



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

BID SPECIFICATIONS

**DESCRIPTION: PROVISION OF ASSET MANAGEMENT
AND ANNUAL FINANCIAL STATEMENT
PREPARATION SERVICES**

REFERENCE NUMBER: TSTVETC-2024/07

**CLOSING DATE: THURSDAY 26 SEPTEMBER 2024
NOT LATER THAN 11:00**

DURATION: 36 MONTHS

**DELIVERY ADDRESS FOR TENDER DOCUMENTS /
APPLICATIONS:
TSHWANE SOUTH TVET COLLEGE
HEAD OFFICE
85 FRANCIS BAARD STREET
PRETORIA
0001**

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1 Background

Tshwane South TVET College (TSTVETC) seeks to appoint a service provider for the Provision of Asset Management and Annual Financial Statement Preparation Services for the college. for all Tshwane South TVET College campuses as well as the Head Office

Tshwane South TVET College (TSTVETC) invites suitably qualified and interested bidders who have the necessary capacity, to submit proposals and or quotations for the Provision of Asset Management and Annual Financial Statement Preparation Services as contained in the terms of reference below.

Please Note: There will be no **briefing session**.

2 Scope of Work

2.1 The Scope of this project is outlined as follows:

- Provision of assets Management Services
- Annual Financial Statement Preparation services

2.2 Provision of assets Management Services

Project Purpose

The purpose of this project is to appoint suitable Service Provider for The Provision of Asset management services as outlined below:

- Using any assets management software
- Perform physical verification of the movable and immovable assets (+/-60 000).
- Assess the useful life of assets and estimated residual values.
- Reconcile the asset register (compiled by the Asset Management Unit within the College) to the updated register.
- Assess and evaluate each verified asset.
- Perform asset condition assessment on the asset register, as required by the Auditor General of South Africa.
- Calculate depreciation for each individual asset per category.
- Fair valuing of assets.
- Prepare relevant journals to be processed into the general ledger, and reconcile the final fixed asset register to the general ledger and notes to the annual financial statements of the college.



- Assist with auditor's queries/findings.
- Scrutinize the general ledger account with special focus on account in which assets may have been inappropriately expensed.
- Derecognise assets in the assets register were applicable.
- Review work in progress to ensure it is correctly accounted for in the commitments register.
- Assist with the information for the notes in the financial statement in relation to change in estimates.
- Integration to Sage Evaluation.
- The Asset register to be in GRAP (Generally Recognised Accounting Practice) compliance.

2.3 Annual Financial Statement Preparation Services

- Prepare Annual Financial Statement in line with the standards of GRAP (Generally Recognised Accounting Practices)
- Assist with answering audit queries and /or findings.
- Attend audit committee meetings with Auditor General
- Ensure that findings relating to financial statements and notes are addressed.
- Perform ad hoc projects.

3 Project Timelines

The bidder must start immediately with arrangements after receiving the appointment letter and delivery must take place within a Five (5) days period.

It is expected that the appointed service provider be able to provide these services over a period of Three (3) years. Should there be any request to extend the mentioned timeframe, such should be done in writing and agreed upon between the College and the successful bidder.

4 Profile of The Service Provider

The Service Provider must clearly outline the capacity to deliver the goods and services for which they are bidding. Tshwane South TVET College reserves the right to ask for documentation to prove capacity of the bidder(s).

5 Evaluation Criteria

TSHWANE SOUTH TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 and Preferential Procurement Regulations, 2011.

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be 70 points and bids that fail to achieve the minimum qualifying score will be automatically disqualified.
- Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.



The evaluation criteria for functionality will be as below:

Criteria	Qualifying Criteria for Short Listing	Points	
Capability	Qualification & Experience	45	
	A minimum of 2 years' experience in the public sector Asset Management environment and Annual Financial Statement Preparation Services	10	
	A minimum of 2 years' experience in the public sector as well as TVET sector Asset Management environment and Annual Financial Statement Preparation Services	15	
	Competency & Track Record Proof of similar Asset Management projects and track record of GRAP (Generally Recognised Accounting Practice) experience with appointment letter and completion certificates to be provided: (failure to submit both documents will lead to scoring 0 point)		
	1 – 2 Projects	10	
	3 – 4 Projects	20	
	5 and above	30	
Methodology & Project Management	The delivery of these services is time sensitive. As such the successful bidder will be required to produce a realistic project methodology for Asset Management and Annual Financial Statement Preparation Services	40	
	Project Plan (Not Fully Explained)	10	
	Project Plan (Fully Explained)	20	
	Approach and methodology (Not Fully Explained)	10	
	Approach and methodology (Fully Explained)	20	
Key Personnel Experience	Proof of capacity to perform the required service	15	
	CV's, qualifications of the contract key personnel		
	2-4 years' experience	10	
	Above 4 Years' experience	15	
TOTAL POINTS = 100			

Bidders must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references. Points will be awarded on a sliding scale, depending on the evidence provided.

The 80/20 preference point system shall be applicable as followings:

- Price **80**
- B-BBEE status level of contributor **20**

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, Tshwane South TVET College will adhere to its policy on the appointment of service providers.

6 Bid Conditions

The Tshwane South TVET College Supply Chain Management Policy will apply.

- 1 Tshwane South TVET College is not bound to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid. The interested bidder must quote the two (2) services separately.
- 2 Bids which are late, incomplete, submitted to wrong address, unsigned or submitted by facsimile or electronically will not be accepted.
- 3 Bidders must submit a valid B-BBEE Verification Certificate from SANAS Accredited Verification Agency or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) in order to be eligible for empowerment points. Companies with annual turnover less than R5million, Exempted Micro Enterprises (EME) must submit a valid B-BBEE Verification Certificate from SANAS Accredited Verification Agency, Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or a Sworn Affidavit confirming their B-BBEE level in order to be eligible for empowerment points.
- 4 Companies who bid as a joint venture must submit a consolidated B-BBEE Verification certificate prepared for this bid only, from SANAS Accredited Verification Agency or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) in order to be eligible for empowerment points. Companies who form part of this joint venture MUST be accredited.
- 5 Failure of a bidder to submit a valid certified B-BBEE Certificate and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming preferential points.
- 6 Bids submitted are to hold good for a period of 90 days. *Bidders must factor exchange rate fluctuations in their bids as no adjustment to the quoted price will be accepted once the bid has been submitted.*
- 7 Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
- 8 Counter offers by service providers shall not be considered and shall therefore nullify the offer to the company.
- 9 Tshwane South TVET College reserves the right to amend the terms of reference before the closing date of the bid or to award whole or part of the bid to one or more service providers or to cancel the bid in whole, as well as to adjust the quantities before the final award is made.



7- Mandatory Documents

The following documents are mandatory and failure to submit them as specified will lead to a disqualification of the bidder's proposal.

- Invitation to Bid – **SBD 1**
- Declaration of Interest – **SBD 4**
- Preferential Points Claim Form – **SBD 6.1**
- Declaration of bidder's past SCM Practices – **SBD 8**
- Certificate of Independent Bid Determination – **SBD 9**
- A Valid Tax Clearance Certificate
- Certified B-BBEE Certificate to confirm Status and Level of Contribution
- Company Registration documentation obtainable from CIPC
- Certified copies of ID's of shareholders/directors /owners
- Signed Pricing schedule valid for ninety (90) days for Assets Management and Annual Financial Statement Preparation Services
- Detailed Organogram
- Liability Insurance
- A description / Company profile of the organization
- Audited financial statements for the last THREE (3) years
- Compensation for Occupational Injuries and Diseases (COID)
- Accreditation certificate(s) with relevant bodies (**e.g., CAMA, SAAMA, SAICA, SAIPA**)

PLEASE NOTE: Proper certification of documents means:

- A copy of the original document must be certified with an original certification stamp.
- No copies of certified documents will be accepted.
- No certified copies of copies will be accepted.
- Certification must be dated, and the date must not be older than Six (6) months.



8. Submission of Bids

Bidders must submit proposals in **ONE SEALED** envelope clearly marked as below.

- ORGANISATION AND MARKING OF ENVELOPES

Please note the following with regards to the envelope:

- It must be marked as follows:

Bid Number: TSTVETC 2024/07

Bidder's Company Name

Unsigned Price Schedule of the financial proposal in the submission will result in the immediate disqualification of the bid.

Bidders are required to clearly mark the sealed envelope with their company name.

- HANDLING OF BIDS

All bid submissions must be done in hard copies as follows:

Bids should be hand delivered and dropped in the Tender Box:

Supply Chain Management Unit

Tshwane South TVET College – Head Office

85 Francis Baard Street

PRETORIA

0001

9. Closing Date and Time

CLOSING DATE: THURSDAY 26 SEPTEMBER 2024

CLOSING TIME: 11H00.

NO LATE SUBMISSIONS WILL BE ACCEPTED!

NOTE: It is the responsibility of the bidder to ensure that all bid documents, as described above, reach the Tshwane South TVET College, at the above address, on or before the closing time



10. Submission of Bids

NO telephonic or any other form of communication relating to this bid will be permitted with any other Tshwane South TVET College member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below.

- ANY MEANS OF ATTEMPTING TO INFLUENCE ADJUDICATION PROCESS OR OUTCOMES OF ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.
- All enquiries regarding this bid must be in writing only and be directed to:

Procurement Office: Email: procurement@tsc.edu.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.



Mr GD Mnisi

Acting Principal

APPROVED / NOT APPROVED

27/8/2024
Date

Approved!!