

SEKHUKHUNE TVET COLLEGE

FOR TECHNICAL & VOCATIONAL EDUCATION AND TRAINING COLLEGE



REACHING GOALS TOGETHER

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The Sekhukhune TVET College hereby invites service providers to quote for the following item/s.

SPECIFICATION: SERVICE PROVIDER TO PROVIDE FINANCIAL PLANNING AND TAX COMPLIANCE CONSULTING SERVICES TO SMMEs FOR A PERIOD OF 12 MONTHS.

Line	Item Description
1.	Conduct financial planning support to Sekhukhune TVET College – Centre for Entrepreneurship Rapid Incubator (CfERI) SMMEs (startup 30% and existing 70%)
2.	Conduct tax health check/assessment of CfERI SMMEs
3.	Support CfERI SMMEs registration on SARS e-filing, different tax types registration, filing, and guidance on payment with the South African Revenue Service (SARS)
4.	Provide consultation and mentorship services to CfERI clients on financial planning/bookkeeping and taxation compliance support;
5.	Facilitate information sharing /workshops/training session on financial management(x2) and tax obligations relating to small businesses (x2)
6.	Baseline is 50 clients (however invoice shall be based on clients supported)
7.	The duration of the project is (12) months
8.	The quotation must cover. <ul style="list-style-type: none">• Methodology,• Implementation plan (Institutional and workplace).• Financial Proposal (including tax health check, tax compliance support, financial planning and bookkeeping support and skills transfer to SMMEs)
9.	The Following documents must be attached for functionality. <ul style="list-style-type: none">• Curriculum Vitae lead consultant accompanied by:<ul style="list-style-type: none">- Certified copies of qualifications (not older than 6 months)- Certified ID copy (not older than 6 Months)- Professional bodies proof of registration/ practice numbers
10.	The provider must have experience at least 3 projects in implementing similar projects with traceable record. Details of contactable reference/s to confirm previous experience must be submitted.

The following conditions shall apply:

SUBMISSION OF DOCUMENTS:

- Sealed envelope written the notice number must be submitted at reception at the central office, **Sekhukhune TVET College, CS Barlow campus, stand no. 676, Motetema, Limpopo Province** between 07h30-16h30 (Monday to Thursday) and 07h30-11h00 on Fridays.
- Closing date for submissions will be **31 May 2023 at 11H00**.

COMPULSORY MANDATORY DOCUMENTS:

- CIPC of Company registration certificate (CK) issued within 1 year of closing date
- Indicate CSD Supplier Number on the **quotation**
- Confirmation of physical address of the bidder or municipal bill/ Lease agreement.
- SBD 4 and SBD 8 forms obtainable on the College website.
- CSD Report
- Business Profile (clearly indicating key offerings and number of years in operation).
- Curriculum Vitae / resume of the lead consultant with their proof of registration or practice number as Professional Tax Practitioner (SA) indicated.
- Proof of registration as a professional accountant or Chartered accountant
- (NB: non-compliance with the above will result in automatic disqualification).

GENERAL CONDITIONS:

- This request for proposal does not serve as a quotation template, therefore an official quotation must be in 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.
- For verification of goods, a sample will be requested upon issuing of an official order.
- 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.

For further enquiries, please use the following contact details:

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|--------------|---------------------|----------------|------------------------|
| • Sibande TD | Procurement Officer | (013) 269 0278 | Administrative Queries |
| • Magolo MT | Procurement Office | (013) 269 0278 | Administrative Queries |

**PRINCIPAL
TJ KEKANA**