



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATIONS – PREPARATION OF 2023 AFS

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), see attached on college website
- Certified BBBEE certificate (0 points will be awarded for BBBEE certificates that are not certified)
- Tax Clearance Certificate
- CSD full report
- Company Registration
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification
- **Quotations must be submitted in the PDF format ONLY**
- All quotations submitted via email addresses other than the one listed above will not be considered.

Closing Date 15 January 2024 at 11h00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

043 704 9238 / 043 704 9241



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

Date: 08 January 2024

SPECIFICATION FOR PREPARATION OF 2023 AFS

Buffalo City TVET College will be preparing the 2023 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 2023 Annual Financial statements which complies with the CET Act 16 of 2006 and GRAP standards.
- Review of all reconciliations and registers prepared during the year.
- Assist with preparation of grants reconciliations.
- Assist with detailed review of commitments and contracts register for the year.
- Support in the Preparation of the Accounting file (working papers soft and hard copies) for 2023 Audit.
- Training and transfer of skills, to be performed preferably during 01 to 31 July 2024.

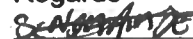
We would like to request the allocation of staff member who is knowledgeable of GRAP and preparation of complying Annual Financial Statements and the working papers thereof. Please take note of the information below:

- Appointment from January 2024 (GL + TB + Recons review).
- Fulltime person and the reviewer is needed.
- AFS submission to the Audit Committees before 28 February 2024.
- AFS submission to the Auditor General South Africa – 31 March 2024.
- Limited audit assistance including AFS adjustments before 31 May 2024
- 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

Senior Admin Clerk: Asset



Finance Manager: Ms S Mantame

Email: smantame@bccollege.co.za



Ms Z. Jikwana

Acting Ass. Director SCM

Date 08-01-2024

Date 08/01/2024

Date 09/01/2024

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

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Private Bag 9016
East London, 5200
Tel: (043) 722 5453
Fax: (043) 743 0116
Email: elcadmin@bccollege.co.za

JOHN KNOX BOKWE

Mfana 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
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Tel: (043) 743 6554
Fax: (043) 743 9650
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