



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: A. Madukuda

Tel: 039 940 2142

Ext 122

RE-ADVERT

| BID DESCRIPTION | BID NO | CLOSING DATE | Enquiries |
|---|----------------|-----------------------|---|
| APPOINTMENT OF PROFESSIONAL SERVICES: COMPILING OF FIXED ASSET REGISTER FOR 2021 FINANCIAL YEAR | INGWE/114/2021 | DATE: 24 January 2022 | Technical: Ms.B. Ntshaba Tel: 039 940 2142 SCM: Ms A. Madukuda Tel: 039 940 2142 |

Kindly furnish me with a written quotation for the provision of services as detailed in the enclosed specification. The quotation must be submitted on the letterhead of your business or have your business stamp. Quotation maybe hand delivered before **12H00pm at Ingwe TVET College, Mount Frere Administration offices at the security gate** or email to amadukuda@ingwecollege.edu.za

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE QUOTATION AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- Firm Delivery Period must be indicated.
- A valid Tax Clearance certificate and SARS TAX Compliance status with PIN
- Full 2021 CSD report (Central Supplier Database)
- Certified BBBEE certificate or Sworn affidavit
- A company statement of Municipal Account that is not older than 3 (three) month or company Lease Agreement or Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates or a letter from a ward councilor confirming company address.
- Joint Ventures to attach: JV Agreement, Consolidated BBBEE certificate and letter of Signatory
- **Completed SBD 4, 8 and 9.**
- **Certified proof of any Professional registration of the firm (SAICA/SAIPA/ACCA/CIMA/SAIBA/IAC/SAIGA).**
- **Evidence of the system to be used for verification (A snapshot of the system should be provided).**

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- Ingwe TVET College Supply Chain Management Policy will apply;
- 80/20 preferential procurement point system will be applied.
- Ingwe TVET College does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid;
- Late bids will not be considered.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.

NB: TERMS OF REFERENCE ATTACHED

Evaluation Criteria for this procurement will be as follows:

Stage 1- Functionality (attached)

Stage 2-Price and Preferential Points

EVALUATION CRITERIA

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30 000.00

Price - 80 point
B-BEE status level of Contribution- 20 points

BBBEE Points Breakdown:

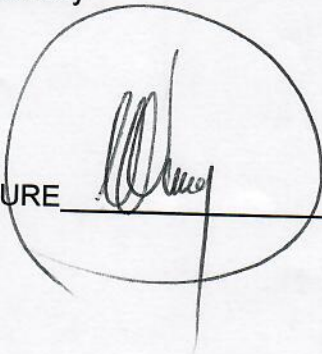
| LEVEL | POINTS AWARDED |
|-----------------|----------------|
| 1 | 20 |
| 2 | 18 |
| 3 | 16 |
| 4 | 12 |
| 5 | 8 |
| 6 | 6 |
| 7 | 4 |
| 8 | 2 |
| Non – compliant | 0 |

DELIVERY ADDRESS:

**INGWE TVET COLLEGE
ADMINISTRATION OFFICES
BADIBANISE LOCATION A/A
MOUNT FRERE
5090**

Yours faithfully

SIGNATURE



Published on: 18 January 2022

Central Office
Badibanise Village
Mount Frere
Tel: 039 940 2142

Mount Frere Campus
Cancele Road
Mount Frere
Tel: 039 940 2142 ext.200

Ngqungqushu Campus
Magwa Road
Lusikisiki
Tel: 039 940 2142 ext.300

Siteto Campus
Mhlanga Village
Bizana
Tel: 039 940 2142 ext.400

Maluti Campus
Mli Road
Maluti
Tel: 039 940 2142 ext.500

Mt Fletcher Campus
Hospital Area
Mount Fletcher
Tel: 039 940 2142 ext.600

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| FUNCTIONALITY | REQUIRED EVIDENCE | WEIGHT | MAX VALUE (1- 5) |
|---|--|--------|---------------------|
| 1. Experience | | | |
| (a) Contactable references letters of similar projects that the bidder has successfully undertaken in the past five years. | | | |
| > 10 clients with reference letters | <p>A minimum of at least five reference letters from satisfied previous clients that have been serviced in the past five years should be provided; the submission must be on the relevant client's letterhead and signed.</p> <p>Landline telephone details of clients should be also provided Signed</p> <p>NB: 0 points will be claimed where submitted clients/ references cannot be contacted.</p> <p>Appointment letters, without reference letters, will be NOT be considered.</p> | 50 | 5 |
| 8 -10 clients with reference letters | | | 4 |
| 4-7 clients with reference letters | | | 3 |
| 0-3 clients with reference letters | | | 0 |
| 2. Expertise | | | |
| (a) Project Leader experience and relevant qualifications [Accounting/Auditing Qualification @ NQF 7] | | | |
| >10 years' experience and qualifications | <p>Attach CV, certified copies for both ID and qualifications of the Project Leader showing at least five (5) years' experience in leading similar projects.</p> <p>The Project Leader should have a professional registration qualification. i.e SAICA, SAIPA, ACCA, CIMA, SAIBA, IAC & SAIGA</p> <p>NB: 0 points will be claimed where the above is not attached and submitted</p> | 20 | 5 |
| 5 to 10 years' experience and qualifications | | | 4 |
| 3 to 5 years' experience and qualifications | | | 3 |
| 1 to 2 years' experience and qualifications | | | 1 |
| 0 years' experience and qualifications | | | 0 |
| (a) Project Team Members' experience and relevant qualifications (A minimum of two (2) Team Members) | | | |
| >10 years' experience and qualifications | <p>Attach CV, certified copies for both ID and qualifications of the Project team showing at least three years' experience in leading similar projects and the project team.</p> <p>i. One of the project team members must be a registered engineer.</p> <p>ii. Other members must have qualifications relevant to accounting (from NQF level 6)</p> <p>NB: 0 points will be claimed where the above is not attached and submitted</p> | 15 | 5 |
| 5 to 10 years' experience and qualifications | | | 4 |
| 3 to 5 years' experience and qualifications | | | 3 |
| 1 to 2 years' experience and qualifications | | | 1 |
| 0 years' experience and qualifications | | | 0 |
| Inadequate methodology and approach | | | 0 |

| 3. Methodology & Project and implementation plan | | | |
|--|--|------------|------------|
| Demonstrate understanding of project, clear timelines, targets, cash flow and engagement strategy. | Appropriateness of the tools used by the organization and how they will satisfy the Requirements of the assignment. Evidence in a form of snapshot of the system to be used for verification must be provided | 15 | 5 |
| Demonstrate understanding of project, clear timelines and targets | | | 4 |
| Demonstrate understanding of project, clear timelines | | | 3 |
| Demonstrate understanding of project | | | 2 |
| No understanding of project | Appropriateness of suggested delivery schedule indicating targets and time frames per financial year and ability to reach and exceed the set targets. | | 0 |
| TOTAL | | 100 | 500 |

SPECIFICATION FOR CONSULTANT

Qualification and expertise of the team of professionals to be involved in the project should be demonstrated and should meet the minimum requirement of at least three years in accounting of assets.

Types of Assets

The College has various types of assets classified into the following

Tangible / movable and immovable assets

Land and buildings

Furniture and Fittings

Other Equipment

Computer equipment and leased assets

Vehicles

Intangible assets

Software

Systems

Pastel Evolution Asset Management Module - Fixed Assets register (Current)

Excel spread sheet —Fixed Assets register (2020 Financial Year)

Scope of Tender/Service Required

Physical asset verification

Perform 100% verification of all classes of assets (movable, immovable and intangible assets) using existing structures and data format in Pastel Evolution fixed asset register. The verification must include the following:

- a) Identify barcoded assets in use but not on the Fixed assets register;
- b) Identify assets in use, not barcoded, or not on the Fixed assets register;
- c) Identify assets barcoded but incorrectly identified in the Fixed Assets Register;
- d) Assets on the FAR no longer in use or cannot be verified/stolen or damaged;
- e) Identify assets with zero value on Assets register but still in use—estimated the extended useful life of these assets;
- f) Review useful life of all assets verified;
- g) Identify assets with duplicate asset numbers.
- h) Identify assets which are idle

In addition to the above the following information is required per assets:

Location of each assets - Location details: Campus/Region, Building, Floor, Room number, Room Barcode, Room type (e.g. Boardroom, Server Room, Workshop)

Responsibility Centre Details- Code Campus, Sub Department

Custodian Details - Custodian Name, staff number, email address, telephone number

Description Details - Asset Class, Asset Category, full Detailed Description

Asset Condition: Condition of the asset at the time and what the Directorate's management plan to do with the asset.

Asset Serial number

Old Asset numbers: Any old asset numbers must also be captured

GPS Coordinates: GPS Coordinates must be captured for all movable assets.

Discrepancies or differences arising from the verification will be discussed with the College's asset team. Adjustments on Pastel Evolution system required in terms of depreciation, impairments, retirements, residual values, and useful life of assets on the system will be the responsibility of Consultant, after consultation with the College's asset team.

Barcoding of assets

The following is required in terms of barcoding. The College will provide the tags with numbers.

Identify assets in use and not barcoded - Attach asset where no asset identification tag was previously affixed - liaise with the department/end-user and the Assets section in this regard.

Ensure that existing barcode numbers and serial numbers are captured (there should be no duplicate numbers in the final report)

With respect to Computer Equipment, Audio-visual Equipment and certain Equipment asset categories, verify, record and report on the existence of assets which are assembled together in a parent/child relationship (e.g. a laptop, monitor and docking station).

Reconciliation

Reconciliation of assets verified to Pastel Evolution assets register must be done per RC. Report must be submitted to the College's Chief Accountant immediately after the verification of that RC is completed. When reconciling the following information on the Register must be matched to asset verified:

Asset number of each asset

Asset description

Asset location

Responsibility centre/cost centre

Discrepancies or differences arising from the verification should be properly documented, discussed with College's assets team and resolved. Adjustments required in terms of depreciation, impairments, additions and useful life of assets on the

system must be agreed upon before processing.

Updating Asset inventory list

Update inventory list of assets per office/room which must be placed in the room where assets are located with the following information, the list must be visible and signed off by the responsibility centre manager.

Responsibility centre number/ cost centre (RC)

Responsibility centre manager

Name of the building

Office number

List of asset numbers

There must be no delay between the verification of assets, the preparation and signoff of an inventory sheet to ensure completeness

Updating of the Asset Register

The final report to be uploaded on the assets register must be reviewed and signed off by the Chief Accountant and the service provider representative.

Training and skills transfer

The successful service provider will be expected to work with the College assets team, therefore the supplier shall ensure training and skills transfer of the team is done and

Document verification process

Advice management on best practice

5. Value added services

Your proposal on value added services

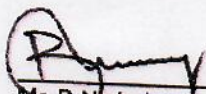
The College appreciates and recognizes that there may be alternatives or options available therefore, in addition to the detailed requirements outlined in this Public Tender, alternatives proposals that meet the objectives and the requirements as set up herein are also invited. Any additional proposal must be supported by the appropriate technical capability and relevant economies of scale

6. Proposed approach and methodology

Tenderers are to indicate the approach and methodology to be followed.

7. Statutory requirements and accounting standards

The tenderer must certify that their methodology and approach complies with minimum requirements for a complete asset register as prescribed by the Generally Recognized Accounting Practice (GRAP) and the College's accounting policy.



Ms. B. Ntshaba
Asset Practitioner

Date 15/11/2021