



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



BUFFALO CITY
TVET COLLEGE

REQUEST FOR QUOTATIONS – 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), 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 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, assessment of remaining useful life/ impact on depreciation charge and in preparation of the 2023 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 January 2023.
- 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.

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


Mr. S. Ndamase
Senior Admin Clerk: Asset

Date 08.01.2024


Ms. S Mantame
Acting CFO: Buffalo city TVET College
Email: smantame@bccollege.co.za

Date 08/01/2024


Mrs. Z. Jikwana
Acting Ass. Director SCM

Date 09/01/2024

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Fax: (043) 704 9274
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COLLEGE CAMPUSES

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Private Bag 9016
East London, 5200
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Email: elcadmin@bccollege.co.za

JOHN KNOX BOKWE
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ST MARKS
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BUSINESS SKILLS CENTRE
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