



REACHING GOALS TOGETHER

## SEKHUKHUNE TVET COLLEGE

### ADVERTISEMENT

#### Introduction

In terms of the Further Education and Training College Act of 2006, section 25(1)(a) keep records of all its proceedings, section 25(1)(b) keep complete accounting records of all assets, liabilities, income and expenses and any other financial transactions of the public college as a whole, of its substructures and of other bodies operating under its auspices.

#### **SPECIFICATION: PROVIDING ACCOUNTING SERVICES FOR SEKHUKHUNE TVET COLLEGE**

The service provider must have expertise to execute the following

No	Area	Responsibilities
1	Provision of accounting services	<ul style="list-style-type: none"><li>• Change in accounting policy and accounting estimates.</li><li>• Prepare inventory schedule for textbooks both new and old.</li><li>• Analysis of student debtors aligning COLTECH and SAGE</li><li>• Compiling financial transaction schedule from COLTECH to SAGE.</li><li>• Preparation of audit working paper file</li><li>• Calculation of straight line method for operating leases disclosure in terms of GRAP 13</li><li>• Providing support during audit</li><li>• Prepare the reconciliation of General Ledger and FAR and technical issues.</li><li>• Assist in preparation of any schedule which is needed.</li><li>• Compiling of Annual Financial Statements</li><li>• Unbundling of Assets</li><li>• Reconciliation of Fixed Asset Register</li></ul>

The following conditions shall apply:

#### 1. SUBMISSION OF DOCUMENTS:

- Sealed envelope written the bid number must be submitted at reception at the central office, Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province between 07H30-16H00 (Monday to Thursday) and 07H30-14H00 on Fridays.
- Emailed or faxed documents will not be accepted.
- Closing date for bids will be 03 December 2023 at 11H00.

## **2. COMPULSORY MANDATORY DOCUMENTS:**

- Valid latest CSD report (Not older than 2 months)
- Copies of company registration certificate (which falls within the current 12 months),
- Originally certified ID copy of director(s), (Not older than 6 months)
- Confirmation of physical address of the bidder(not older than 3 months),
- Detailed Company profile.
- SBD 4 and SBD 8 forms obtainable on the College website.
- If Members/Partners/Directors are employed by the state, proof that they allowed conduct business outside remunerative work should be provided.
- SAICA membership certificate for the staff
- One of the partners of the audit/accounting firm must be a GRAP specialist
- A detailed Pricing Schedule.

(NB: Non-compliance with the above will result in automatic disqualification).

## **3. REQUIRED EVALUATION DOCUMENTS FOR FUNCTIONALITY AND PRICE:**

- Track record/traceable references for verification purposes: Provide the names and contact details of current or previous clients you have rendered similar services to, indicating the value of the project.(Please provide appointment letters and testimonial letters;(minimum 5 years)(**25**)

Reference letters

Five (5) letters=25

Four (4) letters=20

Three (3) letters=15

Two (2) letters=10

One (1) letter=5

- Audit Report with positive outcome for public sector(**40**)

Three audit report=40

Two audit Report=15

One Audit Report=0

- Capacity and experience of the team. Comprehensive CV'S and certificate copies of qualifications of team members.(**25**)  
Director with SAICA and IRBA membership of CA(SA) 10 years' experience =10

Key staff minimum experience of 4 with finance qualification=7  
Key staff minimum experience of 3 with finance qualification=4  
Other staff members experience of 2 and below with finance qualification=2

- Detailed project plan and methodology= (10)
- A current broad-based black economic empowered (B-BBEE) status level certificate or sworn affidavit.

(NB: Functionality threshold is 70 points).

#### **4. DISCLAIMER**

Sekhukhune TVET College reserve the right:

- a) To verify any information supplied in the bid documents
- b) Not to appoint any service provider
- c) Not to appoint the lowest bid
- d) To cancel or withdraw this bid at any time without attracting any penalties or liabilities;
- e) To disqualify a Bid or cancel any subsequent contract should it be found that information disclosed was factually inaccurate/or that a misrepresentation of facts may have occurred
- f) To negotiate the bid amount with the preferred bidder
- g) To insist that the team members whose names were forwarded on the proposal be the same team members who will be seconded to the project. The bidder will not be allowed to change team members without the express authority in writing from the college Principal.
- h) To contact all the contactable references listed by the bidder.

#### **5. CONFIDENTIALITY**

Any or all information made available to the Sekhukhune TVET College shall be regarded as confidential and shall not be made available to third parties without prior written consent of the college.

#### **6. PREPARATION OF PROPOSAL**

Sekhukhune TVET College shall not be liable for any costs that has been incurred by the service provider in the preparation of the proposal, the obtaining of certificates or any other cost that might be incurred in submitting the proposal.

#### **7. PRICING**

Bidders are requested to give a detailed price schedule. The total bid price must be inclusive of VAT

#### **8. PAYMENT**

All forms of payments from the college to the Service provider will be made after due authorization by the college structure within the required period of 30 days after confirmation of such entitlement.

All original document to be delivered at the following address:

Sekhukhune TVET College  
Motetema  
0470

## **9. EVALUATION CRITERIA**

In accordance with the Preferential procurement regulations, 2011 and the revised 2017 (PPPFA), the bid evaluation process shall be carried out in three phases namely;

- Phase 1: SCM Compliance (Administration and Mandatory criteria).
- Phase 2: Functionality evaluation
- Phase 3: Evaluation in terms of preference points systems.

### **GENERAL CONDITIONS:**

- This request for proposal does not serve as a quotation template, therefore an official quotation must be on company letterhead.
- Quoted prices must be valid for at least a period of thirty (30) days.
- Suppliers must be in a position to deliver within fifteen (15) days upon receipt of an official purchase order as failure to do so will result to cancellation of the order with immediate effect.
- There will be no public opening of quotations.
- Quotations will be evaluated on 80/20 point system. 80 points for price and 20 points for BBBEE rating as per relevant Public Preferential Procurement Framework and Broad Based Black Economic Empowerment legislations.

(NB: More information about application and requirements, please refer to SBD 6.1 for compliance and guidance on how to be accredited or to be verified).

For further enquiries, please use the following contact details:

- Sibande T.D                      Chief Provisioning officer: SCM (013) 269 0278/0020  
Administrative Queries
- Malale Daphney      Assistant Director: Finance                      (013) 269 0278/0020  
Technical Queries

**KEKANA TJ  
PRINCIPAL**