



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



**BUFFALO CITY**  
**TVET COLLEGE**

## REQUEST FOR QUOTATION: ASSET MANAGEMENT SUPPORT

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to [weziwe@bccollege.co.za](mailto:weziwe@bccollege.co.za); cc: [zimkhitha@bccollege.co.za](mailto:zimkhitha@bccollege.co.za)

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

- Signed quotation (quotations not signed will be eliminated)
- Declaration forms (SBD 4, 8 and 9)
- Certified BEE certificate (0 points will be awarded for BEE certificates that are not certified)
- Tax Clearance Certificate
- CSD report
- Bank Confirmation Letter (not older than 3 months)

**Closing Date: 03 November 2021 at 11h00am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED**

Enquiries: Ms Weziwe Gwabavu / Zimkhitha Jikwana

043 704 9241

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**BUFFALO CITY  
TVET COLLEGE**

Enquires: Ms S Mantame  
[smantame@bccollege.co.za](mailto:smantame@bccollege.co.za)  
Tel 043 704 9230

Date: 11 October 2021

**SPECIFICATION FOR ASSET MANAGEMENT SUPPORT**

ADMIN CENTRE  
Corner Lukin & King Streets  
Private Bag 9016  
East London, 5200  
Tel: (043) 722 5453  
Fax: (043) 704 9274  
Email: [ceo@bccollege.co.za](mailto:ceo@bccollege.co.za)

**COLLEGE CAMPUSES**

EAST LONDON  
Lukin Road, East London  
Private Bag 9016  
East London, 5200  
Tel: (043) 722 5453  
Fax: (043) 743 0116  
Email: [elcadmin@bccollege.co.za](mailto:elcadmin@bccollege.co.za)

JOHN KNOX BOKWE  
Mfaha Street, No 1, Mdantsane  
Private Bag X24  
Mdantsane, 5219  
Tel: (043) 761 1792  
Fax: (043) 761 4303  
Email: [jkbadmin@bccollege.co.za](mailto:jkbadmin@bccollege.co.za)

ST MARKS  
St Marks Road, East London  
Private Bag 9016  
East London, 5200  
Tel: (043) 743 6554  
Fax: (043) 743 9650  
Email: [stmadmin@bccollege.co.za](mailto:stmadmin@bccollege.co.za)

BUSINESS SKILLS CENTRE  
Lukin Road, East London, 5200  
Tel: (043) 743 2910  
Fax: (043) 743 6772  
Email: [bskills@bccollege.co.za](mailto:bskills@bccollege.co.za)

Buffalo City TVET College (BCC) is in 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 physical verification of all assets, assessment of remaining useful life / impact on depreciation charge and in preparation of 2021 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 is knowledgeable of GRAP 17 and other related standards and who will be able to assist the asset team in rectifying all the previous findings by AGSA.

Please take note of the information below:

- > Appointment from October 2021
- > We would like staff compliment that has senior management who will perform reviews and has technical knowledge of GARP standards.
- > A team with the supervisor to work very closely with BCC employees
- > Continuous reporting — fortnightly.

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

Your co-operation will be highly appreciated.

S. Ndamase  
S. Ndamase  
Senior Amin Clerk: Asset

21/10/2021  
Date

S. Mantame  
S. Mantame  
Finance Manager

21/10/2021  
Date

*Y. Bice*

*26/10/2021*