



REQUEST FOR PROPOSAL

DESIGN, LAYOUT AND PRINTING OF ANNUAL REPORT

LB/FIN-02/2011

The Land and Agricultural Development Bank of South Africa
P O Box 375 Pretoria 0001

Block D Eco Glades 2 Office Park, 420 Witch Hazel Avenue Eco Park
CENTURION

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

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

Registered credit provider: Reg number NCRCP18

Dr B B S Ngubane (Chairman) Prof H D van Schalkwyk (Deputy Chairman) Mr P S Hadebe (Chief Executive Officer)

Prof A S M Karaan Mr B P Mathidi Ms N P Mnxasana Mr J M Motloba Ms N M L Qata Ms M M T Ramano
Ms S Singh Ms S A Lund Mr J T Potgieter Ms L Mtsweni (Board Secretariat)

1. BACKGROUND

The Land and Agricultural Development Bank of South Africa ("Land Bank") operates as a development finance institution within the full agricultural value chain. Its activities are regulated

by the Land and Agricultural Development Bank Act, 15 of 2002, (the Land Bank Act) and the Public Finance Management Act, 1 of 1999 (the PFMA) as amended. The Land Bank provides a range of finance options to a broad spectrum of clients within the agricultural sector. Financing products cater for wholesale as well as retail financing for various client groups, including developing and commercial farmers, co-operatives and other agricultural enterprises.

In addition to its banking operations, the Land Bank extends its services to the insurance sector through its subsidiary, Land Bank Insurance Company (LBIC). LBIC offers credit life insurance products and short-term insurance products. LBIC is incorporated in terms of the Companies Act, 61 of 1973 and is a schedule 2 Public Entity in terms of the PFMA.

The Bank reports on its annual financial performance through the annual report and must comply with rules and regulations as set out by the Land and Agricultural Development Bank Act, 15 of 2002 as well as the Public Finance Management Act (PFMA). Land Bank reports to the Department of Finance.

The annual report is a reflection of the performance of Land Bank and its subsidiary, Land Bank Insurance Company (LBIC), for a reporting period of 12 months beginning on the 1st day of April and ending on last day of March of the following calendar year. The annual report is both a statutory reporting instrument of the Bank in terms of the PFMA, and a marketing document distributed to key stakeholders including investors, clients, analysts and regulators.

2. TERMS AND CONDITIONS

This Request for proposal (henceforth referred to as RFP) has been compiled by Land Bank. It is being made available, on the same basis, to all Bidders.

Bidders submitting a Bid in response to this RFP will be deemed to do so on the basis that they acknowledge and accept the terms set out below.

- a) Land Bank reserves the right to amend, modify or withdraw this RFP or amend, modify or terminate any of the procedures or requirements set out herein at any time and from time to time, without prior notice and without liability to compensate or reimburse any person.
- b) Land Bank reserves the right to carry out site inspections or call for supporting documentation in order to confirm any information provided by a Bidder in its RFP Bid.
- c) This RFP is not intended to form the basis of a decision to enter into any transaction involving Land Bank, and does not constitute an offer or recommendation to enter into such transaction, or an intention to enter into any legal relationship with any person.
- d) A Bid submitted in response to this RFP will constitute a binding offer which will remain binding and irrevocable for a period of six months from the date of submission to Land Bank. The offer constituted by the Bid will be deemed not to have been accepted and no agreement will be deemed to be reached with any Bidder, unless and until a definitive Agreement and other related transaction documents are concluded between Land Bank and the Preferred Bidder.
- e) Distribution of this RFP outside the Republic of South Africa may be restricted or prohibited by the laws of other countries. Recipients of this RFP are advised to familiarize themselves with and comply with all such restrictions or prohibitions applicable in those jurisdictions, and neither Land Bank, nor any of their respective directors, officers, employees, agents, representatives or advisors, accepts liability to any person for any damages arising out of or in connection with the breach of any restriction or provision outside the Republic of South Africa. Persons contemplating submitting a Bid are advised to obtain legal advice as to the possible consequences thereof in terms of the law of the jurisdictions in which they are located.
- f) Recipients of this RFP document may only distribute it to other parties whom they wish to involve as part of their Bidder consortium in submitting a Bid.
- g) Neither Land Bank nor any of their respective directors, officers, employees, agents, representatives or advisors will assume any obligation for any costs or expenses incurred by any party in or associated with preparing or submitting a Bid in response to the RFP.
- h) No entity may be involved, whether directly or indirectly, in more than one Bid in response to this RFP. A failure to comply with this requirement may, within the sole discretion of Land Bank, result in disqualification of the relevant entity.
- i) Any material change in the control and/or composition of any Bidder or any core member of a Bidder after submission of a Bid, shall require the prior written approval of Land Bank, and any failure to seek such approval from Land Bank shall result in Land Bank being entitled, in its sole discretion, to exclude the relevant Bidder from any further participation in the bid process. Land Bank shall be the sole arbiter as to what constitutes a “material change in the control and/or composition of any Bidder”, and as to what constitutes a “core member of a Bidder” for purposes of such approval. Any request for such approval shall be made to Land Bank in writing and shall provide sufficient reasons and information to allow Land Bank to make a decision. Land Bank reserves the right to accept or reject any such request for approval in its sole discretion.
- j) Any requirement set out in this RFP that stipulates the form and/or content of any aspect of a Bid, is stipulated for the sole benefit of Land Bank, and save as expressly stated to the contrary, may be waived by Land Bank in its sole discretion at any stage in the RFP process.

- k) Land Bank and its advisors may rely on a Bid as being accurate and comprehensive in relation to the information and proposals provided therein by the Bidders.
- l) All Bids submitted to Land Bank will become the property of Land Bank and will as such not be returned to the Bidder. Land Bank will make all reasonable efforts to maintain proposals in confidence. Proprietary information should be identified as such in each proposal.
- m) If Land Bank amends this RFP, the amendment will be sent to each Bidder in writing. No oral amendments by any person will be considered or acknowledged.
- n) This document is released for the sole purpose of responding to this RFP and must be considered confidential. In addition, the use, reproduction or disclosure of the requirements, specifications or other material in this RFP is strictly prohibited.
- o) All Bids must be formulated and submitted in accordance with the requirements of this RFP.

3. SERVICES REQUIRED

3.1. ANNUAL REPORT 2011/12

The Land Bank annual report 2011/12 needs to cover performance and a number of other activities that the Bank was engaged in during the financial year in question. The Bank does not prescribe that this report be a duplication of previous reports presented, but would rather

explore creative ways of maintaining high standards and at the same time finding innovative ways to communicate and convey key messages across.

All elements of the report need to be aligned with the Bank's commitment to the development mandate and commercial sustainability.

3.2. CONCEPT AND DESIGN

- A suitable concept that encompasses the above mentioned factors and current agricultural trends needs to be developed. The concept will be carried through different sections and sub-sections within the report. Each section starter needs to be very clear and distinctive and still be able to communicate important aspects of the concept.
- Clear photographs should be used to represent a selection of unique and interesting products that the Bank finances.
- The following deliverables will be expected from the appointed service provider and further confirmed through a written brief to be presented in briefing sessions:

3.3. SERVICE REQUIRED:

- Layout and design
- Photography
- Full production (print)

3.4. QUANTITY REQUIRED:

Quantity: 2 000

Size: A4

Orientation: Portrait

Pages - Cover: 4 pages

Pages - Inner: 190 to 200 pages

3.5. CONCEPT AND DESIGN

- The concept should be a representation of the dynamics and current climate of the agricultural environment and especially Land Bank.
- The report must reflect excellence in all aspects of design.

3.6. LAYOUT AT THE PRESENTATION

- The selected providers must be able to develop a consistence and integrated grid in terms of the following:
 - Layout of the front page
 - Layout of the back page
 - Layout of the content pages
 - Section starters
 - Photographic renditions
 - The financial information pages

3.7. QUOTATIONS

- All quotations must be broken down into specific items and reflect the costs related to each item.

3.8. DELIVERY DATE

- The annual report needs to be finalised, printed and delivered by 8 August 2012.

3.9. CONTRACT TERM AND RENEWAL OPTIONS

- It is anticipated that the term of the resulting contract shall be one year from the date of execution by both parties with the option of renewal for another 24 months.

4. SUBMISSIONS

- Any service provider requiring clarification on any matter whatsoever, including questions relating to the specifications required of the service provider to perform this project or the tender and evaluation process must do so via e-mail and address such request to Ms. Verona Munian, vmunian@landbank.co.za , telephone number 012 – 686 0837.
- Proposals must be deposited in the tender box at the reception area of Land Bank Head Office, Block D, Eco Glades 2 Office Park, 420 Witch Hazel Avenue, Eco Park, Centurion on or before 11h00, on Thursday, 12 January 2012 at 11:00am.
- Responses must be concise outlining a detailed cost structure. Proposals must be accompanied by a company profile and associated compliance documentation including:-
 - Completed Vendor Accreditation Form with requested accompanying documents
 - Completed and signed Declaration of Interest form.
 - A VALID and ORIGINAL tax clearance certificate.
 - A BEE certificate from a SANAS accredited rating agency.

PLEASE SUBMIT 6 COPIES OF PROPOSALS (1 ORIGINAL, 5 COPIES).

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. BBEE 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 **BBEE** 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)		

Declaration of any conflict of interest:

I/we the undersigned acknowledge (s) that:

- The information furnished is true and correct.
- The equity Ownership claimed is in accordance with the General Conditions.
- Any conflict of interest will be declared in the comment space below.

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE

**SIGNATURE OF OWNER OR
AUTHORISED REPRESENTATIVE**

DATE

Comments / Notes:

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

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.

4 DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN

TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT

SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011