



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



REQUEST FOR PROPOSAL (RFP) FOR THE APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO PROVIDE ONE ACCOUNTS MANAGER FOR THE PERIOD OF 24 MONTHS TO THE KWAZULU-NATAL COMMUNITY EDUCATION AND TRAINING COLLEGE.

RFP NUMBER: **KZNCETC 06/2022**

Date issued: 01 JULY 2022

Closing date and time: 26 JULY 2022 at 11:00 am

Bid Validity period: 90 days

TENDER BOX ADDRESS: KZN CETC, 1ST FLOOR 17 Kosi Place, Umgeni Business Park, Springfield, Durban 4001.

1. BACKGROUND

- 1.1 The CET came into existence on 1 April 2015 when the Public Adult Learning Centres (PALCs) migrated from the Provincial Education Departments (PEDs) to the CET Colleges, resorting under the Department of Higher Education and Training (DHET). The mandate of the college is to provide quality and relevant education and training programmes for youth and adults to improve their livelihoods. The College, through the Community Learning Centres, offer programmes that will ensure that learners attain skills that will enable them to either find employment or establish their own enterprises.
- 1.2 The College is situated in KwaZulu-Natal Province, South Africa. Governance of the College rests with the Council subject to the relevant statutes and policies. Management of the college consists of the Principal and Deputy Principals. The CET College operates in accordance with the requirements, rules and regulations laid down in the following documents:
- 1.2.1 The Continuing Education and Training Act, Act 16 of 2006; and
National Norms and Standards for Funding Community Education and Training Colleges.

2. PURPOSE OF THE TENDER

The purpose of the tender is to identify, evaluate and appoint a suitable service provider to provide one Accounts Manager for the period of 24 months to the KwaZulu-Natal Community Education and Training College.

3. SCOPE OF WORK

JOB DESCRIPTION – ACCOUNTS MANAGER

3.1 JOB INFORMATION SUMMARY

Job Title	Accounts Manager
Core Code	Financial and credit controllers
Post Level and Salary Code	Level 7
Name of Component	Financial Management
Location	CET Colleges
Post Reports To	Deputy Director: Finance

3.2 JOB PURPOSE

To ensure the efficient and effective administration on financial accounting and payroll within the college

3.3 MAIN OBJECTIVES

NO.	OBJECTIVES
1.	<p>Ensure the Implementation of Budget Control and expenditure</p> <ul style="list-style-type: none"> • Facilitate and coordinate the annual budgeting process. • Perform monthly budgetary and Expenditure analysis. • Effect budget adjustments. • Prepare budget • Administer college adjustment Estimates • Compile Medium Term Expenditure Framework (MTEF) projections • Monitor expenditure trends and reconciliation against budget and cash flow projections • Monitor expenditure allocation and amendment of erroneous allocations • Report on state of expenditure
2	Manage income and expenditure



	<ul style="list-style-type: none">• Monitor monthly bank reconciliations.• Authorize supplier/ creditors requisitions and payments.• Compile monthly reconciliations between General Ledger sub-system and cashbook sub-system.• Manage the recovery of debtor's credit notes, disallowances and advances.• Approve bank payments• Approve petty cash.
3	Compile financial reports <ul style="list-style-type: none">• Compile monthly budget reports.• Safeguard all financial documents of the College.• Prepare the unit for the annual financial audit and respond to enquiries.• Reconcile salary payments with salary ledger
4	Administer payroll control and salary administration <ul style="list-style-type: none">• Provide inputs and implement salary administration and payroll control policies.• Reconcile salary payments against the salary ledgers for all cost centres on the system.• BAS vs Persal Reconciliation• Distribution of payroll, termination of employees.• Calculate bonuses, allowances, increments, COLA.• Ensure salaries and tax withholding comply with regulations• Travel and subsistence allowances• PAYE, IRP5 and other Tax submission deadlines.• UIF Submission and compliance.• Manage the written appointment of paymaster.• Maintain and update pay points and their associated staff.• Print, distribute and collect payrolls.• Sign a monthly salary administration and payroll control compliance certificate.• Safeguard and preserve payrolls.• Export salary (ACB Export) from payroll system and import the file into bank system• Export salary (ACB Export) for contract paid month end• Process adhoc payment weekly• Load third party payment on bank system
5	Supervise Departmental staff <ul style="list-style-type: none">• Allocate and ensure quality of work• Personnel development• Assess staff development• Apply discipline



3.4 INHERENT REQUIREMENT OF THE JOB

KEY COMPETENCIES	SKILLS AND KNOWLEDGE	LEVEL OF EXPERTISE
1. EDUCATION AND TRAINING	<ul style="list-style-type: none"> Recognized Bachelor's Degree in Accounting/ Financial Management/financial systems or equivalent qualification 	Advanced level
2. RELEVANT EXPERIENCE	<ul style="list-style-type: none"> 3-5 years' experience in the financial management environment 	Advanced level
3. KNOWLEDGE	<ul style="list-style-type: none"> Knowledge of financial functions, practices as well as the ability to capture data on the relevant financial system Advanced Computer literacy Knowledge of financial accounting procedures, methods and principles established for the processing of specific salaries/ financial transactions. Knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, Business Central, LOGIS, COLTECH, SAGE etc. 	Advanced-Level
4. SKILLS	<ul style="list-style-type: none"> Computer skills Planning and organizing Good verbal and written communication Numeracy skills Ability to perform routine tasks Flexibility Interpersonal Relations Accuracy Report writing Intellect Willing to work flexible hours 	Advanced-Level
5. VALUES/ATTITUDES	<ul style="list-style-type: none"> Client service focus Integrity Committed Proactive Loyal Trustworthy Confidentiality 	Advanced-Level



3.5 LEARNING FIELDS AND INDICATORS

NO.	LEARNING INDICATORS
1.	Recognized Advanced Diploma/ Bachelor's Degree (NQF 7) plus 3-5 years' experience required

4. AMENDMENTS TO JOB DESCRIPTION

The Principal or his/her nominee (supervisor or manager) reserves the right to make changes and alterations to the job description, as she/he may deem reasonable, after due consultation with the job/post-holder.

5. PERFORMANCE AGREEMENT

The Performance Agreement of the incumbent, which contains a work-plan and targets, should be read as an extension of the job description.

6. DURATION

- 24 months contract

NB: The contract may be terminated by the College once or a permanent employee has been appointed by the Department or College and a three (03) months' written notice shall be given to the service provider.

7. SPECIAL INSTRUCTIONS

- The end-user must be involved in the recruitment process, college recruitment process and vetting will be compulsory.
- The service provider must pay each manager a minimum (not less than) R 20 000 per month for the duration of the contract.
- The winning bidder must provide at least 5 personnel to choose from should the end user not be able to recommend. The personnel should be vetted.
- The kzncetc must be at a liberty to choose the best candidate using technical assessments and interviews as tools of recruitment.
- The recommended personnel must meet monthly performance targets of the KwaZulu-Natal Community Education and Training College, failure to meet them we will require a change in personnel.



Proposal must be placed in the sealed envelope and clearly marked – **“Request for proposal – To provide one Accounts Manager”** and placed in the tender box at Kwa Zulu- Natal Community Education and Training College head office located at first floor, 17 Kosi Place Springfield, Umgeni Business Park no later than **26 July 2022 before 11: 00 am.**

8. EVALUATION CRITERIA

Bids will be evaluated on two stages.

Stage 1: Compulsory Compliance Information

Note to the Bidders: Bidders must ensure that submissions are fully completed with the required information and failure to submit, or late submission would result in disqualification from the tender.

No.	Documents/Requirements	Yes	No
1.	Valid Tax Clearance Certificate submitted with tender documents.		
2.	Certified copy of company Registration (CIPRO/ CIPC).		
3.	Original or certified copy of BBBEE Certification or Sworn Affidavit indicating the BBBEE status.		
4.	SBD 1 duly completed.		
5.	SBD 4 - Declaration of interest duly completed.		
6.	SBD 3.3 - Pricing Schedule duly completed.		
7.	Proof of residence (to confirm address and existence of provider).		
8.	CSD Registration reports.		
9.	Tender Standard Bid Documents fully completed		
10.	Letter of good standing		
11.	Submission of list of similar projects done in the past 3 to 5 years with contacts of responsible manager, value and duration of the projects.		



Phase 2: Preferential Point System, Price and BBEE Points.

- a. Bidders are required to score a minimum of **80 points** for functionality in order to be considered for awarding of preference points for Price and B-BBEE
- b. Pricing options and B-BBEE qualification will accordingly be evaluated as follows: In terms of Regulation 6 of the Preferential Procurement Regulations pertaining to the *Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)*, responsive bids will be adjudicated on the **80/20 or 90/10**.
- c. **Price Evaluation** (80 Points) or (90 points):

CRITERIA	POINTS
Price Evaluation $P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	80
Price Evaluation $P_s = 90 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$	90

The following formula will be applied to calculate the points awarded in relation to Pricing and this determination is informed as follows:

Ps- Points scored for comparative pricing of the bid submitted for consideration

Pt- Comparative pricing of the bid under consideration

Pmin - Comparative pricing of the lowest acceptable bid

- a. **B-BBEE Evaluation** (20 Points) or (10 points):

B-BBEE Points allocation: A maximum of **20 points** or **10 points** may be allocated to a

bidder based on the evaluation of the company's B-BBEE status level of contribution that is determined as follows:

B-BBEE Status Level of Contributor	Number of Points (80/20 system)	Number of Points (90/10 system)
1	20	10
2	18	9
3	14	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant contributor	0	0

- The points scored by a bidder in respect of the B-BBEE will be added to the points scored for price:

The 80/20 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included)

AREAS OF EVALUATION	POINTS
• PRICE	80
• B-BBEE Status Level of contribution	20
Total	100

The 90/10 system for requirements with a Rand value of above R1 000 000 (all applicable taxes included)

AREAS OF EVALUATION	POINTS
• PRICE	90
• B-BBEE Status Level of contribution	10
Total	100



9. GENERAL CONDITIONS

- The General Conditions of Contracts will be applicable to this tender.
- KwaZulu-Natal CET College reserves the right to sign a Service Level Agreement with the preferred bidder to supplement the General Conditions of Contracts.
- KwaZulu-Natal CET College will not be held responsible for any costs incurred by the bidder in the preparation and submission of the proposal.
- Please take note that KwaZulu-Natal CET College is not obliged to select any of the bidders submitting proposals.
- Evaluation can only be done based on information which was asked for. The comprehensiveness of the proposal can therefore be decisive in the awarding thereof.
- Late proposal received after the specified closing date and time will not be considered.

10. SPECIAL CONDITIONS OF CONTRACT

The KwaZulu-Natal Community Education and Training College reserves the right to:

- Award this tender to any bidder that did not score the highest (cumulative total) number of points and only in accordance with section 2(1)(f) of the PPPFA (Act 5 of 2000).
- Negotiate with one or more preferred bidders identified in the evaluation process, regarding any terms and conditions, including pricing without offering the same opportunity to any other bidder(s) who had not been awarded the status of a preferred bidder.
- Accept any part of a tender in lieu of the whole tender.
- Bidder At any stage during the evaluation of Tenders, cancel and/or terminate the tender process, even subsequent to the tender closing date and/or after presentations by selected bidder have been made, and/or after tenders have been evaluated and/or after the preferred Bidders have as such been notified of their status; and
- Award the tender to multiple bidders based either on organisational capacity, specialisation, and size, as well as geographic considerations.



11. CONTACT AND COMMUNICATION

For any enquiries please communication should be directed to college via email at SCM@KZN.CETC.edu.za and 031 350 4366 during the office hours 7:30 am – 16:15 pm.

KwaZulu-Natal Community Education and Training College

17 Kosi Place, Springfield

Umngeni Business Park

Durban

4000

First Floor

Specification related questions : Mr. N Dlamini
: NDlamini@kzn.cetc.edu.za
: 031 350 4367

Bid Document Queries : Mrs. N Kumalo
: NKumalo@kzn.cetc.edu.za
: 031 350 4366