



***LAND AND AGRICULTURAL
DEVELOPMENT BANK OF SOUTH
AFRICA***

LB/FIN-01/2012

**REQUEST TO TENDER FOR CATERING
SERVICES**

**CLOSING DATE: MONDAY, 05 MARCH 2012
@ 11:00 A.M.**

**A compulsory briefing session will be held
on Thursday, 09 February 2012 at 14:00pm at
Land Bank Building, 420 Witch Hazel
Avenue, Centurion**

SECTION: 1

CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER

1. Proprietary Information:
Land and Agricultural Development Bank of South Africa (Land Bank) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to Land Bank. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of Land Bank.
2. Enquiries

All communication and attempts to solicit information of any kind relative to this Tender should be channeled to:
 - 2.1 Contact person (all technical questions should be in writing)

Name:	<u>Ms Verona Munian</u>
Telephone Number	<u>+27 12 686 0837</u>
Fax Number:	<u>+27 12 686 0852</u>
Email address	<u>vmunian@landbank.co.za</u>
3. All the documentation submitted in response to this tender must be in English.
4. Vendor should check the numbers of the pages to satisfy themselves that none are missing or duplicated. No liability will be accepted by Land Bank in regard to anything arising from the fact that pages are missing or duplicated.
5. Validity Period

Responses to this tender received from vendors will be valid for a period of 90 days counted from the closing date of the tender.
6. Submission of Tenders
 - 6.1 **Tenders should be submitted in triplicate** all bound in a sealed envelope endorsed, "**TENDER LB/FIN-01/2012 Catering Services**". The sealed envelope must be placed in the tender box at the Main Reception area of the Land Bank Building, 420 Witch Hazel Avenue, Centurion by no later than Monday, 05 March 2012 at 11:00am.

- 6.2 The closing date, company name and the return address must also be endorsed on the envelope.
- 6.3 If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.
- 6.4 No tender received by telegram, telex, email, facsimile, post or similar medium will be considered. (All documents must be either hand delivered or couriered)
- 6.5 Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender. **Late tenders will not be considered.**
- 6.6 Amended tenders may be sent in an envelope marked "Amendment to tender" and should be placed in the tender box before the closing time.
- 6.7 The tenderer is responsible for all the cost that they shall incur related to the preparation and submission of the tender document.
- 6.8 A list of all references (minimum of 3) must be included in the tender document.
- 6.9 A valid original tax clearance certificate must be included in the tender document.
- 6.10 Should a BEE rating certificate (from a SANAS accredited rating agency) or Exemption letter NOT be included, your bid will be regarded as invalid.
- 6.11 A copy/s of any affiliations that you are affiliated to.
- 6.12 Kindly note that the Land Bank is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments in good time.
- 6.13 The Land Bank reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to the Land Bank.
- 6.14 The Land Bank also reserves the right to award this tender to a purely empowerment company or may award this tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the tenders.
- 6.15 The Land Bank also reserves the right to award this tender as a whole or in part without furnishing reasons
- 6.15 The tenderer hereby offer to render all or any of the services described in the attached documents to the Land Bank on the terms and conditions and in accordance with the specifications stipulated in this Tender document (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).

- 6.16 Tenders submitted by Companies must be signed by a person or persons duly authorised thereto by a resolution of a Board of Directors, a copy of which Resolution, duly certified be submitted with the Tender.
- 6.17 The tenderer shall prepare for a possible presentation should Land Bank require such and the tenderer shall be notified thereof no later than 4 (four) days before the actual presentation date.
- 6.18 The tenderer hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the Land Bank during the validity period indicated and calculated from the closing hour and date of the Tender;
This proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.
- 6.19 The tenderer furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.
- 6.20 The tenderer hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

Name of your Company (in block letters)

Signature(s) of the Tenderer or assignee(s)

Date

Name of person signing (in block letters)

Capacity

Are you duly authorized to sign this Tender?

Company Registration Number

VAT Registration Number

Postal address (in block letters)

Physical address (in block letters)

Domicilium citandi et executandi in the RSA (full street address) (in block letters)

Contact person: _____

Telephone Number: _____ Fax Number: _____

Cell phone Number: _____

e-mail: _____

6.21 Failure to comply with any of the conditions as set out above will invalidate the tender.

7. EVALUATION CRITERIA

Tenders shall to be evaluated in terms of the following parameters:

Evaluation Criteria
<p><u>Technical</u> This will be evaluated with regards to your response to Section 2 Statement of Compliance and any other related information provided.</p>
<p><u>Price</u> To be quoted in ZAR and must be inclusive of VAT.</p> <ul style="list-style-type: none">• The tenderer must provide an all inclusive detailed tender indicating the envisaged scope of activities, and the costs associated with the same (disbursements).• Fees must be quoted in South African Rands and must be VAT inclusive, indicating any escalation or any other potential future alteration required. Prices are to remain fixed and valid for the entire contract period. All figures to be entered without alteration.• The tenderer is responsible for any costs associated with this tender.• Specify any exclusion from the tender.• Describe the required payment terms and schedules, and your proposed conditions associated with these.
<p><u>Empowerment</u> This will be evaluated with regards to the information to be provided with your response in relation to Section 3 which entails the extent to which previously disadvantaged people are to be involved.</p>
<p><u>SME</u> Companies with less than 50 employees, making less than R 25m turnover per annum and which owns less than R4m total assets qualify.</p>

SECTION: 2
SPECIFICATION DETAILS

8. PREAMBLE

Land and Agricultural Development Bank of South Africa (Land Bank) is located at 420 Witch Hazel Avenue, Eco Park, Centurion. The Land Bank employs about 200 permanent staff and a fluctuating small number of temporary staff and outside contractors/consultants.

9. GENERAL

All companies tendering must ensure that they have taken out a minimum of R 1million public liability insurance to cover their employees for any mishaps whilst in the Land Bank building.

10. COMPULSORY PRE-TENDER SITE BRIEFING

A pre-tender site briefing will be held at the Land Bank 420 Witch Hazel Avenue, Eco Park, Centurion on Thursday, 09 February 2012 at 14:00pm. All prospective tenderers must attend this briefing session to familiarise themselves with the extent of the service to be rendered. Failure to attend will invalidate the tender.

11. CONTRACTORS DOCUMENTATION

11.1 INTRODUCTION

The following documentation will form part of the agreement and will be signed by the relevant parties and should be read in conjunction with any other documentation that may be added to the agreement.

11.2 GENERAL CONDITIONS

INDEMNITY

This document is a request for proposal to interested commercial catering service companies to be appointed to provide catering and tea services to the Land Bank.

- Applicants are requested to provide specific information called for in this document under each heading and sequence of sections contained herein, and are advised that they may be required to attend interviews and/or submit further information as and when requested.
- All information provided by applicants in connection with this application, whether in writing or verbally, will be treated as confidential and will not be divulged to any person outside the professional team or be used for any purpose whatsoever other than for the selection of contractors to tender for the principal contract.
- On appointment the selected catering service provider will be required to sign a contract which sets out the terms and conditions governing the relationship/agreement between Land Bank and the appointed service provider.

- Applicants are advised that should they be successful the contents of this enquiry taken together with their submission shall form the basis of the appointment as catering service provider. Failure by the successful applicant to provide the necessary resources shall be considered a breach of contract.

12. THE FOLLOWING CRITERIA SHALL BE USED IN SELECTING THE SUCCESSFUL APPLICANT:

- Track record – the nature and scope of operations of similar magnitude to this requirement (similar size operations);
- Team experience – a curriculum vitae of the persons who will be managing the operation;
- Empowerment shareholding;
- If associations or joint ventures are formed, the details of the relationship, with particular regard to shareholding, shall be required;
- Attitude, flexibility and demonstrated creativity to deliver an innovative service;
- Food quality and variety;
- Diverse menu options (to cater for vegetarian, halaal, etc. requirements);
- The ability to implement a health catering section within the catering unit;
- Competitive prices for employee meals;
- Demonstrated involvement in soliciting customer feedback;
- Dedicated staff that display professional qualities and appearance;
- Management involvement at operations meetings;
- References from clients;
- Proof of insurance, licenses and certifications;
- Management structure and methodologies of supervision;
- Open disclosure of service expenses;
- Ability to deliver catering services within timelines stipulated by the Land Bank;
- Proof of client hygiene audits at to the satisfaction to the Land Bank;
- Ability to provide an Executive meal on test conditions at the Land Bank premises;
- Ability to ensure that agreements with Food and Beverage suppliers are in place.

13. DESCRIPTION OF REQUIREMENTS

The catering service provider will be responsible for inter alia:

- Maintaining of equipment/or advising thereon;
- Hygiene maintenance and cleaning of area where food is prepared and served;
- All employees are to be uniformed and uniforms to be approved by the Land Bank
- First right of refusal on all dedicated staff that do not meet Land Bank's requirements;
- Employees must attend training as designated by Land Bank management.

14. LIMITED ON-SITE STORAGE AVAILABLE

- Delivery of food and supplies must be coordinated through Land Bank’s management;
- All design enhancements to the facility must be approved by Land Bank’s management;
- Compiling menus;
- Purchasing of provisions;
- Preparation and presentations of food;
- Catering for canteen meetings, training sessions and functions on an ad-hoc basis (pre-booked) including executive meetings, Seminars and workshops.
- Preparing budgets and maintaining financial reports for this operation;
- Monitoring the quality of service, reviewing the variety and soliciting feedback from patrons; and
- Setting of pricing schedules, which must be approved by client management
- Land Bank has a culturally diverse staff complement and the catering operation will need to provide various options that would accommodate the particular needs of various religious and ethnic groups.
- The Land Bank retains the right to utilise the services of specialist catering service providers, for either on-site or off-site functions, if the Land Bank deems it necessary.
- The kitchen is to be used exclusively for the preparation of catering for consumption by Land Bank personnel and guests.
- The Land Bank shall instruct an independent hygiene audit firm to conduct an audit once every six (6) months or at its discretion without notifying the contractor, the findings of which shall be discussed with the contractor for corrective measures to be taken if any.

15. EMPLOYEE CANTEEN

- Service from 07h00 to 15h00 on weekdays
- Competitive pricing
- Menus change daily
- Service to include: hot items; vegetarian; assorted warm and cold drinks; fresh vegetable and fruit salad, platters and call order items (not limited to these)
- Served and take-away meals.

16. MEAL SPECIFICATIONS

Protein	Meat with bone	180g
	Meat with no bone	150g

	Fish	150g	
	Chicken with bone	250g	
	Chicken no bone	180g	
Starch	Rice	50g	
	Pasta	60g	
	Potatoes	120g	
	Saute Potatoes/Chips	150g	
	Mealie Meal	120g	
Vegetables			80g or
Salad			100g

- The catering company is be responsible for its own printing, telephone, computer, and stationery costs;
- The catering company is responsible to provide its own liquor licence;
- Catering for evening events as requested by Land Bank or External clients;
- First consideration for off-site catering events
- Service to include: morning and afternoon tea and coffee for meetings; continental and full breakfast, set lunch and dinner options, buffets, special request menus, receptions and call order counter;
- Corporate functions including cocktails and dinners which would include Land Bank clients and therefore of a standard equating to leading restaurants

Training Centre / Auditorium

- Catering for ad hoc training sessions as requested;
- Requests for catering to be lodged 24 hours in advance;
- Catering for External Land Bank clients and external functions;
- The caterer will be responsible to cater for ad hoc functions by external parties;

The Catering service provider shall ensure that a full time chef with a minimum qualification of a national diploma in catering and a minimum of 5 (five) years experience is in charge of preparing food for the executive dining room and to over -see the quality and the standard of food served in the canteen.

17. TEA AND BEVERAGE SERVICES

- The Land Bank has the following facilities for tea and beverage service:
 - Executive Kitchen
 - Other staff kitchens within the buildings.
 - Training Venues
 - Various meeting rooms

- There must be one Tea service operator stationed in each kitchen and the their daily duties shall include but not limited to –
- Serving meetings in the building,
- Refilling of water bottle situated from around the building
- Reporting any problems with equipment,
- The contractor must ensure that the kitchens are manned at all times and that adequate measures are taken to replace sick/absent employees with minimum interruptions to the service provided.
- The service provider will purchase ingredients in accordance to the Land Bank’s requirements in order to fulfill contractual obligations with other service providers when applicable.
- The percentage mark up on handling fee on ingredients will be determined by the Land bank.

18. DRESS CODE

- All personnel to wear hygienically acceptable contractor’s uniform befitting working in a corporate environment like the Land Bank indicating the company name and name of your staff member (i.e. name tags).

19. GENERAL INFORMATION

- Applicants are requested to supply the following information regarding their companies:
 - Name of the company;
 - Shareholding of the company (indicating the empowerment shareholding);
 - Physical and postal address;
 - Telephone, telefax and e-mail numbers;
 - Name and branch of company’s bankers including name and telephone number of contact number;
 - Copy of affiliation certificate to FEDHASA or any other recognized hospitality association;
 - Details of professional indemnity insurance and public liability;
 - Proof of stock loss insurance in respect of goods stored in refrigerators;
 - Proof of hygiene audits conducted by outside hygiene auditors;
 - **The following details of the responsible representative:**
 - Name and qualifications;
 - Designated position and proposed involvement in the provision of this service;
 - Length of service with this company; and
 - Other relevant experience;

All personnel nominated by the successful applicant as requested above (should they be accepted by the Land Bank), shall be required to be appointed to the contract as detailed above.

Affirmative action statement, which should include the company's methodology and policy for partnering with emerging suppliers and service providers.

20. PROGRAMME

- The contract is scheduled for commencement on **1 April 2012** for a maximum period of 36 months, reviewed every 12 months
- Applicants shall submit a program setting out how this contract would be approached.
- Performance reviews will be done every 3 months by the Land Bank via staff surveys etc.

21. METHOD STATEMENT

Applicants shall submit a method statement addressing items such as logic, resource utilisation and overall strategy for mobilising this contract.

Applicants are requested to submit a method statement identifying how they would:

- Establish objectives;
- Establish time, financial and quality requirements;
- Identify and manage consumer expectations;
- Monitor and evaluate suppliers;
- Administer and manage costs; and
- Staff management and motivation

22. PRICING STRUCTURE

Applicants are invited to submit the various pricing options and structures. The following headings may be used:

- Management Risk Fee
- Tea Service Personnel for:
 - (a) Staff kitchens - total 6 kitchens (cost per person)
 - (b) 1 Executive Tea Kitchen
 - (c) Various meeting rooms
- We welcome other commercial proposals and ideas which may be of interest to the LAND BANK

23. SERVICE LEVEL AGREEMENT (SLA)

The successful contractor will sign an SLA with the LAND BANK, which SLA will be prepared by the LAND BANK in conjunction with the Contractor.

24. PAYMENT

Against monthly invoices (cheque or direct bank deposit), payment will be due 30 days from receipt of valid tax invoice.

25. CONTRACTORS MUST SUPPLY THE FOLLOWING WHEN TENDERING

INFORMATION TO BE COMPLETED AND PROVIDED BY TENDERER

Insurance Particulars (Contractor to provide proof of insurance as below).

- Public Liability: R 1 000 000 including food poisoning limit of not less than R 5 000 000
- Contractor Liability : R 1 500 000
- Theft Insurance cover : R 500 000
- Deterioration of stock R1 000 000

26. REFERENCES

- Bankers: Bank account number, branch as well as contact person and telephone number.
- Clients: At least 4 current client references to be submitted with contract value and contact person and contact number;
- Letter confirming that employees are paid statutory wage;
- Copy of Standard Employment Contract;
- Copy of Company Equity Policy;
- Copies of memberships to relevant institutions;
- **Tax Status** – confirm that your company has requested a Tax Clearance certificate from the Receiver of Revenue where such contractor is registered;
- Area of operations;
- **Human Resources**
- Details of policy – training and development
- Affirmative Action initiatives and achievements

- **Company Registration Details**
- Copies of : Registration of Workman's compensation
- Statutory Body Registration
- Skills development

- **Current Contracts**
- List of current contracts with references and Tel no's
- Failure to comply with any of the conditions as set out above will invalidate the tender.

27. ADDITIONAL SPECIFICATIONS

The contractor shall have full knowledge of the Premises, the specific job requirements, procedures and any other equipment on site prior to the commencement of the Contract.

A list of staff that are to be employed on the various sites is to be submitted for approval prior to the commencement of the contract and will include the following information: Name, Address, ID Number, Service Record, and Security Clearance.

Land Bank reserves the right to request the removal of any employee without having to state the reason for such a request.

28. SITE INSTRUCTIONS/JOB SPECIFICATIONS

The contractor will be responsible to compile a set of site instructions and job specifications for each individual on site.

The documents will be submitted to Land Bank 30 days from the date on which the contract is awarded for approval.

A senior member of management from the Contractors will be required to attend bi-monthly meetings at Land Bank premises. Contractors will be required to report all incidents to the Support Services Unit.

29. STAFF REQUIREMENTS

As per Special Conditions and Service Level Agreements of attached contract documentation.

No Catering and Tea services Staff allocated to a specific site/kitchen will be replaced without prior notification to the Land Bank.

All Catering and Tea services staff must be trained on conducting first aid and fire fighting

30. MANAGEMENT REQUIREMENTS

Supervision will be done in accordance with the contract requirements.

All Management Staff (including supervisors, will be required to operate cell phones).

The Land Bank reserves the right to conduct site visits to the prospective contractor's clients.

31. SAFETY & HEALTH REQUIREMENTS

The contractor shall adhere to the health and safety as regulated by the Occupational and Safety Act (85 of 1993), which places the prime responsibility for health and safety at work with the employer and any other relevant legislation and must provide proof of compliance thereof. The caterer is responsible to ensure that all statutory certifications as required by law are obtained in order to operate as a catering service provider.

32. REQUIRED INFORMATION

Required in your response are the following:

- a) The number of years' experience/involvement in providing similar services on a comparable scale and complexity (**provide exact details**).
- b) Number of projects/instances where you are/had provide/d services of a comparable nature (**provide exact details**).

c) Brief CVs of resources that will conduct this study

d) Provide at least 3 relevant project references in the following format:

COMPANY/PROJECT	CONTACT PERSON	TELEPHONE NUMBER	SCOPE OF WORK	DURATION FROM TO	

SECTION: 3

BLACK ECONOMIC EMPOWERMENT

JOINT VENTURES

Each of the participating companies to complete this questionnaire separately with their company details.

ECONOMIC EMPOWERMENT QUESTIONNAIRE

Land Bank's procurement policy supports corporate and professional entities owned by historically disadvantaged persons (HDP's) as viable suppliers to the Land Bank. In this regard, tenderers are required to indicate their involvement, current and planned, with HDP's as detailed below:

Supplier Registered Name:
Business Registration No:
Trading Name:
Nature of business:
Types of products/services provided:

33. OWNERSHIP

(Please complete section A or B)

A. SINGLE ENTITY

Is there equity ownership by Blacks?

33. A.1 If yes, who are the Black equity owners?

(Attach Shareholders' Certificates)

Name of the shareholder	Race	Gender	% shares

33. A.2 Who holds the remaining percentage equity in the business?

(Provide details)

Name of the shareholder	Race	Gender	% shares

33. A.3 Are you part of any group or holding company?

If yes, please include the organization structure, indicating the percentage shareholding.

Name	%

JOINT VENTURE (Alternative to 33.A)

Each of the participating companies to complete this Section 3 questionnaire separately with their company details

Name of the partners	% of work allocated to the partner	Rand Value of work

Is there equity ownership by Blacks?

33. B.1 If yes, who are the Black equity owners?
(Attach Shareholders' Certificates)

Name of the shareholder	Race	Gender	% shares

33. B.2 Who holds the remaining percentage equity in the business?
(Provide details)

Name of the shareholder	Race	Gender	% shares

33. B.3 Are you part of any group or holding company?
 If yes, please include the organization structure, indicating the percentage shareholding.

Name	%

34. MANAGEMENT

34.1 To what extent are Blacks involved at board level?

%

(Provide a complete list of Board members and indicate the voting rights %)

Name	Gender	Race	% of voting rights

34.2 To what extent are Blacks involved at operational management?

%

(Provide a detailed breakdown of your organisation's structure)

Name	Gender	Race	Qualifications	Years with Company	% of time devoted to company

35. PURCHASES FROM BLACK BUSINESS

35.1 Do you purchase any of your products/services from Black businesses? (Core and non-core)

Yes	No

35.2 If yes, what is the Rand value of these products/services for the past 12 months?

R

(Provide the list of Black suppliers and contact numbers, type of products/services and % black shareholding)

Name of the Supplier	% Black shareholding	Contact number	Annual Spend (Rands)	Products/Services

35.3 What are your company's total purchases for the last 12 months? **(Actual)**

R

36. SUB-CONTRACTING

36.1 Do you sub-contract any of your requirements to Black businesses?

Yes	No

If yes, provide the following:

Project Description	Client	Role of the subcontracted party	% of work allocated to the subcontractor	Rand value of work subcontracted

36.2 Will this initiative (sub-contracting) be related to this tender/project?

Yes	No

If yes, provide the following:

Project Description	Client	Role of the subcontracted party	% of work allocated to the subcontractor	Rand value of work subcontracted

37. OTHER BLACK EMPOWERMENT INITIATIVES

37.1 Are you involved in transfer of skills or technology to black professionals or black businesses?

(Provide details & type of skills/technology, scope, and black suppliers' names)

Yes	No

37.2 Do you have an Employee Equity Plan in terms of the Act?

(Provide a valid certificate of compliance issued to your company by the Department of Labour)

Yes	No

37.3 State the number of employees in your company.

37.4 What is your business's annual turnover?

37.5 What are your business' total assets?

(Provide your companies audited financial statements for the past two financial years)

Annexure: 1

**DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES
(Compulsory)**

- 1 This Document must form part of all bids invited or Vendor application to be registered in Land Bank supplier database.
- 2 It serves as a declaration by the supplier/service provider and is to be used by Land Bank in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the Supply Chain Management System.
- 3 The service of any service provider or supplier/vendor may be disregarded if that supplier/vendor or service provider, or any of its directors have-
 - a. abused the company or institution's purchasing / supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. Failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid or vendor application.

Item	Question	Yes	No
4.1	<p><i>Is the supplier or any of its directors listed on the Land Bank database or National Treasury as companies or persons prohibited from doing business with the government?</i></p> <p>Companies or persons who are listed on this database were informed in writing of this restriction by the Supply Chain Management Department.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the supplier/vendor or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p>To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the supplier/vendor or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the supplier/vendor related to any Land Bank employee or part of Land Bank current or past staff (employee) establishment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

I, _____ (print name) hereby certify that the information, facts and representations are correct and that I am duly authorized to sign on behalf of the company.

Name of Company: _____

Company Registration Number: _____

Company VAT Registration Number: _____

Signature

Date

VENDOR ACCREDITATION FORM

This is an application for registration in the Land Bank supplier database for products and services.

All service provider information will be treated strictly confidential.

1.17. **CONTACT PERSONS**

1.17.a. **Finance Department**

Name: _____
 Surname: _____
 Designation: _____
 Tel: _____
 Cell: _____
 Fax: _____
 Email: _____

1.20. b. **Sales Department**

Name: _____
 Surname: _____
 Designation: _____
 Tel: _____
 Cell: _____
 Fax: _____
 Email: _____

1.18.a. In what regions does your enterprise have offices from which you conduct business?

- | | |
|--|--|
| <input type="checkbox"/> Eastern Cape | <input type="checkbox"/> Mpumalanga |
| <input type="checkbox"/> Free State | <input type="checkbox"/> Northern Cape |
| <input type="checkbox"/> Gauteng | <input type="checkbox"/> North West |
| <input type="checkbox"/> KwaZulu-Natal | <input type="checkbox"/> Western Cape |
| <input type="checkbox"/> Limpopo | |

1.18.b. What regions are you able to provide goods / services?

- | | |
|--|--|
| <input type="checkbox"/> Eastern Cape | <input type="checkbox"/> Mpumalanga |
| <input type="checkbox"/> Free State | <input type="checkbox"/> Northern Cape |
| <input type="checkbox"/> Gauteng | <input type="checkbox"/> North West |
| <input type="checkbox"/> KwaZulu-Natal | <input type="checkbox"/> Western Cape |
| <input type="checkbox"/> Limpopo | |

1.19.a. SMME status of your enterprise:

- **Please use this table to determine the SMME Status of your enterprise**
- Please ✓ the relevant box in each column

Column 1	Column 2	Column 3	Column 4	Column 5
Sector or sub-sector in accordance with the Standard Industrial Classification	Size of class	The total full-time equivalent of paid employees	Total turnover	Total gross asset value (fixed property excluded)
Agriculture	Medium	100	R 5 m	R 5 m
	Small	50	R 3 m	R 3 m
	Very small	10	R 0.50 m	R 0.50 m
	Micro	5	R 0.20 m	R 0.10 m
Mining and Quarrying	Medium	200	R 39 m	R 23 m
	Small	50	R 10 m	R 6 m
	Very small	20	R 4 m	R 2 m
	Micro	5	R 0.20 m	R 0.10 m

Column 1	Column 2	Column 3	Column 4	Column 5
Sector or sub-sector in accordance with the Standard Industrial Classification	Size of class	The total full-time equivalent of paid employees	Total turnover	Total gross asset value (fixed property excluded)
Manufacturing	Medium	200	R 51 m	R 19 m
	Small	50	R 13 m	R 5 m
	Very small	20	R 5 m	R 2 m
	Micro	5	R 0.20 m	R 0.10 m
Electricity, Gas and Water	Medium	200	R 51 m	R 19 m
	Small	50	R 13 m	R 5 m
	Very small	20	R 5.10 m	R 1.90 m
	Micro	5	R 0.20 m	R 0.10 m
Construction	Medium	200	R 26 m	R 5 m
	Small	50	R 6 m	R 1 m
	Very small	20	R 3 m	R 0.50 m
	Micro	5	R 0.20 m	R 0.10 m
Retail and Motor Trade and Repair Services	Medium	200	R 39 m	R 6 m
	Small	50	R 19 m	R 3 m
	Very small	20	R 4 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m
Wholesale Trade, Commercial Agents and Allied Services	Medium	200	R 64 m	R 10 m
	Small	50	R 32 m	R 5 m
	Very small	20	R 6 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m
Catering, Accommodation and other Trade	Medium	200	R 13 m	R 3 m
	Small	50	R 6 m	R 1 m
	Very small	20	R 5.10 m	R 1.90 m
	Micro	5	R 0.20 m	R 0.10 m
Transport, Storage and Communications	Medium	200	R 26 m	R 6 m
	Small	50	R 13 m	R 3 m
	Very small	20	R 3 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m
Finance and Business Services	Medium	200	R 26 m	R 5 m
	Small	50	R 13 m	R 3 m
	Very small	20	R 3 m	R 0.50 m
	Micro	5	R 0.20 m	R 0.10 m
Community, Social and Personal Services	Medium	200	R 13 m	R 6 m
	Small	50	R 6 m	R 3 m
	Very small	20	R 1 m	R 0.60 m
	Micro	5	R 0.20 m	R 0.10 m

1.19.b. **SMME status of your enterprise:** (Please ✓ the relevant box)
(According to SMME table) (compulsory)

Micro	
Very Small	
Small	
Medium	
Large	

2. Ownership

- 2.1. Please provide a complete list of all shareholders / directors / owners / members (Black & Other). Indicate with percentage as appropriate. If the shareholders / directors / owners / members are entities themselves, the shareholders / directors / owners / members of those entities should be provided, therefore list individuals, not entities. The members of the enterprise are:

Number	Name	ID Number	Citizenship	Date RSA Citizenship Obtained	Youth Yes / No	Exercisable Voting Rights					Economic Interest				African	Coloured	Indian	White
						Black People %	Black Female %	White Female %	Disabled %	Black People %	Black Female %	White Female %	Disabled %					
1																		
2																		
3																		
4																		
5																		
6																		
7																		
8																		
9																		
10																		

Share certificates / Cipro documents to be submitted as proof.

Please also attach clear certified copies of Identity Documents of individuals listed above.

2.2. HDI Ownership Status:

Previously Disadvantaged Individuals	%
Women Equity	%
Disabled Individuals	%

3. The board of directors of the company consists of: *(Applicable to company)*

No	Name	Identity Number	Race	Gender	Telephone Number	Address	Date of Appointment	Executive/ Non Executive	Citizen-ship	Date RSA Citizen-ship Obtained
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

4. Employees

4.1. How many employees does your enterprise have? _____

4.2. Please provide details of your work force according to the classification below.

Classification	A		C		I		W		Total	
	M	F	M	F	M	F	M	F	M	F
1. Top Management										
2. Senior Management										
3. Middle Management										
4. Junior Management										
5. Semi-Skilled										
6. Unskilled										
7. Disabled employees										
8. Foreign Nationals										
9. Contractors / Temporary Staff										
Total										

5. Skills Development

5.1. Is your enterprise involved in the skills development as required by the department of labour?

YES	NO
-----	----

5.1.a. If yes please indicate in detail the proportion of skills development expenditure to total payroll for black employees specifically.

5.1.b. Please indicate in detail the proportion of skills development expenditure to total payroll for black women employees specifically.

6. Learnerships

6.1. Has your enterprise undertaken learnerships within your last financial year?

YES	NO
-----	----

6.1.a. If yes please indicate in detail the proportion of black learnerships to total employees.

6.1.b. Please indicate in detail the proportion of black women learnerships to total employees.

7. Procurement Spend

7.1. *Does your enterprise procure any products or services from businesses owned by black persons?*

YES	NO
-----	----

7.1.a. If yes, please complete the following for the past financial year or the last 12 months:

**The enterprise's
procurement
spending towards
supplier/service
providers from
Black groups was R**

**The enterprise's
total procurement
spending towards
all supplier/service
providers was
R _____**

8. Enterprise Development

8.1. Does your enterprise have an enterprise development programme in place?

YES	NO
-----	----

8.2. Please indicate in detail the proportion of enterprise development spend to Net Profit After Tax.

8.3.a. Will your enterprise sub-contract or outsource any of this project's requirements to black owned businesses?

YES	NO
-----	----

8.3.b. If yes, which part of paragraph above will you sub-contract or outsource?

9. Socio Economic Development

9.1.a. Does your enterprise have a socio economic development programme in place?

YES	NO
-----	----

9.1.b. If yes please provide brief description of your activities in this regard below.

9.1.c. Please indicate in detail the proportion of socio economic spend to Net Profit After Tax.

10. The following persons, firms or entities funded and or contributed equipment, finances or personnel to the enterprise.

Name of Firm/Person	Address	Contact person and Tel	Amount and type of contribution

--	--	--	--

11. Turnover for the past three years: _____

Please attach audited financial statements. If your entity is newly established, please provide cash flow budget forecast.

12. BBBEE Certification

12.1. If the annual turnover of your Enterprise is less than R5 million, please attach an auditor's certificate confirming that this statement is correct.

12.2. If the annual turnover of your Enterprise is:

EITHER between R5 million and R35 million

OR greater than R35 million

has your Enterprise been rated for its **BBBEE** level contribution by a Verification agency?

YES	NO
-----	----

12.2.a If yes, please attach your Verification agency's certificate.

12.2.b. Expiry date of certificate

Y	Y	Y	Y	/	M	M	/	D	D
---	---	---	---	---	---	---	---	---	---

13. Documentation to be attached to this application form

Item No	Documentation required	Included	If not included provide reason
1	Original certified copy of company registration forms		
2	Original valid tax clearance certificate		
3	Original certified copies of shareholder certificates / CIPRO documents		
4	Original certified copies of shareholders / directors / owners / members identity documents.		
5	Original certified copy of accreditation certificate for relevant industry		
6	BBBEE Certificate		
7	Company Profile		
8	Audited financial statements for the past 3 years		
9	Cancelled cheque / bank stamped letter confirming bank details		
10	Declaration of interest (pg 15)		

List of Commodities

Please mark clearly with a “✓” the commodities your business is able to supply Land Bank. Please do not tick the group name, select each separate commodity, e.g.

	Group Name: Assets & Goods
✓	Commodity: Office Furniture

Advertising (Placement of Advertisements)	
	Electronic Media
	Outdoor Media
	Print Media
Archiving & Related Services	
	Archiving & Related Services
Assets & Goods	
	Audio & Video Systems
	Electronic Equipment (Projectors, Cameras, etc.)
	Kitchen / Electrical Appliances (e.g. Microwave, Urn, Electric Kettle, etc.)
	Motor Vehicles / Motorbikes
	Office Equipment
	Office Furniture
	Refrigeration Equipment
Assets Services	
	Audio & Video Systems (Maintenance & Support)
	Car Service Centres
	Panel Beating / Spray Painting
	Refrigeration Equipment Repairs
	Repair of Office Furniture
	Repair of Electrical Equipment
Corporate Clothing & Gifts	
	Corporate Clothing, Promotional Items & Gifts
	Flowers
	Framing of Certificates / Awards
Document Services	
	Courier Services (incl. Postal Services)
	Franking Machine Services
HR & Related Services	
	Change Management Consultants
	Executive Search Consultants
	HIV / AIDS Promotional Material
	HIV AIDS Physicians
	Performance Management Consultants
	Personal Development Consultants
	Recruitment Agencies
	Remuneration & Salary Structuring Consultants
	Skills Analysis & Development Consultants
	Sports Events Coordinators
	Sports Events Venues
	Staff Wellness Services

	Team Building (Venue, Events & Organisers)
	Transcription Services
	Voluntary Counselling & Testing
IT & Related Services	
	IT Hardware & Network Equipment
	IT Hardware & Network Maintenance & Support
	IT Network Cabling
	IT Professional Services (Consulting & Contracting)
	IT Security Services
	IT Software (Operating & Other)
	Specialist IT Services, Architecture, Security, etc.
Logistics Household Items Goods	
	Blinds & Awnings
	Carpets / Carpeting Installation
	Crockery, Cutlery, Table Cloths, Doilies
	Household Cleaning Materials
	Protective Clothing
	Shelving (Steel & Wood)
	Uniforms
Logistics Household Items Services	
	Catering
	Cleaning (General and Specialised, incl. Exterior Window Cleaning)
	Dry Cleaning Services
	Fire Detection, Prevention and Security Systems
	First Aid Supplies / Equipment / Kits (OHASA)
	Pest Control / Fumigation
	Pot Plant Servicing
	Sanitation
	Supply of Newspapers, Journals, Publications, etc.
Maintenance & Related Services	
	Air Conditioning Specialist
	Building Contractor
	Carpet / Upholstery Cleaning
	Construction Maintenance Services
	Electrical (Globes, Plugs, Wire, etc.)
	Fire Extinguisher Service
	Furniture (Castors, Screws, Brackets, etc.)
	Furniture Removals
	Hardware
	Landscaping Services
	Mechanical Services
	Office Alterations / Renovations (incl. Dry Walls / Partitioning, Ceiling, Flooring, Painting)
	Plumbing (Toilet Seats, Washers, Taps, etc.)
	Recycling Services
	Repair of Printer / Copier / Scan / Fax Machines
Printing & Related	
	Copying Services
	Printing, Layout & Design (e.g. Annual Report, Folders, Business Cards, Diaries, etc.)

	Signage
Professional Services: Conference & Seminars	
	Event Management (incl. Chairs, Décor, Screens, Stage, Podium, Catering)
	Venue Finders
Professional Services: Forensic Investigations	
	Data Mining Specialists
	Handwriting Analysis
	Investigations
	IT Forensic Specialists
	Lie Detector Services
	Technical Surveillance Specialists
	Other (please specify)
Professional Services: Other	
	Accounting & Auditing Services
	Actuarial Services
	Advocates (Corporate, not Claim related)
	Architects
	Asset Management Consultants
	Attorneys (Corporate, Commercial & Labour, not claim related)
	Auctioneers
	Business Advisory Consultants
	Business Analysis & Design Consultants
	Business Management Consultants
	Business Process Re-Engineering Consultants
	Business Solutions Consultants
	Communication & Stakeholder Management Services
	Entertainers (Performers)
	Financial & System Integration Consultants
	Financial Administration Consultants
	Financial Planning Consultants
	Financial Systems Consultants
	Governance Consultants
	Knowledge Management Solutions Consultants
	Market Research Consultants
	Marketing Consultants
	Media Liaison Consultants
	Media Monitoring (Print & Electronic Media)
	Organisational Dynamics Consultants
	Procurement Advisory Services
	Professional Photographers / Photography Equipment
	Project Management Consultants
	Public Relations & Consulting Services
	Quantity Surveyors
	Risk Management Consultants
	Stakeholder Perception Survey Services
	Strategic Planning & Development Consultants
	Strategic Planning Facilitation
	Videographer

Rental	
	Audio-visual Systems
	Crockery & Cutlery
	Décor
	Furniture
	Office Equipment
	PC's, Laptops, Other Computer Equipment
	Screens
	Toilets
	Trailers
	Vending Machines
Security	
	Background Checks / Verification Services
	Biometrics Access Systems Maintenance
	CCTV Systems Maintenance
	Guarding Services
	Hand Radios
	Intercom System
	Locks & Keys
	Metal Detectors
	Safes
	Security Scanning
	Vehicle Tracking Systems
Stationery & Related	
	Barcode Labels
	Printer Cartridges and Other Consumables
	Recycling of Empty Toner Cartridges
	Stationery
Telecommunications	
	Cellular Phone Contract Service Providers
	Voice & Data Cabling
Training (SETA Accredited, etc.)	
	AIDS in the Workplace Programmes
	Assessor Training
	Business Process Mapping & Modelling Training
	Business Writing Skills
	Call Centre Training
	Career Management
	Change Management Training
	Communication Skills
	Conflict Management Training
	Corporate Secretariat Training
	Customer Care Training
	Database Training
	Diversity Training
	Document Management Training
	Employee Wellness Programmes
	Employment Equity Training

Etiquette Training
Facilitation Skills
Facilities Management Training
Financial Management Training
Forensics Training
Frontline Staff Training
Governance Training
Health & Safety Programmes (CPR)
HIV / AIDS Training
Human Resource Development Training
Human Resource Management Training
Internal Audit Training
Interpersonal Skills Training
IT Development Training
Management Training
Labour Law Training
Leadership Development Programmes
Learnership Training
Management Development Programmes
Mentorship Training
Motor Vehicle Accident Claims Management Training
MS Office Training
Negotiation Skills
Occupational Health & Safety Training (First Aid Training, etc.)
Organisational Development Training
Performance Management Training
Personal Assistant Training
Policy Management Training
Prevention & Detection of Procurement & Contract Fraud Training
Prince 2 Project Management Training
Project Management Training (incl. Project Admin)
Report Writing Skills
SAP Business Warehouse Training
Security Assessments Training
Shop Stewards Training
Skills Development Facilitator Training
Strategic Planning Training
Supervisory Development Programmes
Time Management Training
Leadership Training
Travel, Accommodation & Related
Accommodation
Car Hire
Conference Facilities / Venues
Transport Services (Busses, Shuttles, Other)
Travel Agencies

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, shareholder²):

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 presently employed by the state? **YES / NO**

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 the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

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

(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 who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

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:

