

REQUEST FOR QUOTATION: 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)
- Declaration forms (SBD 4, 8 and 9)
- Certified BEE certificate (0 points will be awarded for BEE certificates that are not certified)
- Valid Tax Clearance Certificate
- CSD report
- Bank Confirmation Letter (not older than 3 months)
- Quotations must be detailed as per specification

Closing Date: 18 November 2022 at 10:00 am. No late or hand delivered documents will be accepted. ONLY EMAILED DOCUMENTS WILL BE ACCEPTED

Enquiries: Ms Weziwe Gwabavu / Zimkhitha Jikwana

043 704 9241



higher education
& training

Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**BUFFALO CITY
TVET COLLEGE**

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

Date: 11 November 2022

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 2022 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 Fixed Asset Register (FAR) with current year additions.
3. Assist with reconciling the FAR with the Trial balance/ General Ledger for the current year.
4. Assist with current year Asset disposal
5. Assessment of Asset Conditions and ensure completeness of FAR and existence of all assets as per FAR.
6. All the Disclosures as per the required GRAP standards.
7. Reviews of all records as per FAR and extract of the Fixed Asset Note and Disclosures as per GRAP standards.

We would like to request the allocation of staff members who are knowledgeable

Please take note of the information below:

- > Appointment from November 2022.
- > 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



S. Ndumase
Senior Admin Clerk: Asset

Date 11/11/2022



Finance Manager: Ms S Mantame

Date 11/11/2022



B. Timothy
SCM Manager

Date 11/11/2022

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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East London, 5200
Tel: (043) 722 5453
Fax: (043) 743 0116
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JOHN KNOX BOKWE

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Private Bag X24
Mdantsane, 5219
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ST MARKS

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Email: stmadmin@bccollege.co.za

BU BUSINESS SKILLS CENTRE

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Tel: (043) 743 2910
Fax: (043) 743 6772
Email: bskills@bccollege.co.za