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: EXTERNAL AUDITING SERVICES FOR CIEG PROJECTS	**INGWE/030/2025**	**DATE: 08/05/2025**	**TECHNICAL: Z. NDUDANE Tel: 039 940 2142 SCM: 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. The quotation may be hand delivered before **12H00pm** at **Ingwe TVET College, Mount Frere Administration Offices at the reception area.**

NB: ONLY HAND DELIVERED BIDS WILL BE ACCEPTED, FAXED OR EMAILED BIDS WILL NOT BE ACCEPTED.

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 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.
- **SAICA or IRB registration for the company is required.**
- Joint Ventures to attach: JV Agreement and letter of Signatory.
- **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 SBD 8&9 are repealed (no longer required).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**.

NB: SPECIFICATION ATTACHED

EVALUATION CRITERIA

Functionality

All bidders should at least obtain a minimum of 70% in stage (01) in order to qualify for stage (02).

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	• ID Copy • CIPC (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	• ID Copy • CIPC (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	• ID Copy • CIPC (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	• ID Copy • CIPC (Company registration) • CSD report (the ownership status of the 2 documents must correspond in order to be awarded points) • Medical certificate • SASSA 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	• Municipal rates account OR • Letter from councilor confirming residence or Lease Agreement
Non – submissions	0	• No points will be claimed if the bidders failed to submit the required documents

SIGNATURE_____

Published on: **25/04/2025**

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Ingwe TVET College

Enquiries: S. Mdunyelwa smdunyelwa@ingwecollege.edu.za Tel: 039 940 2142 Ext: 110

Terms of Reference: Provision of External Audit Services for a period of three (3) years

The Department of Higher Education and Training allocated funds to the College/s in the form of Capital Infrastructure and Efficiency Grant. The grant is mainly for repairs and maintenance of the teaching and learning infrastructure. As part of the requirements/conditions of the grant, the College is required to appoint external auditors to audit Capital Infrastructure and Efficiency Grant expenditure incurred by the College.

In this regard, there are agreed upon procedures that need to be adhered to when performing this audit and their purpose is to define the audit scope that must be followed by the External Auditors appointed by the College to audit this grant expenditure.

The College is therefore required to appoint a registered auditing firm led by Chartered Accountants registered with the South African Institute of Chartered Accountants (SAICA), including registration with the Independent Regulatory Board for Auditors (IRBA), to audit the College CIEG expenditure on a bi-annual basis, based on the agreed upon procedures to be listed below.

As part of the conditions attached to this grant, the College must transfer the funds received for this purpose to a separate dedicated account within 3 days of receipts of funds from the Department.

Submission of reports based on the agreed-upon audit procedures on a bi-annual basis to the Department in terms of International Standard on Related Services (ISRS) 4400, on the following dates:

- For the period ending 30 September – By 30 November each year; and
- For the period ending 31 March – By 31 May each year.

The objective of the audit would be to test and confirm if:

- The CIEG funding has indeed been applied for repairs and maintenance and not for any operational costs; (Validity)
- If quality work has been delivered; (Existence, Occurrence and Value for Money)
- If reasonable rates have been charged by the Contractors for the work paid for; (Accuracy and Value for Money)
- If the projects were critical and of important nature to the College, linked to the maintenance plans of the College; (Valuation)
- If a Principal Agent or other Consultants have been appointed to facilitate the projects, to determine if the professional fees payable in this regard, are market related. (Accuracy and Value for Money).

Detailed Agreed-Upon Audit procedures:

The registered auditor must sample at minimum, 5 CIEG projects completed by the respective College, for each Bi-annual audit.

Detailed procedures are as follows:

- Obtain a detailed CIEG expenditure report from the College Financial System for the audit period under review.
- Obtain a listing of completed CIEG projects from the College for the audit period under review, which must include the total value of expenditure incurred and paid for.
- Based on the listing obtained, select at minimum of 5 projects based on total costs incurred (From highest reported expenditure in descending order).
- Trace all reported expenditure per listing, per project, back to the detailed expenditure report obtained from the College financial system.
- Randomly select at minimum 5 payment transactions per project (If less than 5 transactions are applicable for a project, all payments must be selected for audit).
- Perform a detailed audit check on the payments selected:
  - Confirm what the payment was made for;
  - Confirm what rates were applied and if these rates paid for are reasonable and market related;
  - Physically inspect the work paid for, and re-measure quantities (if possible for instance square meter tiling installed, or square meter roofs repainted);
  - Check the quantities measured to the quantities paid for;
  - Take pictures of the work conducted.

- Assess whether quality work was performed and if value for money was obtained.

The Service Provider is then required to provide their quotation based on the following requirements:

Responsibility	Description	Hours	Rate (rands)	Total Amount
Partner	Sign-Off of the report	2		
Audit Manager	Quality review	10		
Audit Clerk 1	Preparer	40		
Audit Clerk 2	Preparer	40		
SUB- TOTAL				
VAT @ 15%				
TOTAL (Excluding disbursements)				

Disbursements:

- Travel costs – Rate per KM (***please state the rate per km***). Number of KMs will be confirmed through a distance calculator.
- Accommodation costs (estimated) to be presented at cost. *Copy of the invoices from the service providers to be provided to the college on submission of invoice/s.*

NB: The audit is only done twice a year as indicated above and then the service provider will be required to issue out audit report.

Mr S. Mdunyelwa (Chief Accountant)
Date: 26/04/2025

1.Experience			
Bidders are to indicate the years of demonstrable experience of the firm by attaching a reference letter(s) of TVET colleges or public institutions where audit services have been rendered. Most recent experiences are not older than 2021.			
Bidder has successfully completed 5 or more projects	50	**Proof of experience: Signed reference letters/ completion certificates/ purchase order in relation to the required services must be attached and accompanied by appointment letters. Practical certificate will not be considered, and reference letters/completion certificates/purchase orders that are not accompanied by appointment letters will not be considered. Only project completed within the past 5 years will be considered.** **NB: 0 points will be claimed where submitted clients/ references cannot be contacted.**	50
Bidder has successfully completed 4 projects	40		
Bidder has successfully completed 3 projects	30		
Bidder has successfully completed 2 projects	10		
Less than 2 projects	0		
2. Expertise			
(a) Project Manager (CA/B Tech/B Com of relevant Qualifications)			
More than 05 years' experience and qualifications	20	**Bidders must submit detailed CVs with certified copies of the required professional qualifications and ID copies not older than 06 months. If the required certified copies of professional qualifications and ID copies are not attached or certified, no points will be allocated. Copy of a certified copy will not be considered.**	20
02 to 04 years' experience and qualifications	10		
Less than 2 years' experience and qualifications	0		
(b) Senior Auditor (CA/B Tech/B Com of relevant Qualifications)			
More than 05 years' experience and qualifications	10	**Bidders must submit detailed CVs (Experience in General Building) with certified copies of the required professional qualifications and ID copies not older than 06 months. If the required certified copies of professional qualifications and ID copies are not attached or certified, no points will be allocated. Copy of a certified copy will not be considered.**	10
02 to 04 years' experience and qualifications	05		
Less than 2 year experience and qualifications	0		
(c) (Academic Qualification: QS/ND: Building. (National Diploma/B Tech)			
More than 05 years' experience and qualifications	10	**Bidders must submit detailed CVs (Experience in General Building Environment) with certified copies of the required professional qualifications and ID copy not older than 06 months. If the required certified copies of professional qualifications and ID copy are not attached or certified no points will be allocated. Copy of a certified copy will not be considered.**	10
02 to 04 years' experience and qualifications	05		
Less than 2 year experience and qualifications	0		
3. Methodology and Project and implementation plan			
Demonstrate understanding of project, clear timelines, targets, cash flow and engagement strategy.	10	**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 for each shift. The Service provider has to demonstrate knowledge of activities outlined in the project.**	10
Demonstrate understanding of project, clear timelines and targets	05		
No clear understanding of project or inadequate approach	0		
TOTAL			100