



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



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

### **REQUEST FOR QUOTATION: PREPARATION OF 2022 AFS**

Kindly see the attached request for quote (RFQ). Quotations should be forwarded to [quotations@bccollege.co.za](mailto: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)
- 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)
- Quotations must be detailed as per specification

**Closing Date: 31 October 2022 at 12:00 Pm. 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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Enquires: Ms S Mantame  
smantame@bccollege.co.za  
Tel 043 704 9230

Date: 21 October 2022

### SPECIFICATION FOR PREPARATION OF 2022 AFS

Buffalo City TVET College will be preparing the 2022 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.

#### 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

##### JHNN KNOX BOKWE

Mfexa 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 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

- Assistance in the Preparation of the 2022 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 2022 Audit.
- Training and transfer of skills, to be performed preferably during 01 to 31 July 2023.

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 November/December 2022 (GL + TB + Recons review).
- Fulltime person and the reviewer is needed.
- AFS submission to the Audit Committees before 28 February 2023.
- AFS submission to the Auditor General South Africa – 31 March 2023.
- Limited audit assistance including AFS adjustments before 31 May 2023
- 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

Date 24.10.2022



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

Date 24/10/2022



B. Timothy  
SCM Manager

Date 25/10/2022