



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: APPOINTMENT OF ASSET MANAGEMENT SUPPORT

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to quotations@bccollege.co.za.

TENDERERS MUST NOTE THAT WHEREVER THIS DOCUMENT REFERS TO ANY PARTICULAR TRADE MARK, NAME, PATENT, DESIGN, TYPE, SPECIFIC ORIGIN OR PRODUCER, SUCH REFERENCE SHALL BE DEEMED TO BE ACCOMPANIED BY THE WORDS 'OR EQUIVALENT.

Kindly submit the following **REQUIRED** documents when responding to the RFQ

- Signed quotation (quotations not signed will be eliminated)
- Latest Declaration forms (SBD 4, 8 and 9 can be found on our website)
- Certified BEE certificate (0 points will be awarded for BEE certificates that are not certified)
- Tax Clearance Certificate
- A full CSD report
- Company registration documents
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification
- Quotations must be submitted in PDF file format ONLY
- All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date: 21 August 2024 at 11h00. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

Enquiries: email to zjikwana@bccollege.co.za or wgwabavu@bccollege.co.za



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**BUFFALO CITY
TVET COLLEGE**

Enquires: Ms S Mantame, smantame@bccollege.co.za, Tel 043 704 9230

Date: 12 August 2024

SPECIFICATIONS FOR APPOINTMENT OF ASSET MANAGEMENT SUPPORT

Buffalo City TVET College is in a process of updating the Fixed Asset Register to agree with the Trial Balance and ensure existence and accuracy of these records.

The college also requires support in the physical verification of all assets, 24 870 around four campuses assessment of remaining useful life/ impact on depreciation charge and in preparation of the 2024 audit process, specifically the following:

1. Physical verification of all assets, including the assessment of remaining useful life of assets.
2. Assist with the updating of asset register with current year additions.
3. Assist with reconciling the asset register with the Trial balance/ General Ledger for the current year.
4. Assist with current year Asset disposal
5. Assessment of Asset Conditions.
6. All the Disclosures as per the required GRAP standards.

We would like to request the allocation of staff members who are knowledgeable

Please take note of the information below:

- Appointment from August 2024.
- We would like staff compliment that has senior management who will perform reviews and has technical knowledge of GRAP standards.
- A team with the supervisor to work very closely with BCC employees.
- Continuous reporting- fortnightly.
- The estimated tie for the project is one to two months

Please submit the quotation together with the attached SBD form from College website, BBBEE certificate and Tax certificate by email.

Your cooperation will be highly appreciated.

Requestor



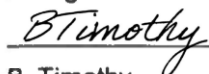
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date: 12/08/2024



S. Mantame

Acting CFO



B. Timothy

Supply Chain Management Manager

Date: 12/08/2024

Date: 12/08/2024