 2 approach where no RECs/PPAs are held, and on a practical approach for locking factor versions ahead of calculation.

C. Scope 3 and PCAF financed emissions methodology

- Review the Scope 3 category screening (all fifteen categories) for completeness and reasonableness of prioritisation.
- Review the PCAF approach to Category 15, including asset class classification, the attribution factor formula, and treatment of borrowers without a conventional balance sheet (sole proprietors, cooperatives).
- Advise on AFOLU-specific emission factor sources and hierarchy (e.g. IPCC AFOLU guidelines, FAO GLEAM, DFFE) and on PCAF data quality scoring (Score 1–5) and portfolio-weighted reporting.
- Advise specifically on which South African data sources, including the DFFE National GHG Inventory AFOLU chapters, ARC research outputs, FAO GLEAM, and Statistics South Africa agricultural census data, should supplement or substitute for IPCC Tier 1 defaults in the AFOLU emission factor hierarchy for Land Bank's portfolio, and document the selection rationale.
- Advise on phasing for screening the remaining Scope 3 categories by the Land Bank.

D. Initial baseline and ongoing data/calculation support

- Using available data points, develop a clearly-caveated initial estimate of Scope 1–3 operational emissions (excluding financed emissions) and a first-cut AFOLU financed emissions estimate, to sense-check order of magnitude while full data collection matures.
- Provide phase-aligned advisory support and sense-checks of draft calculations through Q1, Q2 and Q3 data collection and into steady-state reporting.
- Support closure of the specific open items identified in the engagement.

E. Recommendations, implementation plan and reporting alignment

- Provide recommendations and an implementation plan describing how Land Bank should move towards greater data accuracy and completeness in future reporting cycles.
- Advise on alignment of reporting format and disclosure structure with IFRS S2, TCFD and CDP expectations.
- Support preparation of the final GHG Baseline Report for internal review and approval.

4.2 Out of scope

- Provision of a formal external assurance opinion for the FY2026/27 baseline (assurance is targeted for FY2028/29 onward and will be separately procured).
- Primary data collection from Land Bank business units (remains the responsibility of the Sustainability Team, Facilities, Fleet Management and Credit/Agricultural Banking).
- Full quantification of Scope 3 categories other than Category 15 / AFOLU in this cycle (these are screened and phased, per Section 4.1C).
- Design or implementation of GHG accounting software/systems, unless specifically requested as a change order.
- Legal advice on disclosure obligations (issues may be flagged for referral to Land Bank Legal, but legal opinions are not expected).

4.3 Task and deliverable schedule

Task	Description	Deliverable(s)
Task 1	Inception meeting (can be online), one week post-appointment.	D1. Inception Report and confirmed workplan.
Task 2	Workshop 1: inception and methodology alignment (Section 3).	Workshop agenda and documented outcomes; confirmed data requirements and roles.
Task 3	Methodology, boundary and emission factor review (Section 4.1 A–B).	D2. Methodology review report; D3. Emission factor recommendation register.
Task 4	Scope 3 / PCAF and AFOLU review (Section 4.1 C).	D4. AFOLU / PCAF technical note.
Task 5	Workshop 2: data and calculation working session (Section 3).	Workshop outcomes; agreed treatment of data gaps.
Task 6	Initial Scope 1–3 estimate and AFOLU pilot estimate; ongoing phase sense-checks and support on closing open items.	D5. Baseline results and phase sense-check notes. D6. Open-decisions closure support.
Task 7	Workshop 3: results and recommendations, presented to Head of Sustainability and Chief Strategy Officer (can be online).	D7. Final baseline results presentation; D8. Recommendations and Implementation Plan; D9. Final sign-off support memo.

All deliverables in editable formats (e.g. calculators and registers as unprotected, open, read-write Excel files; reports as Word documents), not merely as PDFs, so that the Sustainability Team can maintain them going forward.

4.4 Project Duration

The core methodology review, emission factor review, PCAF/AFOLU review and initial baseline (Tasks 1–7) are expected to run for no more than three (3) months from date of appointment.

Given Land Bank's phased baseline approach (Mobilisation and Q1 data collection; Structured gap closure; Iterative monitoring; Steady-state collection and institutionalisation), Land Bank anticipates a follow-on advisory phase through the remainder of the FY2026/27 cycle, and reserves the right to extend the engagement into FY2027/28 to continue preparing the Sustainability Team's data, processes and documentation toward formal external assurance targeted for FY2028/29, subject to satisfactory performance and separate agreement on terms.

EVALUATION CRITERIA:

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**.

Description	Evidence	Yes/ No
1. A minimum of 4–6 years' cumulative technical experience in GHG accounting in line with the GHG Protocol	A project list or portfolio summary (not more than two pages) naming at least three relevant GHG accounting engagements. For each engagement: client name (or anonymised sector descriptor if confidentiality applies), year(s) of engagement, brief scope description (which scopes covered, which frameworks applied), and the bidder's role. This supplements the company profile submitted under the technical evaluation.	

2. Demonstrated familiarity with South African agricultural systems and South African-specific emission factor sources, in particular the DFFE National GHG Inventory AFOLU chapters, Agricultural Research Council (ARC) research, and Statistics South Africa agricultural census data, in addition to global IPCC AFOLU Tier 1 and Tier 2 defaults. This is distinct from general AFOLU experience and is required given that IPCC Tier 1 defaults have been documented to materially understate emission intensity for dryland beef, small ruminant, agropastoral, and smallholder farming systems prevalent in Land Bank's portfolio. Bidders should describe their approach to addressing this limitation in their technical methodology.	- At least two relevant projects from the project list described in Criterion 1, specifically demonstrating SA agricultural or AFOLU emission factor work. Bidders should include, within their technical methodology submission a brief description (no more than half a page) of how they have previously applied or evaluated SA-specific emission factor sources, including which sources (DFFE AFOLU chapters, ARC, Stats SA) they have worked with and in what context.	
3. Demonstrated experience with the PCAF Global GHG Accounting and Reporting Standard and, specifically, financed emissions estimation for agricultural / AFOLU lending portfolios.	- A minimum of three contactable reference letters on client letterhead, each confirming the nature of the GHG or PCAF engagement, the bidder's role, and the period of engagement. At least one letter should be from a financial institution (development finance institution, commercial bank, or similar). Reference letters must include a named contact person, email address and telephone number. Letters submitted without a contactable reference will not be considered. -	

4. Demonstrated experience with climate governance-related reporting frameworks (IFRS S2, TCFD, CDP), with at least one relevant project in the past five years.	- At least one project from the project list (Criterion 1) that specifically references IFRS S2, TCFD or CDP framework delivery, completed within the past five years. Bidders may supplement the project list with a brief note (no more than a quarter page) describing their involvement and the specific deliverable produced. -	
5. A proposed Team Lead with in-depth, senior-level technical experience in GHG emissions accounting and the GHG Protocol, PCAF and climate governance reporting frameworks, ideally holding a relevant degree (NQF Level 7 or above, e.g. Environmental Management, Environmental Science, Climate Science, Sustainable Development or a related discipline).	- A detailed CV for the proposed Team Lead, not exceeding four pages, including: highest academic qualification and institution; years of experience in GHG accounting; a list of at least three relevant engagements; and confirmation of any relevant professional accreditations or certifications (e.g. GHG Protocol certification, PCAF accreditation, or equivalent). Where the Team Lead holds the relevant qualification at NQF Level 7 or above, the CV must clearly state the qualification name and institution. -	
6. A Technical/Senior specialist supporting the Team Lead with specific AFOLU / agricultural finance and emission factor expertise.	- A detailed CV for the proposed Technical/Senior Specialist, not exceeding four pages, with the same structure as the Team Lead CV. Where the Team Lead and Technical/Senior	

	Specialist are the same individual, a single CV may be submitted with a note confirming this. Bidders must indicate clearly on each CV which role that individual fills in the proposed team.	
	-	
7. Strong facilitation, communication and presentation skills, given the workshop-based delivery model in Section 3 (facilitators should be comfortable engaging a cross-functional audience of roughly 10–15 stakeholders from Sustainability, Facilities, Finance, Risk, and Credit/Agricultural Banking).	- At least three relevant projects from the project list (Criterion 1) that included stakeholder workshop facilitation or multi-stakeholder presentation delivery. Bidders may briefly describe the workshop format, audience size and composition, and the bidder's facilitation role within the project description. Reference letters submitted under Criterion 3 may also speak to facilitation quality where the referee can confirm it.	

a. 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 quotation 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. Must 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	SBD 6.1 - fully completed Preference points claim form in terms of the preferential. procurement regulations 2022

8. STAGE TWO - TECHNICAL EVALUATION CRITERIA

Category	Sub criteria	Score	Total score	Form of Evidence
Company Profile	Comprehensive company profile submitted demonstrating 6 or more years of in-depth, technical experience in GHG emissions accounting and the GHG Protocol, PCAF and climate governance reporting frameworks	20	20	- A structured company profile, not exceeding four pages, covering: company history and founding year; core service lines; GHG/carbon accounting specific experience, with years; key frameworks the firm has applied (GHG Protocol, PCAF, IFRS S2/TCFD/CDP); and any relevant sector focus. Experience claims should cross-reference the project
	Comprehensive company profile submitted demonstrating between 4 to 5 years of in-depth, technical experience in GHG emissions accounting and the GHG Protocol, PCAF and climate governance reporting frameworks		15	
	Company profile submitted		5	

	demonstrating 3 or less years of in-depth, technical experience in GHG emissions accounting and the GHG Protocol, PCAF and climate governance reporting frameworks			list submitted under mandatory requirements. -
Project Team Lead Experience	6 or more years of relevant experience delivering similar projects.	25	25	CV as specified under Criterion 5 above. The evaluation will assess years of relevant experience and the quality and similarity of referenced projects to the Land Bank scope.
	Between 4–5 years of relevant experience delivering similar projects.		15	
	3 or less year of relevant experience delivering similar projects.		5	
Methodology and Approach	Submission provides comprehensive, Technical and detailed description of methodology and approach for each element in Section 4.1 (A–E), including any tools, models or calculators to be used, and how the three workshops in Section 3 will be structured and facilitated.	40	40	- Detailed methodological approach, project plan, governance approach and team composition for the project. - Implementation timeline, preferably presented as a Gantt chart, aligned to the task schedule in Section 4.3 and
	Submission partially details description of methodology and		30	

	approach for all/some elements in Section 4.1 (A–E), but does not include any/all tools, models or calculators to be used, and how the three workshops in Section 3 will be structured and facilitated.			the anticipated duration in Section 8.
	Submission does not adequately address approach for each element in Section 4.1 (A–E), including any tools, models or calculators to be used, and how the three workshops in Section 3 will be structured and facilitated.			- A risk analysis and mitigation plan covering data availability, borrower confidentiality, and any dependencies on Land Bank stakeholders. - A detailed budget/pricing schedule (see Section 10), including rates and hours by task/resource, and any pricing assumptions, exclusive of VAT and disbursements.
Client References and Track Record	Three or more positive references	15	15	- Bidders must submit contactable reference letters from clients for whom similar services have been rendered.
	Less than three positive references		10	
	No References		0	
		100		

Minimum technical threshold to move on to the next phase (pricing) of evaluation: 85

PRICING SCHEDULE

Phase	Deliverable	Timeline (weeks)	Fee basis	Price excl. VAT
Phase 1	Task 1–2: Inception & Workshop 1	2-4	Fixed	R
Phase 2	Task 3: Methodology & emission factor review	5-6	Fixed	R
Phase 3	Task 4: Scope 3 / PCAF / AFOLU review	7-8	Fixed	R
Phase 4	Task 5: Workshop 2	8	Fixed	R
Phase 5	Task 6: Initial baseline & ongoing sense-checks	9-10	Fixed	R
Phase 6	Task 7: Workshop 3 & final reporting	11-12	Fixed	R
Any additional cost (if applicable)				
Total excluding VAT				R
VAT				R
Total including VAT				R

Payment schedule

Payment will be made periodically against completion of deliverables, on a schedule such as the following (to be confirmed at contracting):

Milestone	Deliverables	% Payment
Inception and Workshop 1	D1	15%
Methodology, emission factor and PCAF/AFOLU review	D2, D3, D4	30%
Workshop 2 and initial baseline results	D5	25%
Open items closure and support (ongoing)	D6	10%
Workshop 3, recommendations and final sign-off support	D7, D8, D9	20%

3.1.1. Price instructions

- Bidder must price and submit their quotations;
- All prices quoted will remain firm for the duration of the contract.
- Prices quoted must be valid for 120 days and must be for the duration of contract including provision for price increase;
- All pricing shown must EXCLUDE VAT, with the VAT components being as shown separately on all costed/priced items/services.
- All pricing assumptions, excluded costs and estimated costs must be clearly documented. Land Bank will not entertain any price adjustments because the assumption is that the pricing document is complete and covers all costs associated with these services
- In order for the bidder to claim specific goals, the bidder must indicate how they claim points for each preference point system in the SBD 6,1 form, and attached a BBBEE Certificate/Sworn Affidavit.
- **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.**

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. Preference and Financial Evaluation

3.1. Price and Specific Goals

This phase is the final stage in the evaluation process and only successful bidders that have passed stage one 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

Either 80/20 or 90/10 preference point system will be utilised for this tender

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

4. GENERAL CONDITIONS

- 4.1. 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

5. OBJECTIVE CRITERIA & RISK ANALYSIS

- 5.1. 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.
6. 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;

7. 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.

8. 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. Pending litigation

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

10. 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.

11. 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.

12. 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.

13. 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

- 1.1 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, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is 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. DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- 2.1 Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution? **YES/NO**
- 2.2 If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- 2.3 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**
- 2.3.1 If so, furnish particulars:

.....
.....

.....

- 2.4 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

- 2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

3 GENERAL DECLARATION

I,, the undersigned, 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 to be false.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- 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.
- 3.5 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.
- 3.6 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.

- 3.7 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, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....
Signature

.....
Date

.....
Designation Name of bidder

.....

G. SBD 6.1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

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);

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

The applicable preference point system for this tender is the 80/20 preference point system.

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 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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or}$$

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 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)
B-BBEE level 1	20	
B-BBEE level 2	15	
B-BBEE level 3	10	
B-BBEE level 4	5	

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:

.....

.....

.....