



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATION: PREPARATION OF 2021 AFS

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to weziwe@bccollege.co.za; cc: 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
Tel 043 704 9230

Date: 11 October 2021

SPECIFICATION FOR PREPERATION OF 2021 AFS

Buffalo City TVET College will be preparing the 2021 Annual Financial Statements(AFS) using Caseware.We therefore request you to please email the SIGNED quotation for the following services, all prices must be inclusive of VAT and it must include hourly rate and qualifications of staff who will be involved in the project:

- Assistance in the Preparation of the 2021 Annual Financial Statements which complies with the CET Act 16 of 2006 and GRAP standards.
- Support in the Preparation of the Accounting File (working papers soft and hard copies) for 2021 Audit.
- Training and transfer of skills, to be performed preferably during 01 to 31 July 2022.

We would like to request the allocation of staff member who is knowledgeable of GRAP and preparation of complying Annual Financial Statements and the working papers thereto. Please take note of the information below:

- Appointment from 01 November 2021 (GL +TB review)
- Fulltime person and the reviewer is needed
- AFS submission to the Audit Committees before 28 February 2022.
- AFS submission to the Auditor General South Africa – 31 March 2022.
- Limited audit assistance including AFS adjustments before 31 May 2022
- 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.

Regards

S. Ndamase
S. Ndamase
Senior Admin Clerk: Asset

Date 21/10/2021

Sf
Finance Manager: Ms S Mantame
Email: smantame@bccollege.co.za

Date 21/10/2021

S. Siwisa
S. Siwisa
Ass. Director SCM

Date 26/10/2021

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

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

JOHN KNOX BOKWE

Mfaka Street, Nu1, Mdantsane
Private Bag X24
Mdantsane, 5219
Tel: (043) 761 1792
Fax: (043) 761 4803
Email: jkbadmin@bccollege.co.za

ST MARKS

St Marks Road, East London
Private Bag 9016
East London, 5200
Tel: (043) 743 6554
Fax: (043) 743 9850
Email: 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