



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: PREPARATION OF ANNUAL FINANCIAL STATEMENTS FOR 2020 FINANCIAL YEAR AND PROVIDING ACCOUNTING SERVICES FOR SEKHUKHUNE TVET COLLEGE**

The service provider must have expertise to execute the following

| No | Area                                       | Expected Outcome   |
|----|--|--|
| 1  | Preparation of annual financial statements | <ul style="list-style-type: none"><li>• Rectify all prior period errors and correct opening balances;</li><li>• Compile GRAP compliant annual financial statements for the College using Caseware software;</li><li>• Assist in addressing Auditor General queries during Audit;</li><li>• Adjust the AFS's when required;</li><li>• Aligning the trial balance to the annual financial statements;</li><li>• End year assistance.</li><li>• Assist in addressing previous year audit findings</li></ul> |
| 2  | Provision of accounting services           | <ul style="list-style-type: none"><li>• Reconcile College general ledger accounts;</li><li>• Clearing suspense accounts;</li><li>• Compilation of the Audit file;</li><li>• Debtors provision computations;</li><li>• Skills transfer and coaching;</li><li>• <b>Any other accounting related work</b></li></ul>   |
| 3  | To test compliance with the College        | <ul style="list-style-type: none"><li>• Recommend or advise on a working model for proper implementation of policies and procedures</li></ul>  |

|  |                         |  |
|--|-------------------------|--|
|  | policies and procedures |  |
|--|-------------------------|--|

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 **Friday 22 January 2021 at 11H00.**

**2. COMPULSORY MANDATORY DOCUMENTS:**

- CSD
- Copies of company registration certificate
- Originally certified ID copy of director(s),
- Confirmation of physical address of the bidder(not more than 3 months),
- Detailed Company profile.
- SBD 4 and SBD 8 forms obtainable on the College website.
- 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)
- Capacity and experience of the team. Comprehensive CV'S and certificate copies of qualifications of team members.
- Detailed project plan and methodology
- **latest audited financial statements**

(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.

### **a) Phase 1: SCM Compliance**

This is the first phase where bidder's proposals and attachments will be checked as per responsiveness criteria (Administrative and Mandatory criteria)

### **b) Phase 2: Functionality evaluation**

**The minimum functionality threshold is 70. Bidders who score below the minimum score will not be evaluated further.**

Functionality of bids will be evaluated according to the evaluation criterial set out in the bid documents Terms of reference below. Functionality will be according to the criterial listed in the table below.

| No | Functionality Area       | Score |
|----|--------------------------|-------|
| 1  | Company experience       | 50    |
| 2  | Key staff experience     | 40    |
| 3  | Methodology and approach | 10    |

| CRITERIA FOR EVALUATING FUNCTIONALITY   | WEIGHT     |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |
|---|------------|----|------------|----|------------|----|------------|---|------------|----|------------|----|------------|----|------------|---|----|
| <p><b>Past Experience:</b><br/>This refers to the experience of the bidder in providing services to the TVET Colleges and other institution. Appointment letter and testimonial letters from previous or current clients on the client's letterhead. The letters must be for the last 5 years.</p> <p><i>The testimonial must show a trend that the service provider has assisted the institution in improving or maintaining unmodified audit outcomes. Failure to attach the signed testimonials will result in no points being awarded.</i></p> <p><b>Appointment letters</b></p> <table> <tr> <td>5+ letters</td> <td>20</td> </tr> <tr> <td>4+ letters</td> <td>18</td> </tr> <tr> <td>3+ letters</td> <td>10</td> </tr> <tr> <td>1+ letters</td> <td>4</td> </tr> </table> <p><b>Testimonial Letters accompanying an appointment letter</b></p> <table> <tr> <td>5+ letters</td> <td>30</td> </tr> <tr> <td>4+ letters</td> <td>22</td> </tr> <tr> <td>3+ letters</td> <td>20</td> </tr> <tr> <td>1+ letters</td> <td>6</td> </tr> </table> | 5+ letters | 20 | 4+ letters | 18 | 3+ letters | 10 | 1+ letters | 4 | 5+ letters | 30 | 4+ letters | 22 | 3+ letters | 20 | 1+ letters | 6 | 50 |
| 5+ letters  | 20         |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |
| 4+ letters  | 18         |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |
| 3+ letters  | 10         |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |
| 1+ letters  | 4          |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |
| 5+ letters  | 30         |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |
| 4+ letters  | 22         |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |
| 3+ letters  | 20         |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |
| 1+ letters  | 6          |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |
| <p><b>Capacity and experience of the team:</b></p> <p>This refers to the bidder's team capacity to undertake the scope of work. The bidder is required to submit comprehensive CVS and certified copies of the following team members:</p> <p>Engagement Partner: CA and Registered Auditor</p> <ul style="list-style-type: none"> <li>• More than 5 years' experience in preparation financial statements-10</li> <li>• 4 years- 8</li> <li>• 3 years- 6</li> <li>• 2 years – 4</li> <li>• Below 2 years -1</li> </ul> <p>Manager: CA and Registered Auditor</p> <ul style="list-style-type: none"> <li>• More than 5 years' experience in preparation and review of financial statements-15</li> <li>• 4 years- 11</li> </ul>   | 40         |    |            |    |            |    |            |   |            |    |            |    |            |    |            |   |    |

|  |            |
|--|------------|
| <ul style="list-style-type: none"> <li>• 3 years- 8</li> <li>• 2 years – 6</li> <li>• Below 2 years -2</li> </ul> Assistant Manager/Supervisor: At least CTA and ITC <ul style="list-style-type: none"> <li>• More than 3 years' experience in preparation financial statement -15</li> <li>• 2 years- 11</li> <li>• 1 years- 8</li> </ul> |            |
| <b>Methodology and project plan:</b><br><br>The bidder is required to provide the college with a detailed methodology and project plan   | 10         |
| <b>TOTAL</b>   | <b>100</b> |

**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 Thomas      Chief provisioning clerk      (013) 269 0278/0020      Administrative Queries
- Malale Daphney      Assistant Director : finance      (013) 269 0278/0020      Technical Queries

**KEKANA TJ**

**PRINCIPAL**