



higher education
& training

Department
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Central Office

Cnr Haig & Northey
P.O.Box 2282
WITBANK
1035



Nkangala
TVET COLLEGE

Nkangala TVET College, hereby invites experienced and suitably qualified Service Providers to tender for the following: services.

TENDER NUMBER	TENDER DESCRIPTION	CLOSING DATE AND TIME OF TENDERS
NKTVET/ 2024/11/ 01	PROVISION OF SERVICE PROVIDER FOR ASSET MANAGEMENT SERVICES FOR NKANGALA TVET COLLEGE FOR THE PERIOD OF THREE (03) YEARS	Tuesday, 26 November 2024 @ 11h00

Tender documents can be downloaded from E-tenders website at www.etenders.gov.za from Monday, 04 November 2024. Interested bidders are required to pay a non-refundable charge of R 300.00 (VAT Included). Payment account details: Account holder: **Nkangala TVET College**, Account Number: **4087908300**, Branch Code: **632005** Bank Name: **Absa (NB: Reference must be in the name of the Bidding Company).**

Sealed tenders must be deposited into the tender box situated at: Nkangala TVET College, Central Office, Cnr. Haig and Northey Streets, Witbank 1035. Late bids will not be accepted.

Enquiries can be directed to:

Mr. Lucky Mahlangu by email: lucky@ntc.edu.za

Correspondence will be limited to shortlisted tenderers only. Should you not be contracted by the Institution within 90 days after the closing date of the tender, please consider your proposal unsuccessful. Late tenders will be disqualified from the bidding process.

Nkangala TVET College does not bind itself to accept the lowest bid and reserves the right to accept the bid as a whole, in part or not at all. Nkangala TVET College is committed to both the principle and practical implementation of the Procurement Policy of Broad-Based Black Economic Empowerment (B-BBEE). No facsimile, late and/or electronic tenders will be accepted.

01 Nov 2024
2024



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**NKANGALA TVET COLLEGE REQUEST FOR ASSETS MANAMENT SERVICES AT NKANGALA
TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS**

PLEASE INDICATE NAME OF YOUR CAMPANY

TENDER AMOUNT VAT INCLUSIVE

R _____

NKANGALA TVET COLLEGE REQUEST FOR ASSETS MANAMENT SERVICES AT NKANGALA TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS	
RFP NUMBER:	NKTVET/2024/11/01
RFP ISSUE DATE:	03 NOVEMBER 2024
CLOSING DATE AND TIME:	26 NOVEMBER 2024 TIME: 11h00
RFP VALIDITY PERIOD	90 DAYS
DESCRIPTION:	NKANGALA TVET COLLEGE REQUEST FOR ASSETS MANAMENT SERVICES AT NKANGALA TVET COLLEGE FOR A PERIOD OF THREE (3) YEARS
RESPONSES TO THIS RFP SHOULD BE:	PLACED IN THE TENDER BOX AT THE RECEPTION AT THE CENTRAL OFFICE, CNR HAIG 6 NORTHEY STREET, WITBANK ,1035 BY NOT LATER THAN 26 NOVEMBER 2024
ENQUIRIES	Mr. Lucky Mahlangu <u>lucky@ntc.edu.za</u>

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1. INTRODUCTION

Nkangala TVET College requires the service of assets management firm for the period of three (3) years subject to be extended for the period of two (2) years base on their performance.

2. BACKGROUND

The College has various types of assets classified into the following
Immovable and Movable assets

- Land and buildings
- Furniture and fittings
- Office equipment
- Plant and equipment
- Motor vehicles
- WIP

Intangible assets

- Software

3. SYSTEMS

- Pastel Evolution Asset Management Module - Fixed Assets register (Current)
- The college will provide successful service provider with the assets scanners to perform this service
- Excel spread sheet – Fixed Assets register (2023 Financial Year)

4. SCOPE OF TENDER / SERVICE REQUIRED

4.1. Updating of the Asset Register and Physical asset verification

Perform 100% verification of all classes assets (Immovable, Movable and Intangible assets) using existing structures and data format in the fixed asset register. The verification must include the following:

- Identify barcoded assets in use but not on the Fixed assets register;
- Identify assets in use, not barcoded, or not on the Fixed assets register;
- Identify assets barcoded but incorrectly identified in the Fixed assets register;
- Assets on the Fixed assets register no longer in use or cannot be verified/stolen or damage;
- Identify assets with zero value on Assets register but still in use – estimated the extended useful life of these assets;
- Perform a fair valuation exercise on R1/R0 and other required assets;
- Review of classification, componentization, cost, useful lives and residual values of assets in accordance with GRAP 1, 3, 16, 17, 31 and 103;
- Perform assets valuation where necessary;
- Review asset additions, disposals and transfers;
- Perform impairment assessment and review of useful lives and residual values;

- Produce a final detailed methodology reports on work done;
- Review useful life of all assets verified;
- Identify assets with duplicate asset numbers;
- Identify assets which are idle;

In addition to the above the following information is required per assets;

- a) Location of each assets – Location details: Campus/Region, Building, Floor, Room number, Room Barcode, Room type (e.g. Boardroom, Server Room, Workshop)
- b) Responsibility Centre Details- Code Campus, Sub Department
- c) Custodian Details - Custodian Name, staff number, email address, telephone number
- d) Description Details - Asset Class, Asset Category, Full Detailed Description
- e) Asset Condition: Condition of the asset at the time
- f) Asset Serial number
- g) Old Asset numbers: Any old asset numbers must also be captured
- h) GPS Coordinates: GPS Coordinates must be captured for all immovable 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, method of depreciation, residual values, disposals and useful life of assets on the system would be the responsibility of Consultant, after consultation with the College's asset team.

4.2. Barcoding of assets

The following is required in terms of barcoding. The College will provide the tags with numbers.

- a) Identify assets in use and not barcoded - Attach asset tags where no asset identification tag was previously affixed – liaise with the department/end-user and the assets section in this regard.
- b) Ensure that existing barcode numbers and serial numbers are captured (there should be no duplicate numbers in the final report)
- c) 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 in a parent/child relationship (e.g. a laptop, monitor and docking station).

4.3. Reconciliation

Reconciliation of assets verified to Pastel Evolution assets register must done per RC. Report must be submitted the College's CFO immediately after the verification of that RC is completed. When reconciling the following information on the Register must be matched to asset verified;

- a) Asset number of each asset
- b) Asset description
- c) Asset location
- d) Responsibility centre/cost centre
- e) Directly reconcile all verified assets against the received asset register
- f) Merge/reconcile physical verified asset records to the matched financial records

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, additions and useful life of assets on the system must be agreed upon before processing.

4.4. Updating of Asset inventory list

Update and/or prepare inventory list of assets per office/room which must be placed in the room where assets are located with the following information:

- a) Responsibility centre number/Cost centre (RC)
- b) the list must be visible and signed off by the Responsibility centre Manager
- c) Responsibility centre Manager
- d) Name of the building
- e) Office number
- f) List of assets with Asset numbers

There must be no delay between the verification of assets, the preparation and signoff of an inventory sheet to ensure completeness.

4.5. Asset valuation

The service provider will be required to perform the following:

- Review the useful life and residual values of all assets according to GRAP standards;
- Perform a fair value assessment of assets with a cost that can be verified;
- Identify and record of possible impairment losses;
- To conduct valuation of the Immovable Assets (Land and Buildings) in line with the Asset Management Policy;
- Closing off asset register gaps as identified;
- Review and reconcile work-in-progress projects;
- To prepare the relevant notes to the annual financial statements.

4.6. Prior year audit findings

The service provider must investigate and correct prior year assets issues, evaluate the efficient and effectiveness of internal controls set within Assets Management and review the alignment and effectiveness of internal control against the Assets Management Policy.

4.7. Updating and clean-up of the register

The final report to be uploaded on the Assets register must be reviewed and signed off by the CFO and the Service provider representative.

4.8. Training and skills transfer

The successful service provider will be expected to work with College assets team, therefore the supplier shall;

- a) Ensure training and skills transfer of the team is done and
- b) Document verification process
- c) Advise management on best practices.

4.9. Audit Support

The successful/appointed service provider will be required to provide audit support in addressing all the findings to be raised by the auditors until the final sign-off of the audit (31 May).

5. MANDATORY DOCUMENTS

The following mandatory documents must be submitted with the tender document and failure to submit will lead to the bidder being declared non-responsive:

- 5.1. Fully completed RFP documents and with initials every page
- 5.2. CSD Report summary/detail (not older than three (3) months)
- 5.3. Letter of Good Standing (COIDA)
- 5.4. Attach proof of payment for the purchased of the tender document:
**An amount R300.00 non-refundable, payable to the following Bank Account:
ABSA Bank, Account number: 4087908300, Branch Code: 632005 NB: Reference
must be in the name of bidding company**
- 5.5. Company Registration Documents (If a Joint Venture , join venture agreement)
- 5.6. Board resolution (provide a valid board resolution if not a sole Proprietor)

6. REASONS FOR DISQUALIFICATION

Very Important Notice on Disqualification

A bid not complying with the peremptory stated hereunder will be regarded as not being an "Acceptable bid", and as such will be rejected. "Acceptable bid" means any bid which, in all respects, complies with conditions of bid and specifications as set out in the bid documents. A Bid will be disqualified:

- 6.1. If any pages have been removed from the bid document, and have therefore not been submitted, or copy of the original bid document has been submitted.
- 6.2. If the bidder or director is restricted to do business with government, and/or the director is a state employee.
- 6.3. If the bidder is not tax compliant, based on tax laws of South Africa.
- 6.4. If the bidder has been submitted either in the wrong bid box or after relevant closing date and time.
- 6.5. If the bidder did not submit documents as per clause 4 (compulsory returnable documents).
- 6.6. A bidder scores less than 80 percent on functionality as per clause 9 (Functionality
- 6.7. If a bidder provider false information on SDB 4 clause 2.5

7. LOCATION OF WORKS

The Contractor/s will operate as stated below:.

No	SITES	ADDRESS	GPS Coordinates
1	CENTRAL OFFICE	CNR. NORTHEY & HAIG STREET EMALAHLENI 1035	25°52'39.73"S 29°12'58.72"E
2	New CENTRAL OFFICE	CNR FRANS & SUSANNA STREET FRANSVILLE EMALAHLENI 1034	25°87'38.21"S 29°24'05.13"E
3	MIDDELBURG CAMPUS	1 BRUG STREET MIDDELBURG 1050	25°45'44.41"S 29°28'33.81"E
4	MIDDELBURG SKILLS CAMPUS	2 JAN HEYNES STREET MIDDELBURG 1050	25°45'49.80"S 29°28'17.09"E
5	MPONDOZANKOMO CAMPUS	SCHONLAND DRIVE ACKERVILLE 1039	25°52'37.07"S 29°10'7.63"E
6	TOP OF THE WORLD	3 VAN DER BIJL STREET EMALAHLENI 1035	25°53'10.03"S 29°12'46.57"E
7	CN MAHLANGU CAMPUS	TRAINING ROAD INDUSTRIAL SITE SIYABUSWA 0472	25° 8'21.59"S 29° 4'33.56"E
8	WATERVALBOVEN CAMPUS	1 PRESIDENT STREET WATERVABOVEN 1195	25°38'13.23"S 30°19'43.82"E
9	WITBANK CAMPUS	CNR SMURTS AND ARASS STREET EMALAHLENI 1034	25°52'20.25"S 29°12'54.14"E
10	VILLA ROMA BOUTIQUE HOTEL	5 BETHAL STREET MODELPARK EMALAHLENI 1039	25°87'38.21"S 29°24'05.13"E

8. PRICE SCHEDULE

NB: Important: It is mandatory to indicate your total RFP price as requested above; this price must be the same as per breakdown bid price you submit in your pricing schedule below:

POSITION/LEVEL	RATE PER HOUR(2024)
Project leader	R
Assets manager specialist	R
Professional Valuer (body SAVPVP or SAIV)	R
Professional Engineer (body ECSA or SAQS)	R
Senior assets officer	R
Verifiers	R
Sub total	R
VAT @15%	R
Total rates for one year of VAT inclusive	R

NB: The following information must be take into consideration

- ❖ *Escalation will be based on Consumer Price Index for second year and third year base on the rates provided*
- ❖ *Bidders rate per hour exclude disbursement (meaning subsistence and travelling cost are not included) and disbursement rate will be paid not maximum 30% base on cost estimate.*
- ❖ *College will provide assets application and scanners to conduct this work*

9. PROPOSAL EVALUATION

Nkangala TVET College encourages black economic empowerment through providing opportunities to historically disadvantaged individuals, by unfair discrimination on the basis of race, gender and disability including the implementation of programmers of the Reconstruction and Development Programmers published in Government Gazette No. 16085 dated 23 November 1994.

- 9.1. Bids submitted will be adjudicated by Nkangala TVET College using functionality-scoring system.
- 9.2. Functionality will be evaluated as follows: Minimum points/score for functionality is 80 percent and any bidder that scores below 80 percent will be disqualified.

10. FUNCTIONALITY REFERENCE FOR ASSETS MANAGEMENT SERVICES

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
<p>Provide six (6) Company Experience on assets management in public sectors Proof required (signed and stamp reference letter supported by service level agreement (SLA) or appointment letter or Purchase order)</p> <p>NB: They must be on the company letterhead and have contact details and scope of work within the past 10 years</p> <ul style="list-style-type: none"> • 6 Reference letter supported by SLA/ appointment letter or PO = 60 Point • 5 Reference letter supported by SLA/ appointment letter or PO = 50 Point • 4 Reference letter supported by SLA/ appointment letter or PO = 40 Point • 3 Reference letter supported by SLA/ appointment letter or PO = 30 Point • 2 Reference letter supported by SLA/ appointment letter or PO = 20 Point • 1 Reference letter supported by SLA/ appointment letter or PO = 10 Point 	60
<p>Project Team with experience in accounting services</p> <p>Project Leader =10 Detailed CV with attached originally certified copies (not later than six (06) months) of ID and of the team leader to be assigned to the project should be provided, must be a CA(SA) / CIMA / ACCA) with at least 5 years traceable post articles experience in preparation and review of GRAP compliant asset register; and at least five (5) years' experience in leading similar projects and with experience in accounting services support</p> <p>Professional Engineer =10 Detailed CV with attached originally certified copies (not later than six (06) months) of ID and qualifications, must be a member and registered with SAICE and ECSA, with atleast five (5) years experience for similar service</p> <p>Professional Property Valuer =10 Detailed CV with attached originally certified copies (not later than six (06) months) of ID and qualifications, must be a member SACPVP and SAIV of with atleast five (5) years experience for similar service</p>	30
<p>Audited Annual Financial Statements for (two)2 financial years, financial years from 2019 to 2023</p> <ul style="list-style-type: none"> - One(01) set of audited annual financial statements =05 - Two(02) set of audited annual financial statements =10 	10
Total points	100

FORMULA:

Allocated points X Total weight

100 = PERCENTAGE

Stage 2: Price and BBBEE Preference Points

The 80/20 principle will be applied in terms of the Preferential Procurement Policy Framework act.

Price	80 points
Preference (BBBEE)	20 points
Total	100 points

FORFULA:

Allocated points X 100 = PERCENTAGE

Total weight

3.2 Stage 2: Price and BBBEE Preference Points

Nkangala TVET College encourages black economic empowerment through providing opportunities to historically disadvantaged individuals, by unfair discrimination on the basis of race, gender and disability including the implementation of programmers of the Reconstruction and Development Programmers published in Government Gazette No. 16085 dated 23 November 1994

POINTS AWARDED FOR SPECIFIC GOALS

Table 1: Allocation of points for B-BBEE status level of contributor and Specific goals for the tender, evaluation and points claimed are indicated per the table below.

(Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

The specific goals allocated points in terms of this tender.	Number of points allocated (90/10 system)	Number of points allocated (80/20 system)
B-BBEE Status level of Contributor	5	10
1	5	10
2	4	9
3	3	8
4	2	7
5	1	6
6	1	4
7	1	2
8	1	1
Non-Compliant Contributor	0	0
SPECIFIC GOALS	5	10
Youth	5	10
People living with Disabilities	5	10
Women	4	7
Historically Disadvantaged persons	3	6

20.2. B-BBEE Certificates

NB: If your disability status on the CSD is "Yes", you must provide proof of evidence from registered medical practitioner in order for points to be allocated accordingly.

2. SBD4 BIDDER'S DISCLOSURE

2.2. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2.3. Bidder's declaration

2.3.2. Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? YES/NO

2.3.3. If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.4. Do you, or any person connected with the bidder, have a relationship the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise with any person who is employed by the procuring institution?
YES/NO

2.4.2. If so, furnish particulars:
.....
.....

2.5. Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.5.2. If so, furnish particulars:
.....
.....

2.6. DECLARATION

I, the undersigned,
(name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 2.6.2. I have read and I understand the contents of this disclosure;
- 2.6.3. I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 2.6.4. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium¹ will not be construed as collusive bidding.
- 2.6.5. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity,

specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

- 2.6.6. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 2.6.7. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 2.6.8. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder