



## REQUEST FOR FORMAL WRITTEN QUOTATIONS

Gauteng CET College is hereby inviting service providers to quote on the following:

### ADVERTISEMENT

RFQ Number	Description	Contact Person	Closing Date
RFQ 2024/84	<b>PROVISION OF ACCOUNTING SERVICES: PREPARATION OF 2023 GRAP-COMPLIANT ANNUAL FINANCIAL STATEMENTS AND AUDIT SUPPORT FOR THE GP CET COLLEGE FOR THE PERIOD OF 6MONTHS (JANUARY 2023- JUNE 2023)</b>	Ms. Sindile Radebe (010-900 1015)	Friday, 19 January 2024 12H00

#### Submission of Quotation:

##### Online Submission:

The following link can be used for the Vendor portal: [Tendersubmission@GP.CETC.edu.za](mailto:Tendersubmission@GP.CETC.edu.za)  
All Prospective Suppliers/Service Providers will need to register as a new supplier first /Login to submit quotes.

Please note: No quotations will be received/accepted other than the above-mentioned mediums.

#### Terms and Conditions relating to Request for Quotations:

- The Gauteng CET College Supply Chain Management Policy will apply.
- Gauteng CET College reserves the right not to appoint where applicable.
- ***Late email quotations will not be considered.***
- Quotations submitted are to hold good for the period up until to 60 days.
- All persons in the service of the state are not allowed to quote; and
- 80/20 Preferential Pointing System will be used to evaluate the quotations.
- All service providers/suppliers should be registered on Central Supplier Database (CSD) at <https://secured.csd.gov.za> / [www.csd.gov.za](http://www.csd.gov.za) and the proof of CSD Registration documents must be attached
- The College will only communicate directly with the recommended service providers/ suppliers. All other participants can contact the SCM unit for more details on their submission. Hereto the list of recommended Service Providers /Suppliers will be published on the College's Website

Your quotation should be accompanied by the following supporting documents:

*(Failure to submit the below mentioned documents will result in immediate disqualification)*

1. Company registration documents (CIPRO / CIPC)
2. A valid Tax clearance certificate
3. SBD 4 (Declaration form) must be completed in full.
4. Proof of Central Suppliers Database (CSD) Registration documents
5. Submit an originally certified copies of the directors' ID documents not older than 6 months
6. Company Profile
7. The municipal rates & taxes statement in the company's name
  1. If the business operates from the director's residence, the municipal rates and taxes on the director's name must be attached together with an affidavit indicating that the business operates on the said address.
  2. If business operates from leased premises: a valid lease agreement in the companies name must be attached.
  3. A council letter must be in the directors name and it must be accompanied by an affidavit indicating that the business operates on the said address . "NB" All council letters must be in the Director's names. No Council letter on the company's name will be accepted.
8. An original or certified copy of a valid BBBEE Certificate (SANAS ACCREDITED) or A BBBEE Sworn affidavit signed by the Commissioner of oaths.



ANNEXURE A

Item Description	Quantity
<p>The college is requesting quotations for the following Scope of Work:</p> <ul style="list-style-type: none"><li>• Compilation of the 2023 Annual Financial Statements.</li><li>• Agreeing the 2022 Draftworx TB with the Comparative balances on the 2023 system TB.</li><li>• Assistance with the preparation of the working paper file.</li><li>• Correction of the Creditors listing and Creditor's reconciliation of 2023.</li><li>• Assist in the reconciliation of other liability accounts</li><li>• Review of balances on a month-to-month basis from Jan-Dec 2023 for possible misallocation and proposed journals to correct the misallocation.</li><li>• Preparation of lead schedules with the required supporting documents.</li><li>• Ensuring that the AFS agree with the ledger and trial balance.</li><li>• Assisting in the calculation of the provision for doubtful debts (where applicable).</li><li>• Ensuring that the Debtors balances agrees with the ledger and final AFS and is supported, including reconciliation of the balances.</li><li>• Ensuring that all the College revenue is appropriately accounted for and is accurately presented in the AFS.</li><li>• Assist in AFS Adjustments.</li><li>• Assist with clearing of prior year issues.</li><li>• Overall clean-up of the AFS.</li><li>• Assistance with reviewing of SCM documents in preparation for the audit.</li><li>• Assistance with reviewing of Fixed Assets Register in preparation for the audit.</li><li>• Assistance with responding to queries from the Auditors.</li><li>• Provide audit controller services during the audit.</li><li>• Fully GRAP Compliant Notes to the AFS must form part of the work done.</li><li>• Assist with year-end close up after the audit i.e., ensuring the amounts on the adjusted AFS agrees to the General ledger.</li><li>• Transfer of skills to the college officials</li></ul>	

- Overall, on-sight audit support to ensure adequate transfer of skills.
- Backlog transactions

**Deliverables**

- a) 2023 GRAP compliant Annual financial statements
- b) Well referenced accounting file.

**2. OTHER QUALIFYING CRITERIA: PLEASE SUBMIT THE PROOF OF EVIDENCE FOR THE FOLLOWING**

- Company to have at least a member (manager/director) registered as a CA/SA
- Have experience in TVET sector or CET sector in preparing financial statements in terms of GRAP and providing financial management support
- Be able to use Microsoft Dynamics financial Management System
- Be able to prepare financial statements in terms of GRAP using CaseWare and or Draftworx
- Must have external audit experience in public sector
- Evidence of same work performed within the last 5 years particularly for GRAP compliant entities, please submit at least 3-5 reference letters from the CET Colleges / TVET Colleges
- The Recommended services provider will also be requested to bring 2-3 additional personnel to ensure compliance and adhere to the tight timeframes.