



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Ingwe TVET College



Enquiries: S. Ngodwana

Tel: 039 940 2142

Ext 181

ADVERT

BID DESCRIPTION	BID NO	CLOSING DATE	ENQUIRIES
PROFESSIONAL SERVICES: UPDATE OF FIXED ASSET REGISTER FOR 2022	INGWE/129/2023	DATE: 26/10/2023	TECHNICAL: B. NTSHABA TEL: 039 940 2142 SCM: MR. S. NGODWANA 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 may be hand delivered before **12H00pm** at **Ingwe TVET College, Mount Frere Administration Offices at the reception area or email to snquotations@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 ninety (90) 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 SARS TAX Compliance status with PIN.
- Updated CSD (Central Supplier Database) report.
- Company municipal statement of account not older than three (3) months or company lease agreement if renting premises or affidavit from SAPS stating that the company is not obliged to pay municipal rates or ward council letter confirming the proof of address for the company for non – rates paying areas or rural areas.
- **A service provider should be a consortium of both Accountants and Engineers with experience in GRAP.**
- **Certified SAICA/SAIPA/ACCA/CIMA/SAIBA/IAC/SAIGA registration with a membership number.**
- **Completed SBD 4 – as per PFMA SCM Instruction No. 03 of 2021/22 effective from 1 April 2022, the revised SBD 4 must be fully completed and signed. SBD 8&9 are repealed (no longer required). Failure to submit as instructed will lead to the bids being declared non – responsive. Bidders must download the revised SBD 4 from the College website or National Treasury website.**

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;
- Bids which are late, incomplete and unsigned will not be accepted.
- No quotations will be considered from persons in the service of the state.
- Failure to comply with these conditions may invalidate your offer.
- **Only quotations sent to the above mentioned e-mail address will be accepted.**

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

www.ingwecollege.edu.za

NB: SPECIFICATION ATTACHED

EVALUATION CRITERIA

Stage 1: Functionality – All bidders should at least obtain a minimum of 70 percent in stage one in order to qualify for stage two.

Stage 2: Price Evaluation

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

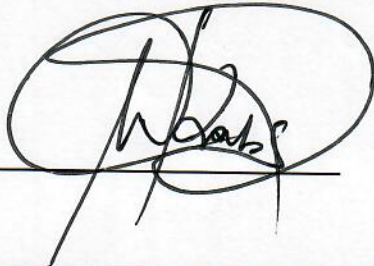
Price - 80 point
Specific goals - 20 points

“On the 04 November, the minister of Finance gazetted new Preferential Procurement Regulations (2022 Regulations) under the Preferential Procurement Policy Framework act, 2000 (PPPFA), this was aimed at aligning the regulations to the February 2022 Constitutional Court judgement. That judgement ruled that the Minister exceeded his powers in prescribing the 2017 Regulations. The Public Procurement Bill is being finalized, which will empower the Minister of Finance to set preferential procurement, the 2022 Regulations repeal the 2017 Regulations and take effect on the 16 January 2023”

SPECIFIC GOAL POINTS BREAKDOWN

SPECIFIC GOALS	PREFERENCE POINTS ALLOCATED OUT OF 20	DOCUMENTATION TO BE SUBMITTED BY BIDDERS TO VALIDATE THEIR CLAIM FOR POINTS
Black ownership: An EME or QSE which is at least 51% owned by black people	8	<ul style="list-style-type: none">ID CopyCIPC (Company registration)CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
Women ownership: An EME or QSE which is at least 51% owned by women	4	<ul style="list-style-type: none">ID CopyCIPC (Company registration)CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
Youth ownership: An EME or QSE which is at least 51% owned by youth (up to 35 years of age)	4	<ul style="list-style-type: none">ID CopyCIPC (Company registration)CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)
Disability: An EME or QSE which is at least 51% owned by people with disability	2	<ul style="list-style-type: none">ID CopyCIPC (Company registration)CSD report (the ownership status of the 2 documents must correspond in order to be awarded points)Medical certificateSASSA registration or confirmation of disability from a relevant authority.
Locality: Located in the OR Tambo District municipality , Alfred Ndzo District Municipality and the Ukhahlamba District Municipality	2	<ul style="list-style-type: none">Municipal rates account ORLetter from councilor confirming residence or Lease Agreement
Non – submissions	0	<ul style="list-style-type: none">No points will be claimed if the bidders failed to submit the required documents

SIGNATURE



Published on: 19 October 2023

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

www.ingwecollege.edu.za

SPECIFICATION FOR CONSULTANT: ASSET REGISTER COMPILATION

Qualifications 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 (2021 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, SubDepartment
- 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 done per RC. Report must be submitted 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

Value added services

Your proposal on value added services

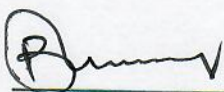
The College appreciates and recognizes that there may be alternatives or options available therefore, in addition to the detailed requirements outlined in this Public Tender, alternatives proposals that meet the objectives and the requirements as set up herein are also invited. Any additional proposal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

Proposed approach and methodology

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

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

Senior Asset Practitioner

Date 22/08/2023

FUNCTIONALITY		REQUIRED EVIDENCE	SCORE POINTS
1. Experience			
(a) Number of clients (Contactable references) or list of similar projects that the bidder has successfully undertaken in the past five years.			
More than 5 clients	40 points	A minimum of at least three (03) 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. Contact details of clients should be also provided. NB: 0 point will be claimed where submitted of reference clients cannot be contacted. Appointment letters without reference letters will not be considered.	40
4 to 5 clients	30 points		
3 clients	20 points		
0-2 clients	0 points		
2. Expertise			
(a) Project Leader with experience and relevant qualification in Accounting/ Auditing at NQF 7 and comprehensive CV's should be attached			
10 and above years' experience and qualifications.	30 points	Attach CV and certified copy of ID and qualifications of the Project Leader depicting at least a minimum of three (3) years' experience in leading similar projects. The Project Leader should have a professional registration qualification (i.e SAICA/SAIPA/ACCA/CIMA/SAIBA/IAC/SAIGA) NB: 0 point will be claimed where the above is not attached and not certified will not be considered (certification should with the period of six month).	30
6 to 9 years' experience and qualifications.	20 points		
3 - 5 years' experience and qualifications.	10 points		
0-2 years' experience and qualification	0 points		
(b) Project team with experience and relevant qualifications in Accounting/Auditing at NQF 6 (a minimum of two (02) team members) should be attached			
More than 5 years' experience and qualifications.	30 points	Attach CV and certified copy of ID and qualifications of the Project Team depicting at least minimum of three (3) year' experience working in the similar projects. <ul style="list-style-type: none"> One of the team members must be a registered engineer Other member must have qualifications relevant to accounting (from NQF level 6). NB: 0 point will be claimed where the above is not attached and not certified will not be considered (certification should with the period of six month).	20
4 to 5 years' experience and qualifications.	20 points		
3 years' experience and qualifications.	10 points		
0-2 years' experience and qualification	0 points		

3. Methodology			
Demonstrate understanding of project, clear timelines, targets, cash flow and engagement strategy.	10 points	Appropriateness of the tools used by the organization and how they will satisfy the requirements of the assignment. Setting out the plans to manage works which should include the process for the taking and handling back of work areas. The service provider has to demonstrate knowledge of activities outline in the project.	10
Demonstrate understanding of project, clear timeiines, and targets.	05 points		
Incomplete, inadequate and inaccurate project	0 points		
TOTAL			100 POINTS