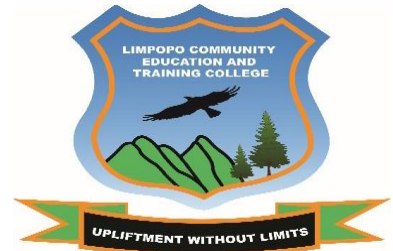




higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



QUOTATION REQUEST

2 Biccard street
JCJ Building
Polokwane
0700

RFQ NUMBER: LCETC 2025-001:

**REQUEST FOR SERVICE PROVIDER FOR PERFORMAMCE OF BARCODING,
VERIFICATION, AND GRAP COMPLIANT ASSETS REGISTER COMPILATION.**

Background

1. The Limpopo Community Education and Training College was promulgated on the 01 April 2015 in terms of Sec 3(1) (b) Continuing Education and Training Act No:16 Of 2006. The college is consisting of 245 centres (20 main canters and 228 satellite centres) across five districts in the province. Thus, **Vhembe District, Mopani District, Sekhukhune District, Capricorn District and Waterberg District.**
2. It must be noted that the successful bidder will be required to visit all 245 Community Learning Centres across the province, as referenced in paragraph 1 above. To ensure an informed and comprehensive proposal, bidders must carefully consider the full list of Community Learning Centres
3. The Limpopo Community Education and Training College does not possess its own immovable infrastructure. As a result, the College operates from facilities hosted at public schools across the province. Consequently, the College's assets are limited to movable items, which primarily include tables and chairs for mobile classrooms, laptops, desktops, and other portable equipment.
4. In accordance with the College's Asset Management Policy, only assets with a unit cost of R1,000.00 or more are formally recognized as capital assets. These are classified as Major Assets. Assets valued below R1,000.00 are categorized as Minor Assets and are fully depreciated upon recognition. Barcoding is strictly limited to Major Assets, which are defined as items with a unit cost of R1,000.00 or more. These assets are tagged and tracked individually. In contrast, Minor Assets valued below R1,000.00 are not barcoded and are fully depreciated upon recognition. Prospective bidder is required to compile and maintain a Minor Assets Register. In addition to existing 3100 number of major assets and 8900 number of minor assets, in 2025 financial year College acquired approximately 100 major assets and 200 minor assets respectively.

Limpopo Community Education and Training College

5. The financial year of the Limpopo Community Education and Training College concludes on 31 December annually. In compliance with reporting obligations, the College must submit its Annual Financial Statements (AFS) to the auditors on or before 31 March 2026. Accordingly, the assignment as referenced in paragraph 6 below must be fully completed by 29 February 2026 to ensure its inclusion as a significant component of the 2025 AFS.

Specification and/or scope of work

6. The college is seeking to appoint a service provider for the period of one financial year to render the following services:
 - 6.1 Assets verification.**
 - 6.2 Barcoding of new assets.**
 - 6.3 Compilation GRAP compliant assets register.**
 - 6.4 Handling audit queries from auditors.**
 - 6.5 Re-assessment of useful life of assets with zero balances.**
 - 6.6 Transferring of skills to the college finance department**
7. The Prospective bidder must be SAICA/SAIPA recognised.
8. A certified copy of the bidder's SAICA/SAIPA Accreditation Certificate must accompany the bid documents.
9. If the requested certified copy does not accompany the bid document of the bidder, the college reserves the right to reject the bid.

EVALUATION CRITERIA

In accordance with the Preferential Procurement Regulations, 2011 and the revised 2017 (PPPFA), the bid evaluation process shall be carried out in three phases namely:

- a. Phase 0 : SCM Compliance (Administration and Mandatory criteria).
- b. Phase 1 : Functionality evaluation.
- c. Phase 2 : Evaluation in terms of preference points systems.

a) Phase 0: SCM Compliance

This is the first phase where bidder's proposals and attachments will be checked as per responsiveness criteria (Administrative and Mandatory criteria)

The quotation should be accompanied by the following documents:
1 Company registration form/corporate document (CIPCO)
2. BBBEE Certification
3. Latest Municipal account/ rental invoice/ Lease agreement/ Proof of residence (to confirm address and existence of provider)
4. Latest CSD Report
5. Fully completed SBD 4
6. Fully completed SBD 6.1
7. Fully completed SBD 6.2
8. Fully completed SBD 8
9. Fully completed SBD 9

10. Proof and/or undertaking by the prospective bidder that reliable software will be used for this assignment.

b) Phase 1: Functionality

Functionality of bids will be evaluated according to the evaluation criteria set out in the bid document- Terms of reference below. Functionality will be according to the criteria listed in the table below:

CRITERIA FO EVALUATING FUNCTIONALITY	WEIGHT										
<p>Experience: This refers to the experience of the bidder in providing the scope of work in par 4 or similar services to the public sector organisations. Reference or testimonial letters from previous or current clients on the client's letterhead.</p> <p>Company Reference letters and List</p> <table> <tr> <td>5 - letters and more</td><td>50</td></tr> <tr> <td>4 - letters</td><td>40</td></tr> <tr> <td>3 - letters</td><td>30</td></tr> <tr> <td>2 - letters</td><td>20</td></tr> <tr> <td>1 - letter</td><td>10</td></tr> </table>	5 - letters and more	50	4 - letters	40	3 - letters	30	2 - letters	20	1 - letter	10	50
5 - letters and more	50										
4 - letters	40										
3 - letters	30										
2 - letters	20										
1 - letter	10										
<p>Capacity and experience of the team:</p> <p>This refers to the bidder's team capacity to undertake the scope of work. The bidder is required to submit comprehensive CVS and certified copies of the following team members:</p> <ol style="list-style-type: none"> Director or Engagement Partner: Chartered Accountant CA(SA) with 5 years' experience or more 30 Project Manager: BCom honours degree with 5 years' experience in a similar service 20 	50										
TOTAL	100										

Bids that fail to score a minimum of 60 points out of a possible 100 points for functionality will not be eligible for further consideration.

c) Phase 2: Evaluation in terms of preference points systems.

The second stage will be evaluated on the price and preference points of those bids that meet the minimum threshold for functionality. Evaluation will be in terms of preferential procurement Regulation of 2022 which came effective on 16 January 2023. The regulation is consistent with section 5, read with section 2(1)(b)(i) and (ii) and 2(1)(c), of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)

Limpopo Community Education and Training College

The 80/20-point system will be applied in evaluation proposals that qualify for further consideration, where price constitutes 80 points, a maximum of 10 points will be awarded based on the bidders B-BBEE status level certificate or affidavit and 10 maximum points will be awarded based on locality.

BBBEE Status level of Contributor	Number of points (80/20 system)
1	10
2	9
3	7
4	6
5	4
6	3
7	2
8	1
Non – complaint contributor	0

LOCALITY	Number of points (80/20 system)
Within Local Municipality	10
Within District Municipality	5
Within the province	2
Outside Limpopo/no proof	0

NB: No variation order will be entertained by the college once the successful bidder is appointed for the work.

The College is currently on recess and will reopen on 5 January 2026. You are encouraged to submit your quotation via the email address provided below. Alternatively, proposals may be hand-delivered at the College office during the period 05–07 January 2026 only.

The quotation Specifications are as follows:

Closing date: 07 January 2026 13:00. Quotation to be submitted in a sealed envelope at **2 Biccard Street, JCJ Building, Unit 5, Polokwane, 0700** or by email MMkhabela@LP.CETC.edu.za