

EXPRESSION OF INTEREST:

POTENTIAL BIDDERS ARE REQUIRED TO NOTIFY THE LAND BANK SUPPLY CHAIN DEPARTMENT VIA E-MAIL OF THEIR INTENTION TO TENDER FOR THE ABOVE MENTIONED TENDER
NOTIFICATION OF INTENT TO BID FOR THIS TENDER WILL ALLOW THE SUPPLY CHAIN DEPARTMENT TO SHARE CRITICAL INFORMATION DURING THE DURATION OF THE TENDER
POTENTIAL BIDDERS ARE TO SUBMIT THE FOLLOWING DETAILS VIA E-MAIL TO Tenders@landbank.co.za
NAME OF COMPANY:
CONTACT PERSON(S):
PHONE:
CSD REGISTRATION NUMBER:
BBBEE LEVEL:
E-MAIL ADDRESS:

REQUEST FOR BID

REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF ALL MICROSOFT LICENSING REQUIREMENTS, MICROSOFT TEAMS, END-TO-END IMPLEMENTATION OF MICROSOFT 365 ENTERPRISE SOLUTION INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (03) YEARS.

T16-08-25

The Land and Agricultural Development Bank of South Africa
P O Box 375 Pretoria 0001 First Floor Block A, Lakefield Office Park
272 Lenchem Avenue (Corner of Lenchen Avenue and West Avenue
De Hoewes, Centurian
Webaddress: www.landbank.co.za
Registered credit provider: Regnumber NCRCP18

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1. INVITATION TO TENDER

Tender Number	T16-08-25
Title of this RFP	REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF ALL MICROSOFT LICENSING REQUIREMENTS, MICROSOFT TEAMS, END-TO-END IMPLEMENTATION OF MICROSOFT 365 ENTERPRISE SOLUTION INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (03) YEARS.
Issue Date	26 August 2025
Compulsory Physical Briefing Session	A Compulsory Physical Briefing Session will be held as follows: Date: 02 September 2025 Time: 11:00am Place: Land Bank Head Office Lakefield Office Park, Block A, first floor 272 West Avenue Die Hoewes, Centurion
Written questions of clarification closing date	03 September 2025 at 16h00
Written response to all clarifications	05 September 2025
RFP Closing Time & Date	12 September 2025@ 11:00
Delivery Address	Land Bank Head Office, Tender Box Lakefield Office Park, Block A, first floor 272 West Avenue Die Hoewes, Centurion
Originals to be submitted	1 Original proposal
Copies to be submitted	1 soft copy (USB)
Tender Validity Period	180 business days from the closing date

SBD 1 – Part one

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE LAND BANK					
BID NUMBER:	T16-08-25	CLOSING DATE:	12 SEPTEMBER 2025	CLOSING TIME:	11h00am
DESCRIPTION	REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF ALL MICROSOFT LICENSING REQUIREMENTS, MICROSOFT TEAMS, END-TO-END IMPLEMENTATION OF MICROSOFT 365 ENTERPRISE SOLUTION INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (03) YEARS.				
BID RESPONSE DOCUMENTS MUST BE HAND DELIVERED AT:					
Land Bank Head Office, Tender Box					
Lakefield Office Park, Block A, first floor					
272 West Avenue					
Die Hoewes, Centurion					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Supply Chain Management		CONTACT PERSON	Supply Chain Management	
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Tenders@landbank.co.za		E-MAIL ADDRESS	Tenders@landbank.co.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

2. OVERVIEW OF LAND BANK

Established in 1912 to promote agricultural and rural development, the Land Bank provides production, instalment sale finance, and medium-term or mortgage loans to emerging and commercial farmers. From time to time, the Bank also administers other government programmes, such as drought relief schemes and flood assistance. The Land Bank is wholly- owned by the South African government, and is in turn the sole shareholder of LBIC and LBLIC, which provide insurance products in the agricultural sector.

The Bank's objectives flow from the Land Bank Act, No. 15 of 2002, and are aligned with government policies and the country's socio-economic needs. The Bank is expected to play a pivotal role in advancing agriculture and rural development. Its broad mandate, as expressed in the Land Bank Act, covers 11 objectives:

- Equitable ownership of agricultural land, in particular increasing the ownership of agricultural land by historically disadvantaged persons
- Agrarian reform, land redistribution or development programmes aimed at historically disadvantaged persons
- Land access for agricultural purposes
- Agricultural entrepreneurship
- Removal of the legacy of racial and gender discrimination in agriculture
- Enhancing productivity, profitability, investment and innovation
- Growth of the agricultural sector and better use of land
- Environmental sustainability of land and related natural resources
- Rural development and job creation
- Commercial agriculture
- Food security

Land Bank is committed to contributing to socio-economic transformation in South Africa and will therefore be contributing to the Preference System of all suppliers who are compliant to the Broad-Based Black Economic Empowerment Act no.53 of 2003 and the Preferential Procurement Policy Framework Act no.5 of 2011.

A. TERMS OF REFERENCE (TOR) FOR THE APPOINTMENT OF A MICROSOFT LICENSING PROVIDER AND IMPLEMENTATION PARTNER FOR THE IMPLEMENTATION OF MICROSOFT 365 ENTERPRISE SOLUTION

1. PURPOSE

The purpose of this RFP (Request for Proposal) is to invite Suppliers (hereinafter referred to as "bidders") to submit proposals for the provision of all Microsoft licensing requirements, Microsoft Teams, end-to-end implementation of Microsoft 365 Enterprise solution including maintenance and support for a period of three (03) years.

The Bank took a strategic decision to adopt Microsoft 365 services to enhance productivity, collaboration, security, and compliance while streamlining IT operations. Thus, the Bank invites Microsoft qualified service provider to submit proposals for the provisioning of all Microsoft licensing requirements for a period of three (03) years, end-to-end implementation of Microsoft 365 Enterprise solution including full project management and change management services, training and ongoing support for an organization structure of 500 to 550 staff members

The successful bidder will serve as a strategic partner to the Bank on all Microsoft licensing procurement and renewal services for a period of 3 years and will also oversee and drive implementation of the Microsoft 365 Enterprise solutions i.e. planning, procurement, project management, change management, deployment, training, ongoing support and optimisation of Microsoft 365 services.

It is critical that the implementation of the Microsoft 365 Enterprise solutions is no later than the expiry of the Bank's current perpetual on premise licenses software assurance and online subscription licenses contracts in December 2025. Thus, the successful bidder must ensure a seamless transition while maintaining compliance, security, and operational continuity. The successful bidder must consider a staggered approach to the deployment of the Microsoft 365 services (e.g. Phase 1 – Communication & collaboration, Productivity & content creation and Security and Compliance; Phase 2 – File Storage and Business Intelligence & Automation etc.)

The Bank has a suite of solutions which are mostly composed of products from the Microsoft suite including the operating system, Database Management System, to applications such as Power BI, collaboration tools such as SharePoint and the Microsoft office productivity tools.

The Bank Current Microsoft Infrastructure Environment consist of the following:

- Mimecast archiving solution that must be integrated with Exchange Online.
- On-Prem Exchange 2019
- SharePoint 2016 On-Prem

2. OBJECTIVES

The objectives of this tender are as follows:

- 2.1 Procure Microsoft 365 Enterprise solution licenses and all other required Microsoft licenses through an accredited Microsoft Partner.
- 2.2 Implement Microsoft 365 enterprise solution, including migration from existing platforms ensuring the following:
 - (a) Proper configuration, security, and user adoption;
 - (b) Planning, procurement, project management, change management, deployment, training, ongoing support and optimisation of Microsoft 365 services.
- 2.3 Retain critical on-premise perpetual licensing with software assurance e.g. SQL Server, Windows Server and other essential infrastructure etc.
- 2.4 Establish a long-term support and licensing agreement with an option for annual true-up and true down where applicable, ongoing support, maintenance and optimization in line with the Microsoft licensing term periods.

3. SCOPE OF WORK

- 3.1. The selected bidder will be responsible for provision of all Microsoft licensing requirements, Microsoft Teams, end-to-end implementation of Microsoft 365 Enterprise solution including maintenance and support for a period of three (03) years. including project management, change management and training and ongoing support, covering the key categories below:

The scope of work for this tender is follows:

Table 1: Key Categories of scope of work

#	Category	Description
1	Planning and Readiness Assessment	(a) Business - Planning and facilitation of detailed requirements workshops and documentation. - Identify and document licensing needs - for Microsoft 365 enterprise solution, considering the 500- 550 user headcount and potential annual adjustments; and for other critical on-premise perpetual licenses to be retained with software assurance. (b) Service Provider - Develop a migration and implementation strategy for the Microsoft 365 enterprise solution, which includes change management

2	Licensing and Procurement	(a) Supply the required Microsoft 365 enterprise solution based on assessment and the recommended model and renew/supply other critical on-premise perpetual licenses with software assurance. • Ensure compliance with Microsoft licensing policies, terms and conditions. • Provide advisory services on cost optimisation. • Provide other Microsoft licenses: refer to Table 3 for List of Licenses
3	Implementation and Deployment	(a) Configure and deploy Microsoft 365 for 500 to 550 staff members, but not limited to configuration of the following core components: • Microsoft Exchange Online. • SharePoint Online. • OneDrive for Business. • Option 1: Microsoft 365 E3 enterprise solution with add-ons for full security compliance with Data Loss Prevention (DLP) and multi-factor authentication (MFA) capabilities. • Option 2: Microsoft 365 E5 enterprise solution • Provide integration with existing IT systems and applications where needed e.g. Active Directory (b) Ensure minimal disruption to daily operations during the migration of services. (c) Configure and deploy Microsoft 365 services for 500 - 550 staff members, but not limited to configuration of the following core components: • Microsoft Exchange Online. • OneDrive for Business. • Full security compliance with Data Loss Prevention (DLP) and multi-factor authentication (MFA) capabilities. • Provide integration with existing IT systems and applications where needed e.g. Active Directory • Communication & Collaboration - which includes outlook, teams, yammer etc. • Productivity – which includes Office Applications, OneNote, Co-Pilot etc. • File storage which includes SharePoint etc. • Business intelligence – which includes power bi and power apps etc.

		(d) Ensure minimal disruption to daily operations during the migration of services (e) Microsoft Teams.
4	Data & Files Migration, User Adoption and Training	• Migrate existing data, emails, files and collaboration tools from the current environment to Microsoft 365 • Ensure minimal disruption to daily operations during data migration. • Conduct end-user change management programs and compiling of relevant communication. • Provide end-user training for all staff members on Microsoft 365 applications and features. • Provide administrator training for the Bank's IT team on managing the Microsoft 365 environment. • Deliver comprehensive user guides and documentation.
5	Post-Implementation Support & Optimization	• Provide post-deployment monitoring and support. • Optimize Microsoft 365 usage and security policies. • Provide post-implementation technical monitoring and support. • Define and agree to a Service Level Agreement (SLA) for ongoing support and maintenance services
6	Professional Services- Project Management and Deployment Services	• Project and Change Management: • Definition and coordination of all project aspects e.g. project phases, milestones, technical testing, risk m. Definition and coordination of all project aspects e.g. project phases, milestones, technical testing, risk management and mitigation controls etc. • The implementation plan must include detailed timelines and critical milestones to ensure that all preparatory activities (including needs assessment, planning, and initial configuration) is completed well within three (03) allowing for a seamless transition without interruption to the Bank's operations. • Final project report summarising implementation outcomes, issues resolved, and future recommendations for optimisation.

3.2. General Responsibilities of the Service Provider

Table 2: General Responsibilities

#	Description
1	The general responsibilities include implementation of Microsoft 365 Licensing including planning, analyzing, testing, training and deployment. Detailed aspects include but are not limited to:

- Implementation of Microsoft SharePoint Online Solution including planning, analyzing, design, configuration, testing, training and deployment
- Implementation of Microsoft Teams licenses, this includes planning, analysis, design, configuration, testing, training and deployment
- Produce training plan, material or guide for the ICT Technical team
- Conduct Training for the following ICT Technical teams
 - **SharePoint Support Team Training (3 Resources)**
 - Microsoft 365 Administrator - Instructor-led x3 + Exams
 - PowerBI – Exams x4
 - Power Platforms – Exams x12
 - **Infrastructure Team Training (4 Resources)**
 - Microsoft 365 Administrator – Instructor-led x1 + Exam x3
 - Microsoft 365 Messaging Administrator or Microsoft 365 Teams Administrator or Microsoft 365 Security Administrator- Instructor-led x2 + Exam x6
 - Microsoft 365 Administrator Expert – Exam x3
 - **End-User Support Team Training (4)**
 - Microsoft 365 Fundamentals or Microsoft 365 Administrator – Instructor-led x3 + Exams
 - Microsoft 365 Messaging Administrator or Microsoft 365 Teams Administrator - Instructor-led x3 + Exams
 - Microsoft 365 Administrator Expert – Exam x3
 - One drive & Yammer training
 - **IT Security Team Training (2)**
 - SC-900 — Security, Compliance, and Identity Fundamentals – x2 Exams
 - SC-400 - Information Protection and Compliance Administrator - Instructor-led x2 + Exams
 - SC-300 - Microsoft Identity and Access Administrator– Instructor-led x2 + Exams
 - **End-User Training (500-550)**
 - Conduct training and full change management of the new solution / ways of working to 500 - 550 End Users
 - Train the trainer for a few individuals for ongoing support and awareness training to end users

3.3. Key Deliverables

The following deliverables are expected from the appointed Accredited Microsoft Service Provider

- Comprehensive licensing plan and procurement of Microsoft 365 enterprise solution licenses. (enterprise agreement)
- Deployment of Microsoft 365 Enterprise Solution for 500 to 550 users, including full project management, change management, training, setup, configuration and post implementation support i.e. Ongoing troubleshooting & support (3 years), Fine-tuning & optimisation
- Migration and synchronisation of existing data and services to Microsoft 365 Enterprise Solution
- Training sessions and supporting materials for users and IT administrators.
- Microsoft 365 enterprise solution post-implementation support services.
- Final project report summarising implementation outcomes, issues resolved, and recommendations for optimisation.

3.4. Licensing Retention Requirements

The following on premise licenses software is covered by software assurance, however with the move to Microsoft 365, please be cognisant of the On premises licences for our Cloud move.

Table 3: List of licences

PRODUCT DESCRIPTION	POOL	QUANTITY
ON-PREMISE SERVICES		
ShrPntSvr Per Server SoftwareSA	Servers	2
SQL Server Enterprise per Core 2 SoftwareSA	Servers	30
Visio Standard Per Device SoftwareSA	Applications	10
Visio Pro Per Device SoftwareSA	Applications	10
VisStudio EntSubMSDN Per User SoftwareSA	Applications	3
Win Server Standard per Core 2	Servers	220
Project Pro Per Device SoftwareSA	Servers	10
ONLINE SERVICES		
Power BI Pro User	Services	10

3.5. Technical Proposal Requirements

Bidders must submit a detailed technical proposal that includes:

- (a) A project plan with timelines and milestones for completing the work and coinciding with expiry of current Microsoft license contracts – end December 2025.
- (b) A detailed description of the proposed licensing model and why it is recommended.
- (c) A user, data and file migration and implementation methodology.
- (d) The Bank will be running SharePoint in Hybrid model:
- (e) Risk mitigation strategies for minimising disruptions.
- (f) A description of the support and maintenance services offered.

4. BID EVALUATION STAGES

- (a) The bid evaluation process consists of three (03) stages, according to the nature of the bid.
- (b) A bidder must qualify for each stage to be eligible to proceed to the next stage of the evaluation. The stages are:

Table 4: Bid Evaluation Stages

Stage	Description	Applicable for this bid YES/NO
Stage 1	Mandatory requirements	YES
Stage 2	Technical/Functionality Evaluation	YES
Stage 3	Price and specific goals	YES

4.1. Stage (01) one - Mandatory requirements

Bidders must comply with and meet the mandatory requirements referred to below. Bidders who do not meet any of the mandatory requirements listed below will be immediately disqualified. **NB: Any bid that is non-compliant with any minimum requirements below, will be deemed non responsive**

Note (1):

Land Bank reserves the right verify all information provided by the bidder.

Table 5: Technical Mandatory Requirements

NO	DESCRIPTION	SUBSTANTIATING EVIDENCE OF COMPLIANCE (USED TO EVALUATE BID)	COMPLIANT (YES/NO)
1	The Bidder must have the following Microsoft Certifications and Partnerships Statuses		
1.1	The Bidder must be an Authorised Cloud Solution Provider (CSP)	The Bidder must submit a copy of valid documentation (letter/certificate/license) as proof that the Bidder is an Authorisation Cloud Solution Provider	
1.2	The Bidder must have Microsoft Solution Partner Designations as listed below: (a) Solutions Partner for Modern Work: Required for Microsoft 365 implementations. (b) Solutions Partner for Security: Required for Defender, Entra ID, and DLP capabilities.	The Bidder must submit a copy of valid documentation (letter/certificate/license) as proof that the Bidder has Microsoft Solution Partner Designations as listed (a) and (b)	
1.3	The Bidder must be an Authorised Microsoft FastTrack Ready Partner	The Bidder must submit a copy of valid documentation (letter/certificate/license) as proof that the Bidder is an Authorised Microsoft FastTrack Ready Partner	
1.4	The Bidder must confirm that data location is local (South Africa)	The bidder must submit data sovereignty and localisation document that outline the regions or geographical locations of the data centres, to confirm that data location is local (South Africa).	

NO	DESCRIPTION	SUBSTANTIATING EVIDENCE OF COMPLIANCE (USED TO EVALUATE BID)	COMPLIANT (YES/NO)
1.5	The Bidder must comply with POPIA requirements/ POPIA readiness	The Bidder must submit a copy of valid documentation (letter/certificate/license) as proof that the Bidder complies POPIA requirements/ POPIA readiness	
1.6	Compulsory Physical Briefing Session	The Bidder to attend the compulsory physical briefing session and sign the attendance register in the venue	
1.7	Two Pricing Proposal	The Bidder must submit two distinct options of Implementing the Microsoft 365 Enterprise Solution including maintenance and support for a period of three (03) years. The options are as follows: (a)Option 1: Microsoft 365 E3 enterprise solution with add-ons for full security compliance with Data Loss Prevention (DLP) and multi-factor authentication (MFA) capabilities. (b)Option 2: Microsoft 365 E5 enterprise solution	
1.8	The Bidder must be Microsoft Direct Partner	The Bidder must submit a copy of valid documentation (letter/certificate/license) as proof that the Bidder is Microsoft Direct Partner	

4.2. Non-mandatory essential returnable documents

Bidders are requested to submit the essential returnable documents with the bid document.

- Land Bank reserves the right to request outstanding essential documents during the evaluation process and the bidder will be expected to provide such within a limited period (not more than 5 working days).
- Failure to provide any outstanding information within the required timeframe will lead to a proposal being deemed non-responsive.

NO	DESCRIPTION
1	A proof that the bidder is in good standing with SARS. Such information will be verified through Central Supply Database (CSD) or using SARS e-filing pin in National Treasury compliance with instruction note 9 of 2017/2018 prior to the award of the bid.
2	A proof of registration as a vendor on the National Treasury Central Supply Database (CSD), which can be found at https://secure.csd.gov.za/ in compliance with National Treasury compliance paragraph 4.2 with instruction note 4a of 2016/2017
3	Standard Bidding Documents (SBD 1) – A fully completed and duly signed Invitation to bid
4	Standard Bidding Documents (SBD 4) - A fully completed and duly signed disclosure form. Should a conflict of interest be declared or identified, the bid would be declared non- responsive. NB Bidder must ensure all pages are complete and all questions answered, and to indicate not applicable (N/A) where appropriate.

4.3. Stage (02) two - Technical/Functionality Evaluation

- (a) The bidder must submit substantiating evidence for the TECHNICAL FUNCTIONALITY requirements below to obtain points.
- (b) The bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence aligned to the criteria in the bid response. During evaluation, Land Bank reserves the right to treat substantiation evidence that cannot be located in the bid response, as "NON-COMPLIANT".
- (c) The evaluation (scoring) of bidders' responses to the requirements will be determined by the completeness, relevance and accuracy of substantiating evidence.
- (d) The score for the desktop evaluation of TECHNICAL FUNCTIONALITY REQUIREMENTS will be calculated as follows:

Table 6: Technical Functionality and scores

No.	Technical Functionality Requirements (per environment)	Total Scores
1.	Team Competency & Experience	20
2.	References and Experience - Provision of signed positive testimonials in implementation of Microsoft 365 Enterprise	30
3.	Project implementation plan, methodology and approach for the requirements mentioned in the scope of work	20
4.	Use, Data and File Migration	10
5.	Security & Compliance Standards	10



No.	Technical Functionality Requirements (per environment)	Total Scores
6.	Support & Training Approach	10
TOTAL		100 Points

- (e) **Minimum threshold.** Only those bidders that have met or exceeded the **minimum threshold of 70 points** will proceed to the next evaluation stage.

NOTE (1):

Land Bank reserves the right to verify All the information provided.

NOTE (2):

Bidders should take note of the Minimum Threshold.

Should the bidder not the Minimum Threshold, the Bidder will be disqualified.

The technical evaluation of the proposals will be as per the criteria contained in the table below:

Table 7: Technical Evaluation Criteria

Category	Sub criteria	Total score	Score	Form of Evidence
1. Team Competency & Experience (20)				
This criterion covers Project manager experience (actual names put forward in bid document)	More than 10 years' experience and project management certification such as Prince II and/or PMBOK, and/or any other similar project qualification	10	10	Detailed CV of the project manager including projects led of this nature and valid accreditation/certificate from any institution
	5 to 10 years' experience		5	
	Less than 5 years' experience		0	



MUST be the names of the resources who will be onboarded)				
This criterion covers the experience and competency of key technical resources assigned to the project actual names put forward in bid document MUST be the names of the resources who will be onboarded	The overall teams experience and competency level should at least cover the following: 1) Microsoft 365 Certification; 2) Microsoft 365 Administration i.e. understanding of Microsoft 365 services, licensing models and tenant management; 3) Identity and Access Management i.e. Azure AD, MFA, conditional access policies, Single sign on and hybrid identity etc.; 4) Security and Compliance i.e. Microsoft defender for 365, DLP, etc. 5) Migration Tools and Methods i.e. Exchange hybrid configuration wizards, SharePoint migration tool, etc.; 6) Networking i.e. Microsoft 365 network optimisation best practices.	10	10	Detailed CV of the all key technical resources assigned to the project, including their Microsoft certification and Microsoft 365 competency and experience.
	The teams experience and competency cover the category of 4 items mentioned above with a combined experience of more than 10 years but a minimum of 3 years per person			
	The teams experience and competency cover the category of 3-4 of the category of items mentioned above with a combined experience of more than 5-10 years but a minimum of 2 years per person		7	
	The teams experience and competency cover 2 of the category of items mentioned above with a combined experience of more than 3-5 years but a minimum of 2 years per person		5	
	The teams experience and competency cover 1 or none of the category of items mentioned above, less than 3 years of combined experience.		0	



2. References and Experience - Provision of signed positive testimonials in implementation of Microsoft 365 Enterprise solution (30)

This criterion covers experience as an accredited Microsoft licensing and implementation partner	More than 5 years' experience	10	10	Microsoft Partnership status and number of years in Microsoft licensing & implementation
	2 to 5 years' experience		5	
	Less than 2 years' experience		0	
Awarded to top-performing partner with deep technical expertise		30	30	Positive testimonial letters from existing/previous clients in similar projects.
OR			OR	
Successfully deployed Microsoft 365	Three or more positive testimonial letters		30	
This criterion covers positive testimonial letters from current or previous clients wherein Microsoft 365 was successfully deployed	Two positive testimonial letters		20	
	One positive testimonial letters		10	
	No or one testimonial letter provided		0	

3. Project implementation plan, methodology and approach for the requirements mentioned in the scope of work (20)				
This sub-criterion covers the completeness and feasibility of the project plan – i.e. project approach and methodology	The proposal should contain the bidder's proposed approach and methodology to the project covering the aspects below: - Project Plan and Schedule including a detailed plan of action to implement the requirements. (5) - The plan clearly indicate kick-off to closure in detailed steps and phases and streams as requested in this bid document (5) - The plan clearly indicates change management process and a smooth transition with minimal business disruption during the project (5) - The plan indicates quality assurance process and sign-off prerequisites (5) - The plan indicates a clear understanding of the Bank's requirements and needs (5)	20	20	Detailed project implementation plan addressing the categories of the project approach and methodology in the sub criteria
	The approach and methodology addressing the category of 4 items mentioned above		15	
	the approach and methodology addressing 3 of the items mentioned above		10	
	the approach and methodology or the approach and methodology addressing 2 item mentioned above		5	
	the approach and methodology or the approach and methodology addressing 1 or none of the item mentioned above		0	
4.Use, Data and File Migration (10)				
This sub-criterion covers the user, data and file migration	The user, data and file migration plan must cover the following aspects: 1) Migration Approach; 2) Data/Files Assessment & Preparation; 3) Implementation and Migration Execution; 4) Testing, Validation and Post Migration Support	10	10	Detailed data and file migration plan addressing the categories mentioned in the sub criteria column.

T16-08-25: REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF ALL MICROSOFT LICENSING REQUIREMENTS, MICROSOFT TEAMS, END-TO-END IMPLEMENTATION OF MICROSOFT 365 ENTERPRISE SOLUTION INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (03) YEARS.



MICROSOFT TEAMS, END-TO-END IMPLEMENTATION OF MICROSOFT 365 ENTERPRISE SOLUTION INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (03) YEARS.		LAND BANK We stand by you	7	
	the data migration plan addressing 3 of the items mentioned above			
	the data migration plan addressing 2 of the items mentioned above		5	
	the data migration plan addressing 1 or none of the items mentioned above		0	
5.Security & Compliance Standards (10)				
This sub-criterion covers documentation on the approach to security, data privacy, and regulatory compliance	The approach to security, data privacy, and regulatory compliance must cover at least the following aspects: 1)A summary of all regulatory compliance requirements of the implementation;2) Security model and governance; 3) Identity and Access Management; 4) Data Protection and Encryption; 5) Threat Protection; 6 End Point Security and Device Management; 7) Monitoring and Incident Response; 8) User Awareness and Simulation Campaigns	10	10	Detailed documentation on the approach for the implementation of security and compliance standards addressing the category of items mentioned in the sub criteria column.
	the documentation addressing all of the items mentioned above and more			
	the documentation addressing 6-8 of the items mentioned above		7	
	the documentation addressing 3-5 item mentioned above		5	
	the documentation addressing less than 3 of the item mentioned above		0	
6.Support & Training Approach (10)				
This sub-criterion covers training and operational support approach post	The training and operational support approach should include description of the training, support and maintenance services offered covering the following aspects: 1). Training Approach & Methodology for end users and administrators; 2) User Adoption & Change Management; 3) Support & Post-Implementation	10	10	Detailed training and post migration operational support plan in addressing the category of items

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migration Microsoft 365 Enterprise solution approach	Assistance; 4) Knowledge resources; 5) Performance Monitoring & Continuous Improvement	LAND BANK We stand by you	mentioned in the sub criteria column.
	the training and operational support approach addressing 4 of the items mentioned above		
	the training and operational support approach addressing 3 of the items mentioned above		
	the training and operational support approach addressing 2 of the items mentioned above		
	the training and operational support approach addressing 1 of the items mentioned above		
	the training and operational support approach addressing none of the items mentioned above		
TOTAL POINTS		100	

4.4. Stage (03) three - Price and specific goals

Provide Pricing Proposals requirements to ensure that the implementation of Implementation of Microsoft 365 Enterprise Solution including maintenance and support for a period of three (03) years will be effectively and efficiently delivered to the Land Bank. Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

The Bidder's commitment for the Preference Goal Requirements in this tender will be legally binding and the Bidder needs to perform against their commitment for the duration of the contract which will form part of the Contractual Agreement.

4.4.1. Pricing schedule and Instructions

Bidders will be bound by the following general costing and pricing conditions and Land Bank reserves the right to negotiate the conditions or automatically disqualify the bidder for not accepting these conditions:

- (a) Bidders will complete Bidder's **Costing Proposal** and include this as part of the hard copy submission documents **and** on the memory stick.
- (b) The Bidder must provide full cost breakdown of implementation of Implementation of Microsoft 365 Enterprise Solution including maintenance and support for a period of three (03) years covering all major cost categories as per template provided in the pricing schedule to ensure transparency in budgeting and clarity on costs allocation over time. The Bidder's Costing Proposals should be divided into the categories provided in the pricing schedule, however the Bidder is **not limited** to the categories specified in the pricing schedule.
- (c) The price must include all cost to deliver the goods or render the service, including all applicable taxes, duty fees, logistics/delivery, storage, labour, overtime and subsistence and travel
- (d) The Bidder must provide Costing Proposal indicating **TOTAL BID PRICE**
- (e) The price schedule must be completed in non-erasable ink and the use of correction fluid/tape is not permitted;
- (f) Prices tendered must be valid for 180 days and must be for the duration of contract including provision for price increase;
- (g) All prices quoted shall remain firm for the duration of the agreement. The Bank reserves the right to opt in or opt out on some quoted modules and other elements of this tender scope during contracting phase where deemed necessary.
- (h) All pricing shown must EXCLUDE VAT, with the VAT components being as shown separately on all costed/priced items/services.

- (i) Land Bank will not entertain any price adjustments for it assumes that the pricing document is complete and covers all costs associated with this solution.
- (j) **The Land Bank is looking for two distinct options of Implementing the Microsoft 365 Enterprise Solution including maintenance and support for a period of three (03) years. The options are as follows:**
 - (c) Option 1: Microsoft 365 E3 enterprise solution with add-ons for full security compliance with Data Loss Prevention (DLP) and multi-factor authentication (MFA) capabilities.
 - (d) Option 2: Microsoft 365 E5 enterprise solution

Note (1):

The Land Bank reserves the right, at its sole discretion, to award the bid based on either option listed above (j) **1 or 2**. By submitting a bid, the bidder acknowledges and agrees that the Land Bank's decision acquire option 1 or option 2, or any combination thereof shall be final and binding.

Table 8: Pricing Schedule

Phase	Cost Item	Description	Unit Cost	Quantity	Total Cost (Excl. VAT)	VAT	Total Cost (Incl. VAT)
Phase 1: Planning & Readiness	Environment Assessment	Assessment of current IT infrastructure					
	Licensing Strategy Development	Define required Microsoft 365 licenses					
Phase 2: Licensing Procurement	Microsoft 365 Enterprise Solution Licenses	Procurement of required licenses	Refer to the table below for categorisation of license unit costs				
	License Compliance & Advisory	Review and optimize licensing model					
Phase 3: Implement	Microsoft 365	Setup and configure					



Phase	Cost Item	Description	Unit Cost	Quantity	Total Cost (Excl. VAT)	VAT	Total Cost (Incl. VAT)
ation and Deployment	Configurat ion	Exchange, Teams, SharePoint, etc.					
	Security & Compliance Implementation	Implement security policies					
Phase 4: Data & Files Migration, User Adoption and Training	Email, Data & Files Migration	Migrate mailboxes and files					
	User Training & Adoption	Conduct training sessions					
Phase 5: Post-Implementation Support	Technical Support	Ongoing troubleshooting & support (3 years)					



Phase	Cost Item	Description	Unit Cost	Quantity	Total Cost (Excl. VAT)	VAT	Total Cost (Incl. VAT)
	Optimization & Performance Review	Fine-tuning & optimization					

Note (2):

For features – e.g. include a breakdown of Office Applications i.e. desktop and mobile apps; Email and Calendar, File Storage and Sharing i.e. One Drive for Business, SharePoint online, etc.; Collaboration Tools; Security and Compliance; Device and App Management; Analytics and Intelligence; etc.

Table 9: Pricing Schedule: License Category Unit Price Breakdown

License type	Features	Unit Cost (Per User/Per Year) Excl. VAT	Unit Cost (Per User/Per Year) Incl. VAT
Microsoft 365 Enterprise Solution:			
Microsoft 365 E3			
ETC..			
On Premise Perpetual Licenses (Soft Ware Assurance):			
SQL Server Enterprise per Core 2 SoftwareSA			
ETC..			
Other Online Services:			
Power BI Pro			

Table 10: Total Bid Price

TOTAL COST (EXCL VAT)	
VAT (@15%)	
TOTAL COST (INCL VAT)	

I, the bidder, confirm that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) or rate(s) cover all my obligations and I accept that any mistakes regarding price(s), rate(s) or calculations will be at my own risk.			
	Name	Capacity	
	Signature (above)	Date	

5. Bid Submission Instructions

Note that bidders must submit as follows:

- (a) **One (1) original file**
- (b) **One (1) electronic copy on USB memory stick/ flash drive** in Portable Document Format (**PDF**) of the **RFP Document**
- (c) It is the Bidder's responsibility to ensure that the information and contents on the electronic copies is the same as in the hard copies.
- (d) The bidders shall number the entire submission pack from page 1 (cover page) to the end, and shall include the total number of pages on the cover page
- (e) To ensure that the electronic copies are not damaged, the bidder must submit the USB's (memory stick/ flash drive) in a sealed padded envelop and be clearly marked.
- (f) Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified above.
- (g) The **RFP** Responses (hard and electronic copies) must be clearly marked as follows: Bidder's Name & Contact Details, **RFP** Number, **RFP** Description, and Closing Date.
- (h) All Bids in this regard shall only be accepted if they have been placed in the tender box before or on the closing date and stipulated time.
- (i) Late bids shall not be considered.
- (j) The proposal must be signed by an authorised employee, agent or representative of the bidder. The proposal must bear the initials of the signatory at the bottom of every page as an indication that the bidder has familiarised itself with the terms and conditions of this **RFP** document.
- (k) Faxed or e-mailed bids will not be accepted.
- (l) Bidders are required to submit all returnable documents/information together with their Bids/proposals on or before the closing time and date of the Bids/proposals.
- (m) All services supplied in accordance with the bidder's proposal must be in accordance with all applicable legal requirements in terms of South African law, policies and regulations.

6. Confidentiality

The bidder will be required to sign a confidentiality agreement to ensure that the Bank data and information is managed confidentially.

7. Miscellaneous

The Bank reserves the right, in its sole and absolute discretion to amend these terms of reference as required from time to time.

8. Preference and Financial Evaluation

7.1. Price and Specific Goals

This phase is the final stage in the evaluation process and only successful bidders that have passed stage one and two requirements will be considered. In this phase only price and specific goals will be considered. To qualify for specific, a valid B-BBEE certificate needs to be submitted with this bid.

Land Bank will evaluate all tenders in terms of Preferential Procurement Policy Framework regulation of 2022 (PPPFA). The scoring methodology will apply. A copy of the PPPFA regulations can be downloaded from www.treasury.gov.za

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

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

9. TERMS OF CONTRACT

Before the tender will be awarded and before the commencement of any work, the successful tenderer will enter into a Service Level Agreement with the Land Bank which will form the contractual basis for the delivery of the services as well as how performance will be measured and will include the General Conditions of the Contract.

The Service Provider will not proceed with any work, tasks or requests without being in possession of a duly signed Service Level Agreement or any other form of agreement, letter of intent, communicated to the Service Provider from the Land Bank Procurement Department.

Should the Service Provider commence with any work without a signed Service Level Agreement, the Service Provider will be doing so solely at their own risk and Land Bank will not be liable or be under any obligations whatsoever.

10. GENERAL CONDITIONS

All tenderers responding to this request for Proposals should provide the following statutory compliance documentation in order to be considered:

- a) Completed Vendor Accreditation Form
- b) Proof of registration to the Central Supplier Database (CSD)
- c) Cancelled cheque and/or stamped letter from the Bank

- d) All Supplier information and disclosure forms should be properly completed, signed and stamped by a Commissioner of Oaths
- e) Any false declaration of information will result in the exclusion of the proposal from consideration
- f) Bidders to submit a tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate
- g) A BEE certificate from a SANAS accredited rating agency or Affidavit substantiating the bidders B-BBEE rating
- h) Certified copy of Identity Documents of Shareholders/Directors
- i) In the case of Consortium or Joint Venture, bidders are required to provide copies of signed agreements stipulating the work split
- j) The Land Bank may invite bidders for an oral interview prior to the approval of a bid. Land Bank will not be liable for the costs incurred by the tenderer in connection with such interview.

11. OBJECTIVE CRITERIA & RISK ANALYSIS

- 10.1. In addition to the financial offer and preference evaluation, the Tenderers having the highest ranking / number of points, will additionally be reviewed against the following points listed in order to ascertain suitability for award.
- a) If having passed Qualifying Criteria, the tenderer will again be checked in terms of having a Compliant Tax Status at time of recommendation to confirm that the status has not changed, based on an active and Tax Complaint Pin issued by the South African Revenue Services
 - b) Fully compliant and registered with the National Treasury Central Supplier Database
 - c) No misrepresentation in the tender information submitted
 - d) Any non-performance on Land Bank projects
 - e) The tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and
 - f) The tenderer has declared that there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract
 - g) Convicted by a court of law for fraud and corruption
 - h) Removed from a contract between them and any organ of state on account of failure to perform on or comply with the contract
 - i) Unduly high or unduly low Tendered rates in the Tender offer. In this regard, a financial risk analysis will be performed to verify that the costs are reasonable and balanced. Tenders may be disqualified if tendered rates are found to be distorted.
 - j) In terms of unduly high Tendered fees in the Tender offer, refer to the PPR2022.
- 10.2. Land Bank may perform a due diligence exercise on the preferred tenderer to determine its risk- profile. The outcome of the due diligence exercise may be considered as an objective criterion. A due diligence exercise may include, but is not limited to, the following factors;

10.3. Financial Analysis of Tenderers Financial Statements.

Financial health of the bidder may be assessed if deemed necessary, to ensure that the service provider will be able to operate as per required deliverables (Ratios: Accounts Receivable & Payable Turnover, Liquidity & Solvency). In the case of an unincorporated JV or a SPV, each partner of the entity should submit their financial statements and it will be consolidated to determine their capability to execute the applicable contract.

10.4. Judgements and criminal convictions.

Land Bank may consider previous civil judgements against the preferred tenderer as part of its risk assessment. Land Bank may also consider whether the preferred tenderer or any of its directors have been-convicted of a serious offence.

10.5. Pending litigation

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

10.6. Performance

Land Bank may consider the Service Provider having a history of poor performance on any task orders/purchase orders or contracts, including poor performance in respect of compliance with policies or procedures regarding safety, health, quality control or environment, or having committed a serious and gross breach of contract.

10.7. Reputational-harm

If Land Bank is likely to suffer substantial reputational harm as a result of doing business with the preferred service provider, it may take this into account as part of its risk assessment.

The above set out other objective criteria may be clarified during the evaluation and correction of any non-compliance may be negotiated with the highest scoring tenderer, if possible. However, should the tenderer not comply with these requirements by the close of negotiations, Land Bank reserves have the right to award to the next ranked tenderer.

12. SUBMISSION REQUIREMENTS

- Any service provider requiring clarification on any matter whatsoever, including questions relating to the specifications required of the service provider to perform this project or the tender and evaluation process should do so via e-mail and address such request to Tenders@landbank.co.za
- Proposals may be deposited in or couriered to the tender box at the reception area of Land Bank Head Office, Lakefield Office Park, Block A first floor, 272 West Avenue, Die Hoewes, Centurion on or before **12 September 2025 @ 11:00am.**

13. FICA AND COMPLIANCE CHECKS

Land Bank, in its capacity as an accountable institution, has a duty to verify the identity of all its clients in compliance with the Financial Intelligence Centre Act No 38 of 2001 (FICA).

The Land Bank shall thus conduct a comprehensive PEP screening on the successful bidder and therefore requests all bidders to submit the Know Your Customer (KYC) documents as listed in Annexure D of this RFP document.

14. PROTECTION OF PERSONAL INFORMATION

In submitting any information or documentation requested above or any other information that may be requested pursuant to this RFP, you are consenting to the processing by Land Bank or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder ("POPI Act"). You also consent that any information, either written or verbal, may be made available to third parties strictly for the purpose of oversight to this tenders' appointment. Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify Land Bank against any civil or criminal action, administrative fine or other penalty or loss that may arise because of the processing of any personal information that you submit.

SUGGESTED COMPILATION OF BIDS

PLEASE ENSURE THAT THE SEPARATE ANNEXURES/FILES ARE NAMED ACCORDINGLY ON YOUR USB AND HARD COPY SUBMISSION

Name of Firm	
CSD Registration Number	
Contact Person	
Contact Number	
Physical Address	
E-mail Address	
Administrative	
Annexure A: Vendor Accreditation Form	
Annexure B: Bidders Disclosure Form	
Annexure C: Covenant of Integrity Declaration	
Annexure D: Land Bank FICA requirements	
Annexure E: Terms and Conditions	
Annexure F: Service Provider Agreement *This is included for informative purposes and does not need to be completed. *Successful bidder(s) will enter into the service provider agreement attached in this RFP, with the addition of their proposed financial submission, services, time lines, etc.	
Annexure G: Bribery & Corruption Declaration	
Annexure H: SBD 1 Tax Compliance	
Annexure I : SBD 6.1 Preference Points Claim Form In Terms Of The Preferential Procurement Regulations 2022	
Annexure J: Valid BBBEE Certificate or Affidavit	
Annexure K: Tax compliance status (TCS) pin issued by SARS along with a valid tax clearance certificate	
Annexure L: Cancelled cheque and/or stamped letter from the bank confirming banking details	
Annexure M: National Treasury's CSD Proof of registration	
Annexure N: Financial Proposal using the template provided or any template	
Annexure O: Qualifying Criteria	
MANDATORY CRITERIA DOCUMENTATION (PLEASE REFER TO THE EVALUATION CRITERIA ABOVE FOR MORE INFORMATION)	
Technical/Functionality Evaluation requirements	
Annexure P: Essential returnable documents	

ANNEXURE A

Vendor information sheet

SAP Registration number _____

1. Registration name of company _____

2. Company registration number _____

3. VAT number _____

4. Company details	Street address	Postal address
Building/complex _____	PO Box _____	
Street name _____	City _____	
Suburb _____	Code _____	
City _____	Suburb _____	
Code _____		
Telephone no _____	Contact person _____	
Fax no _____	Direct Tel _____	
E-mail _____	Direct Fax _____	

5. Payment terms _____

6. Payment should be made in (currency) _____

7. Bank detail Please attach banking details on an original letterhead signed by CEO/Director/s appearing on the letterhead.

Bank name _____

Branch _____

Type of account _____ (eg. Current account; Cheque account, Savings account, e.t.c)

Account number _____ Branch code _____

8. Contact person for Account queries		Name	Ms. Jeanette Raphalalani
Cell no	_____	Tel no	(+27 12) 686 0848
E-mail	njraphala@landbank.co.za	Fax no	_____

9. How much is the company's annual turnover? : R _____

10. Share holding - (Please list Share holders with their % of share holding)

Title	Name	Identity number	Race	% share holding
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

11.

Business indicator - mark with (X) in the bracket HDP - Historically Disadvantaged Persons () EXB - Existing business ()	INT - International business () JVB - Joint venture business ()
--	--

12. Additional

<u>List the commodities / service that you</u> <u>currently supply to Land Bank</u> <u>Currently</u> <u>providing</u>	<u>Can provide</u>
_____	_____
_____	_____
_____	_____

I the undersigned, confirm that the information provided on this vendor information sheet is accurate and contains no misrepresentations or omissions, and is based on current information known to me. I also undertake to immediately inform the Land Bank of any changes to the above furnished information. The Land Bank is hereby allowed to verify any of the details provided.

_____ Name	_____ Signature
_____ Designation	_____ Date

FOR OFFICE USE ONLY
(LAND BANK)

Procurement
Department

Name & Signature _____	Date: _____
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ANNEXURE B BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

- 2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

- 2.2.1 If so, furnish particulars:

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

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

- 2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

- 2.3.1 If so, furnish particulars:

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

3 DECLARATION

I, the undersigned, (name).....in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions of delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



ANNEXURE C

CONVENANT OF INTEGRITY

I, the undersigned,

(Full names)

do hereby make oath and state as follows:

1. I am:
 - 1.1. an adult male/female aged__;
 - 1.2. presently employed as/carrying on business as _____ situated at_____.
2. The facts stated herein are both true and correct and within my personal knowledge and belief unless otherwise stated.
3. I hereby confirm that:
 - 3.1. I am duly authorised to depose to this affidavit;
 - 3.2. neither myself nor anyone acting on behalf of the tenderer is, or will be, engaged in any Prohibited Practice as defined in 4 below in connection in respect of any tendering process or in the provision of services and/or goods;
 - 3.3. I will immediately inform Land bank of any instance of any such Prohibited Practice which comes to my attention and/or the attention of the tenderer and/or its employees or agents concerning the following:
 - 3.3.1. if any of the tenderer's directors, employees or agents has been convicted in any court for any offence involving a Prohibited Practice in connection with any tendering process and/or the provision of goods or services during the 5 (five) years immediately preceding the date of this affidavit; and/or
 - 3.3.2. if any of the tenderer's directors, employees or agents is dismissed or resigns from the tenderer's employment on grounds of being implicated in any Prohibited Practice.
 - 3.4. I will provide Land Bank with full details of such conviction, dismissal or resignation and the measures taken to ensure that neither the tenderer nor any of its directors, employees or agents commits any Prohibited Practice in future.



- 3.5. In the event that the tenderer is awarded any business by land bank, the tenderer grants Land bank or its employees and/or agents the right of inspection of its records. The tenderer shall preserve such records in accordance with applicable law but in any case for at least 3 (three) years after conclusion of each transaction contemplated under the Request for Tender.
4. I acknowledge that for all purposes under this affidavit, the following terms and/or expressions below shall bear the meanings set out hereunder:
- 4.1. "Corrupt Practice" means the offering, giving or promising of any improper advantage to
- influence the action of a Public Official, or the threatening of injury to his person, employment, property, rights or reputation, in connection with any procurement process or in the execution of any contract in order that any person may obtain or retain business improperly or obtain any other improper advantage in the conduct of business;
- 4.2. "Fraudulent Practice" means a dishonest statement or act of concealment which is intended to, or tends to, improperly influence the procurement process or the execution of a contract to the detriment or potential detriment of land bank or is designed to establish tender prices at non-competitive levels and/or to deprive land bank of the benefits of fair and open competition, and includes collusive practices (whether before or after tender submission) among tenderers or between a tenderer and a consultant or any employees or agents of Land bank;
- 4.3. "Public Official" means any person holding a legislative, administrative, managerial, political or judicial post in any country, or exercising any public function in any country or a director or employee of a public authority or of a legal person controlled by a public authority of any country, or a director or official of a public international organisation; and
- 4.4. "Prohibited Practice" means an act that is either a Corrupt Practice or a Fraudulent Practice.
5. I/We consent that Land Bank will process (by collecting, using, storing or otherwise dealing with) my/our personal information and that of third parties which I/we provide, for the purposes of providing services and products to me/us. The personal information will be processed in accordance with the requirements of the law. All personal information I/we provide to Land Bank is given voluntarily. However, if I/we withhold any personal information requested; withhold consent for or object to the processing of my/our personal information, this may result in Land Bank not establishing or continuing a relationship.
-



DEPONENT

Thus done and signed at _____ on this the _____ day of _____ 2023
the Deponent having acknowledged that:

1. he/she knows and understands the contents of this declaration;
2. he/she has no objection to taking the prescribed oath; and
3. he/she considers the prescribed oath to be binding on his/her conscience.

Commissioner of Oaths Stamp	COMMISSIONER OF OATHS FULL NAMES
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T16-08-25: REQUEST FOR PROPOSAL (RFP) FOR THE PROVISION OF ALL MICROSOFT LICENSING REQUIREMENTS, MICROSOFT TEAMS, END-TO-END IMPLEMENTATION OF MICROSOFT 365 ENTERPRISE SOLUTION INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (03) YEARS.



	CAPACITY
	BUSINESS ADDRESS



ANNEXURE D

Land Bank, in its capacity as an accountable institution, has a duty to verify the identity of all its clients in compliance with the Financial Intelligence Centre Act No 38 of 2001 (FICA).

Know Your Customer (KYC) documents are required for each client transaction. The requirements for each entity type are listed below.

Individuals

- ☐ Green, bar-coded Identity document **(also used for PEPs/Sanctioned screening purposes)** if not available valid reason why identity document could not be provided together with a valid Passport or valid driver's licence
- ☐ Valid Passport (for foreign nationals)
- ☐ Proof of physical residential address
- ☐ Authority to act (if applicable) : power of attorney / letter of appointment from the court and Identity document, physical residential address and contact details of persons authorised to act
- ☐ Birth certificate (for minors under 18 years) and proof of authority (where minor is assisted by legal guardian)

Unlisted Companies

South African

- ☐ Certificate of Incorporation (CM1 or CoR 15.1/CoR 14.1)
- ☐ Certified copy of Change of Name, if applicable (CM9 or CoR 9.1 or 2)
- ☐ Notice of Registered Office and Postal Address (CM22 or CoR 21)
- ☐ Current list of Directors (CM29 or CoR 39) **(also used for PEPs/Sanctioned screening purposes)**
- ☐ Authority to act : Directors' Resolution and/or Delegation of Authority
- ☐ In respect of the Principal Executive Officer, each Director, each Authorised person, and each shareholder holding more than 25% of the voting rights of the company:
 - Certified copy of the Identity document
 - residential address and contact details
- ☐ Proof of physical business address and trading/operating name
- ☐ **Beneficial ownership (natural person that owns the company) of the company. If the shareholder is another company, provide shareholder details and beneficial ownership. Process continues till we establish the ultimate beneficial owner. If the shareholder is a trust, the trust deed needs to be provided to identify and verify all trustees, founders and beneficiaries to the trust.**

Foreign

- ☐ Official Document of Incorporation (or CoR 17.1)
- ☐ Registration Certificate (CoR 17.3)
- ☐ If trading in RSA, documents for RSA unlisted companies
- ☐ Authority to act : Directors' Resolution
- ☐ Identity document/Passport, details of physical residential address and contact details of related parties and persons authorised to act **(also used for PEPs/Sanctioned screening purposes)**

- ☐ Proof of physical business address and trading/operating name

Listed Companies

- ☐ Registration Certificate (Registrar of Companies or equivalent regulator- foreign companies)
- ☐ Documentary evidence of listing (printout from the official website of the stock exchange on which the entity is listed is required)
- ☐ Authority to act : Directors' resolution
- ☐ Identity document proof of residence and contact details of persons authorised to act (**also used for PEPs/Sanctioned screening purposes**)

Close corporations (CC)

- ☐ Founding Statement and Certificate of Incorporation (CK1)
- ☐ Amended Founding Statement (CK2), (If applicable)
- ☐ Authority to act : Members' Resolution
- ☐ Identity document, physical residential address and contact details of each member, persons authorised to act and of the Person Exercising Executive control over the CC. (**also used for PEPs/Sanctioned screening purposes**)
- ☐ Proof of physical business address and trade name

Conversion of Close Corporation (If a Close Corporation converts to another entity type, the following forms are applicable)

- ☐ Form CoR 18.1 – Application to convert a Close Corporation
- ☐ Form CoR 18.3 – Registration Certificate

Trusts

- ☐ Trust Deed or other Founding Document
- ☐ A Foreign Trust: an official document reflecting appointment of Trustees issued by an authority in the country where the Trust is created
- ☐ Authority to act : Letter of Authority from the Master of the High Court and Trustees' Resolution
- ☐ Identity document, physical residential address and contact details of each trustee, each beneficiary, the founder and the persons authorised to act (**also used for PEPs/Sanctioned screening purposes**)
- ☐ Proof of registered address of Master of High Court (stamp on letter of authority)

Partnerships

- ☐ Partnership Agreement
- ☐ Authority to act: Partners' Resolution
- ☐ Identity document, physical residential address and contact details of all the partners and persons authorised to act and of the Person Exercising Executive control of the partnership (**also used for PEPs/Sanctioned screening purposes**)

Professional partnerships

- ☐ (Certain Partnerships consisting of more than (20) partners which are incorporated in terms of Section 30(2) of Company's Act 61 of 1963 which are recognized in terms of the relevant Government Gazettes examples are: Attorneys, Notaries and Conveyancers, Public Accountants and Auditors, Medical Practitioners, Pharmacists, Professional Engineers, Quantity Surveyors, Stockbrokers and Architect)
- ☐ Registration certificate (provide proof of registration of the partnership by a regulatory body)
- ☐ Partners Resolution (Authority to act)

- ☐ Identity document residential and contact details for Persons Authorised to Act and of the Person Exercising Executive control of the partnership **(also used for PEPs/Sanctioned screening purposes)**
- ☐ Proof of physical business address

PEPS

Politically exposed person or PEP is the term used for an individual who is or has in the past been entrusted with prominent public functions in a particular country. The principles issued by the Wolfsberg Group of leading international financial institutions give an indication of best banking practice guidance on these issues. These principles are applicable to both domestic and international PEPs.

The following examples serve as aids in defining PEPs:

- Heads of State, Heads of Government and cabinet ministers;
- influential functionaries in nationalised industries and government administration;
- senior judges;
- senior political party functionaries;
- senior and/or influential officials, functionaries and military leaders and people with similar functions in international or supranational organisations;
- members of ruling or royal families;
- senior and/or influential representatives of religious organisations (if these functions are connected to political, judicial, military or administrative responsibilities).

According to the Wolfsberg principles, families and closely associated persons of PEPs should also be given special attention by a bank. The term "families" includes close family members such as spouses, children, parents and siblings and may also include other blood relatives and relatives by marriage. The category of "closely associated persons" includes close business colleagues and personal advisers/consultants to the PEP as well as persons, who obviously benefit significantly from being close to such a person.

A bank should conduct proper due diligence on both a PEP and the persons acting on his or her behalf. Similarly, KYC principles should be applied without exception to PEPs, families of PEPs and closely associated persons to the PEP.



Proof of physical residential/business address

Any one of the following documents reflecting the physical/business address is acceptable :

- Utility bill (should be less than 3 months old, unless otherwise specified)
- Current lease or rental agreement
- Bank statement
- Municipal rates and taxes invoice
- Valid television licence
- Mortgage statement
- Telkom account
- Valid motor vehicle licence
- Insurance policy
- Tax return (less than 1 year old)
- Letter from bank manager, medical practitioner, accountant, or attorney, on a formal letterhead, stating that they know the client for three years and confirming physical address
- Letter on letterhead, signed by board of trustees, directors' etc. confirming physical business address
- Correspondence from a body corporate or shareblock association
- Payslip or salary advice

All address verification documents should be valid and reflect the name and the current physical address of the client (legal property descriptions are also acceptable - e.g. erf/stand numbers).

Spouse/partner

Any of above documents for spouse, together with marriage certificate or if not available;

- Affidavit from person co-habiting with client, providing:

Name, identity number and physical residential address of client and co-habitant

Relationship between client and co-habitant

Confirmation that residential address is shared

Parent:

- Any of above documents for parent

- Should be accompanied by the child's birth certificate (for a minor)

If above documentation not available:

Visit to physical address by a Land Bank employee, or

Affidavit from client (as a last resort), providing:

- Name, identity number and physical residential address

- Confirmation that client resides at physical residential address



Trade name (if this is not reflected on the proof of physical business address)

Any one of the following documents reflecting the Trade Name is acceptable:

- An Original Company Letterhead
- Utility bill (less than three months old)
- Bank statement or financial statement from another financial institution (less than threemonths old)
- Valid lease or rental agreement (signed by all relevant parties)
- Municipal rates and taxes invoice (less than three months old)
- Mortgage statement from another financial institution (less than six months old)
- Telephone account i.e. a land-line or cell phone (less than three months old)
- An official tax return (less than one year old)
- An official tax assessment or official correspondence from the local revenue services (lessthan three months old)
- Valid television licence document
- A recent short-term insurance policy or a renewal letter (less than one year old)

Definitions

Principal Executive Officer

Refers to the principal executive officer such as the CEO, CFO, COO, MD, FD or any person who exercises executive control.

Authorised Persons

These are individuals who are authorised to act on behalf of the Company/Legal Entity and who are authorised to establish a relationship with Land Bank on behalf of the company/legal entity.

Authority of Individuals purporting to act on behalf of the Company/Legal Entity:

- ☐ Duly executed Board Resolution authorising the opening of an account/establishment of the business relationship/conclusion of the transaction and conferring authority on those who will establish the business relationship/conclude the single transaction; OR
- ☐ Certified extract of the minutes proving authority; OR
- ☐ Original letter signed by the company secretary on the official company letterhead

If a 3rd party is acting on behalf of the Client(Individual) the following is required:

- ☐ Proof of authority (i.e.) power of attorney, mandate, resolution, court order,
- ☐ Letters of appointment by the Master of the High Court
- ☐ Individual FICA above, for the person who is acting on behalf of the Client (together with all the FICA documentation of the Client)

Certified or Verified

We are required to hold originally certified/verified copies of the following documentation on record. Strictly, only clear, legible copies of identity and other documents will be accepted.

Please provide the original or certified copies of the following documentation for each shareholder holding 25% or more of voting rights at a general meeting of the company:

- South African (Pty) Company – Certificate of Incorporation and Notice of Registered Office and Postal Address, and a letterhead of the company;
- Listed Company – Latest Annual Report;
- Foreign Private Company: the official document reflecting the incorporation of the foreign company issued by the relevant registrar of companies or similar authority of the country of incorporation of the foreign company, reflecting the company's incorporation and bearing its name and number of incorporation and the address where it is situated for purposes of its incorporation, together with a letterhead of the company;
- Close Corporation – Founding Statement and Certificate of Incorporation and Amending Founding together with a letterhead of the close corporation.

By submitting your information as requested above, you consent that Land Bank will process (by collecting, using, storing or otherwise dealing with) the personal information and that of third parties which is provided, for the purposes of providing services and products. The personal information will be processed in accordance with the requirements of the law. All personal information provided to Land Bank is given voluntarily. However, if you withhold any personal information requested; withhold consent for or object to the processing of the personal information, this may result in Land Bank not establishing or continuing a relationship.

ANNEXURE E

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
(b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90/80
SPECIFIC GOALS	10/20
Total points for Price and SPECIFIC GOALS	100



- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)}
 \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points should be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state should, in the tender documents, stipulate in the case of—
 - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
 then the organ of state should indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points should also be indicated as such.

Note to tenderers: The tenderer should indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE level One or	10	20		
B-BBEE level Two or	8	16		
B-BBEE level Three or	6	12		
B-BBEE level Four	4	8		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]



- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

	 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:	
DATE:	
ADDRESS:	
	
	
	