



REQUEST FOR PROPOSAL

THE PROVISION OF SHORT TERM INSURANCE
INTERMEDIARY SERVICES TO THE LAND AND
AGRICULTURAL DEVELOPMENT BANK OF
SOUTH AFRICA

LB/FIN-01/2011

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 L Mtsweni (Board Secretariat)

**THE PROVISION OF SHORT TERM INSURANCE INTERMEDIARY SERVICES TO
THE LAND AND AGRICULTURAL DEVELOPMENT BANK OF SOUTH AFRICA**

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LAND AND AGRICULTURAL DEVELOPMENT BANK OF SOUTH AFRICA

TENDER NO: LB/FIN-01/2011

PROVISION OF SHORT TERM INSURANCE INTERMEDIARY SERVICES

A TENDER NOTICE

Tenders are hereby invited from experienced and licensed parties for the Provision of Short Term Insurance Intermediary Services to the Land Bank from 01 April 2012 to 31 March 2017.

The tender document giving an outline of the scope of work, together with the tender forms and appendices to be completed by prospective tenderers, may be obtained from:

Verona Munian - First Floor
Block D, Eco Glades 2 Office Park
Cnr Witch Hazel & Olievenhoutbosch (420 Witch-Hazel Avenue)
Eco Park
Centurion

All tenders and supporting documents shall be sealed in an envelope, clearly marked as follows:

Tender No: Provision of Short Term Insurance Intermediary Services to the Land Bank.

Closing Date: Wednesday, 30 November 2011

Closing Time: 11:00am

The sealed envelope must be deposited in the tender box:

Ground Floor
Block D, Eco Glades 2 Office Park
420 Witch Hazel Avenue (Cnr Witch Hazel & Olievenhoutbosch)
Eco Park
Centurion

Enquiries relating to the tender may be directed by e-mail to:

Ms. Verona Munian
Senior Buyer: Procurement
Tel no.: (012) 686-0837
E-mail: vmunian@landbank.co.za

The details and replies to enquiries may, at the discretion of the Manager: Procurement be sent to all recipients of tender documents.

Successful Tenderers may also be required to do a presentation to a tender panel. The details of this will be communicated to successful bidders at a later stage.

B. GENERAL CONDITIONS OF TENDER

1. DEFINITIONS

Unless inconsistent with or expressly indicated otherwise by the context.

- 1.1 Land Bank** shall mean the Land and Agricultural Development Bank of South Africa.
- 1.2 CONTRACTOR** shall mean the Tenderer whose Tender has been accepted by the Land and Agricultural Development Bank of South Africa and shall include the Tender's legal personal representative, heirs, successors and assigns.
- 1.3 CONTRACT** shall mean and include the General Conditions of Contract and Special conditions of Contract (if any), the Specifications including any schedules attached to the Specifications, and any agreement entered into in terms of these General Conditions of Contract.
- 1.4 CONTRACT PRICES** shall mean the prices tendered by the Contractor and accepted by the Land and Agricultural Development Bank of South Africa for the execution of the Contract.
- 1.5 COMMENCEMENT** shall mean Commencement in compliance with the terms and conditions of the Date of Commencement specified in the Contract.
- 1.6 DATE OF COMMENCEMENT** shall mean the dates stipulated in the Contract for the Commencement of the Service.
- 1.7 DATE OF TENDER** shall mean the date and time on which the tenders are due to be deposited in terms of the tender notice.
- 1.8 SERVICE** shall mean provision of short term insurance intermediary services to the Land and Agricultural Development Bank of South Africa under the Contract (See Section D).
- 1.9 SPECIFICATIONS** shall mean the Specifications annexed (Section D) to these General Conditions.

C TENDER RULES

1.1 CAPABILITIES AND EXPERIENCE OF TENDERERS

Tenderers are required to provide any information regarded necessary to demonstrate their capabilities and experience to act as a Short Term Insurance Intermediary for the Land Bank.

1.1.1 FORM OF TENDER

The tender shall be signed and witnessed on the form of tender incorporated herein. The schedule of services shall be fully priced and totaled in the currency of the Republic of South Africa to show the amount of the tender and shall be signed. The certificates, schedules and forms contained in this volume shall be completed and signed by the tenderer in ink.

Where the space provided in the bound document is insufficient, separate schedules may be drawn up in accordance with the given formats. These schedules shall then be bound together with a suitable content page and

submitted with the tender documents. All such schedules must be signed by the tenderer in ink.

1.1.2 SIGNING OF TENDER

The tender must be signed by a person who is duly authorized to do so.

1.1.3 TENDER ALL-INCLUSIVE

The tenderer must allow for an all-inclusive fee statement in the tender.

1.1.4 ALTERATIONS TO TENDER DOCUMENTS

No unauthorized alteration or addition shall be made to the form of tender, to the schedule of quantities of services to be rendered or to any other part of the tender documents. If any such alteration or addition is made or if the schedule of quantities of services to be rendered, or other schedules or certificates are not properly completed, the tender may be disqualified.

Tenders submitted in accordance with these tender documents shall be without any qualifications. The tenderer shall request the Land Bank at as early a date as possible during the tender stage to clarify any point, which is difficult to interpret. Should it be found that a point in question is significant; the Land Bank will inform all the tenderers as early as possible.

1.1.5 OWNERSHIP AND CONFIDENTIAL NATURE OF DOCUMENTS

All completed documents relating to the tender shall remain the property of the Land Bank and may not be reproduced, sold or otherwise disposed of.

All recipients of the tender documents (whether or not a tender is submitted) shall treat the details of the documents as confidential.

1.1.6 COSTS INCURRED BY TENDERER

The Land Bank will not be responsible for or pay any expenses or losses, which may be incurred by the tenderer in the preparation and submission of the tender.

1.1.7 TENDER ACCEPTANCE

The Land Bank does not bind itself to accept the lowest or any other tender.

1.1.8 CANCELLATION OF CONTRACT

If the Land Bank is satisfied that any person (being an employee, partner, director or shareholder of the tenderer or a person acting on behalf of or with the knowledge of the tenderer), firm or company –

- (a) is executing a contract with the Land Bank unsatisfactorily
- (b) has offered, promised or given a bribe or other gift or remuneration to any officer or employee of the Land Bank in connection with obtaining or executing a contract
- (c) has acted in a fraudulent manner or in bad faith or in any other unsatisfactory manner in obtaining or executing a contract with any

company or person, or that he has managed his affairs in such a way that he has in consequence thereof been found guilty of a criminal offence

- (d) has approached an officer or employee in the Land Bank or in the service of the Land Bank before or after tenders have been called for, to influence the award of the contract in his favour
- (e) when advised that his tender has been accepted, has given notice of his inability to execute or sign the contract or to furnish any security required
- (f) has entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from tendering for this contract, or as to the amount of the tender to be submitted by either party
- (g) has disclosed to any other person, firm or company the exact or approximate amount of his proposed tender except where disclosure, in confidence, was necessary to obtain insurance premium quotations required for the preparation of the tender

The Land Bank may, in addition to any other legal recourse which it may have, cancel the contract between the Land Bank and such person, firm or company and/or resolve that no tender from such a person, firm or company will be favorably considered for a specified period.

1.2.8.1 If the Land Bank is satisfied that any person, firm or company is or was a shareholder or a director of a firm or company which in terms of sub-rule 1.3.8, is one from which no tender will be favorably considered for a specified period, the employer may also decide that no tender from such person, firm or company shall be favorably considered for a specified period.

1.2.8.2 Any restriction imposed upon any person, firm or company shall, for the purpose of this rule, apply to any other undertaking with which such a person, firm or company is actively associated. The expression "person, firm or company" shall include an authorised employee or agent of such person, firm or company.

1.2.9 LEGAL ASPECTS

1.2.9.1 The laws of the Republic of South Africa shall be applicable to each contract created by the acceptance of a tender and each tenderer shall indicate a place in the Republic and specify it in his tender as his *domicilium citandi et executandi* where any legal process may be served on him.

1.2.9.2 Each tenderer shall undertake to accept the jurisdiction of the courts of South Africa.

1.2.10 SUBMISSION OF TENDERS

Complete documents with supporting annexures shall be packaged, sealed, marked and submitted strictly as required in the Tender Notice. The sealed envelope must be deposited in the tender box located at:

Ground Floor
Block D
Eco Glades 2 Office Park
420 Witch-Hazel Avenue (Cnr Witch Hazel & Olievenhoutbosch Road)
Eco Park
Centurion

Annexures to be submitted:

- Completed and Signed Vendor Accreditation Form
- Documents listed on the Vendor Accreditation Form
- Completed and signed Declaration of Interest Form
- Valid and Original Tax clearance certificate
- BBBEE certificate from an accredited rating agency

Please submit 4 copies of the proposal (1 original and 3 copies)

In each case, tenders must reach the above address not later than the closing hour and date given in the Tender Notice.

1.2.11 QUERIES REGARDING TENDER

Any questions regarding this tender which applicants may wish to raise, shall be submitted in writing to the official mentioned in the Tender Notice.

NO REQUESTS FOR INFORMATION SHALL BE MADE TO ANY OTHER PERSON OR PLACE AND IN PARTICULAR NOT TO THE EXISTING PROVIDERS OF THESE SERVICES.

1.2.12 DISQUALIFICATION OF TENDER

The tender of any tenderer who has not complied with these tender rules and the instruction reflected in the official tender notice may be disqualified at the discretion of the Land Bank.

1.2.13 DELEGATION OF AUTHORITY

The Land Bank may delegate any power vested in it by virtue of these rules to an officer or employee of Land Bank.

1.2.14 TENDER RULES ARE BINDING

The tender rules as well as the instructions given in the official tender notice shall be binding on all tenderers submitting tenders for the service or services stated in the tender document.

1.2.15 LANGUAGE OF CONTRACT

The tender documents have been drafted in English and any contract, which originates from the acceptance of the tender, will be interpreted and construed in English.

1.2.16 FINANCIAL RESOURCES OF TENDERER

Land Bank reserves the right to discuss with the Registrar of Banks, the financial resources of any tenderer. The tenderer shall provide all reasonable help in such an investigation.

1.2.17 VALIDITY PERIOD

Tenders shall remain valid and binding for a period of 90 (ninety) days from the closing date.

2. DESCRIPTION OF WORK AND PAY ITEMS

2.1 GENERAL

The Land Bank is a Government created Development Financial Institution. This document contains details of the short term insurance intermediary service requirements to meet the needs of the Land Bank.

It is important that tenderers are able to demonstrate their competence to provide the necessary short term insurance intermediary service needs of Land Bank as well as working closely with the officials of Land Bank as insurance requirements develop.

Tenderers must, therefore, demonstrate in written submissions the financial stability of their organisations for detailed evaluation as well as the geographical representation of the bank and its technological capabilities.

2.2 INFORMATION

The following information is given to assist the tenderer to determine its ability to handle the volume and the complexity of the work. The following information is given as a guide only and is relied upon in this context for completing the tender.

- (a) The total assets as at 31 March 2011 was R18.2 billion
- (b) Number of salaried employees +- 600

2.3 PAYMENT ITEMS

Price will be a major factor in determining the suitability of the tenderer regarding the various aspects of the short term insurance intermediary services provided.

Tenderers may decide to tender in any method that enables cost comparisons to be made. In other words the tenderer may tender by item or may tender on a lump sum basis monthly. Prices must be set out on a separate schedule, and under the heading: "Priced schedule of quantities of services to be rendered."

Tenderers must ensure that their pricing covers all relevant short term insurance intermediary services required by Land Bank.

D. SPECIFICATIONS

1. SERVICES

1.1 Tenderer shall render the following services to the Land Bank as per the tender document attached herein as Annexure A.

1.2 Risk Assessments and Placement

A service plan specific to Land Bank will encompass a full range of intermediary services including:

- 1.2.1 The preparation as well as collating of underwriting information and marketing of the Land Bank portfolio;
- 1.2.2 Identifying appropriate underwriters for the risk, including new and emerging markets;
- 1.2.3 Keeping Land Bank abreast of the insurance market developments;
- 1.2.4 Providing ready access to overseas markets;
- 1.2.5 Access to specialised insurance products as is when required by the Land Bank.
- 1.2.6 The majority of problems and repudiations are usually due to technical inadequacies of policy documents, Tenderer will thus focus on "tailor made" documentation, underpinned by world class best practice policy wordings specific to Land Bank's requirements;
- 1.2.7 Keep Land Bank abreast of International trends in specialised insurance aspects as well as "world best practice".
- 1.2.8 Wherever possible tenderer will endeavour to support local underwriters with specific emphasis being placed on emerging but stable companies.

1.3 Servicing and Administration of the Portfolio

In addition to the focus on technical aspects of Land Bank's portfolio, Tenderer will focus on the understanding of Land Bank's risk profile to ensure the correct technical application of the various items noted above. These will include amongst others the following:

- 1.3.1 Advise on risk management and loss mitigation;
- 1.3.2 Ascertain and guide Land Bank's Risk and Insurance philosophy;
- 1.3.3 Ensure compliance with legislative issues;
- 1.3.4 Monitor insurer income for "leverage" consideration;
- 1.3.5 Monitor market movements, changes, underwriting approaches etc;
- 1.3.6 Monitor insurer solvency;
- 1.3.7 Visits to the various BUs to either provide or to gather information particular to the risks and insurance portfolio;
- 1.3.8 Regularly undertake market liaison meetings with underwriters to discuss matters of common interest, including problem resolution;
- 1.3.9 Where necessary provide input at meetings and discussions with regard to legislative issues, trends, market development in an effort to ensure cross pollination;

- 1.3.10 undertake research, development and innovation;
- 1.3.11 assistance in "due-diligence" and other insurance related requirements that Land Bank may have;
- 1.3.12 assisting and providing input with the structuring and administering of Land Bank's insurance committee.

1.4 Claims Service

Tenderer will provide claims handling service. All claims will be managed by Tenderer and settled by the responsible underwriters.

The service provided includes:

- 1.4.1 Reporting of claims;
- 1.4.2 Arrangement of assessments;
- 1.4.3 Assisting with the formulating of claims;
- 1.4.4 Monitoring and follow up of claims;
- 1.4.5 Liaising with Loss Adjusters;
- 1.4.6 Negotiating with underwriters;
- 1.4.7 Preparation of management reports in respect of claims;
- 1.4.8 Conducting loss analysis as well as highlighting particular areas of concern;
- 1.4.9 Doing statistical analysis as well as projections for the setting of loss retention levels and the like.

1.5 Physical Risk Assessment Evaluation (Subject to agreement and additional fees)

Visits to all and/ or various sites/entities could be undertaken and these visits may encompass:

- 1.5.1 Risk identification/assessment and profiling;
- 1.5.2 Risk recommendations;
- 1.5.3 Risk impact studies;
- 1.5.4 These studies would be specific to the BU in question eg environmental issues, contractual agreements, infrared scanning of heavy engineering equipment/electrical equipment etc;
- 1.5.5 These "ad-hoc" visits to the sites could be undertaken either where requested by Land Bank or where required due to changing circumstances;
- 1.5.6 Post loss studies are conducted to establish causes as well as to minimise impact of losses and to provide a guide for future risk management and procedures and developments;

1.6 Specialist and Other Services

In addition to the above Tenderer will provide Land Bank with a great depth of knowledge and experience in various specialist fields such as:

- 1.6.1 Risk Engineering;
- 1.6.2 Risk Retention Capacity Analysis;
- 1.6.3 Commercial Crime Exposure Valuations;
- 1.6.4 Captive Management;
- 1.6.5 Credits and Political Risks
- 1.6.6 Energy Resources;
- 1.6.7 Project Development;
- 1.6.8 Cyber Liability;
- 1.6.9 Safety and Environmental issues;
- 1.6.10 Specialised resources in respect of enterprise wide risk management levels.
- 1.6.11 Costs and or charges in respect of the above would be agreed separately dependant on the level of complexity and output required.

2. SERVICE LEVELS

- 2.1 Tenderer shall render the services, at least, in accordance with the standards and service levels specified in clause 1 hereto.
- 2.2 Tenderer undertakes to perform the services diligently, without undue delay in accordance with the highest standards of professionalism.

3. RELATIONSHIP TEAM

- 3.1 The tenderer should be able to provide Land Bank with an experience dedicated relationship team that will support Land Bank's operations.
The team should understand and be familiar with Land Bank's operation in order to deliver effective solutions that will elicit quick sound decision making.

E ADDITIONAL INFORMATION TO BE SUPPLIED

The Tenderers should supply the following information, in addition to the information required in response to the Specifications in Section C:

1. FSP licence
2. Latest set of Audited Financial Statements

3. Most recent published credit rating report by independent credit rating agency
4. Details of the following in respect of the branch which will be designated as the home branch of Land Bank
 - 4.1. Name and physical location
 - 4.2. Management structure names and positions
 - 4.3. Staffing numbers and structures
 - 4.4. After hours access to branch
5. Client training programmes and facilities
6. Bidders will be expected to comply with the requirements of the Broad Based Black Economic Empowerment Act (No. 53 of 2003) ("BBBEE" Act), hereinafter jointly referred to as "the Act".
 - 6.1 Empowerment commitments will be measured on the Financial Sector Charter. All bidders must submit scorecards which have been verified by companies that are members of an industry registered association and have experience in measuring BEE compliance. Bidders should also submit a BBBEE report to the Land Bank, which incorporates a review of progress to date, and an outline of a BBBEE Strategy setting out how the bidder undertakes to comply with the both the quantified and unquantified commitments of the FSC.
 - 6.2 During the period of the contract Land Bank will continuously monitor the successful bidder's performance against the FSC, any amended version of the FSC that may be issued as a sector code under the BBBEE Act and any additional commitments made in terms of the contract between Land Bank and the successful bidder.
 - 6.3 Non-conformance by the successful bidder at the assessment date(s) will be dealt with under the contract as a default by the Contractor in that it has substantially failed to comply with its obligations and Land Bank may impose a penalty agreed to between the successful bidder and Land Bank.

Finance Intelligence Centre Act of 2001 (FICA)

The Finance Intelligence Centre Act of 2001 requires banks and other accountable institutions to institute more rigorous processes for opening new accounts and to monitor and report suspicious transactions with effect from July 2003.

The successful tenderer is to demonstrate what measures it has undertaken to comply with this legislation.

F PRICE SCHEDULE OF SERVICES

Tenderers are requested to quote firm prices effective 1 April 2012. The pricing shall be fixed for one year thereafter price increases are to be negotiated annually. The period, for which these prices shall be effective, together with the dates of future annual reviews and their notice periods shall be shown.



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
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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)

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:

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.....

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:

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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:

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.....

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.

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.....

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.

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.....

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:

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