



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Tshwane South
TVET College

"achieve the future"

BID SPECIFICATIONS

**DESCRIPTION: ANNUAL FINANCIAL STATEMENT
PREPARATION SERVICES**

REFERENCE NUMBER: TSTVETC-2025/03

**CLOSING DATE: TUESDAY 15 JULY 2025
NOT LATER THAN 11:00**

DURATION: 36 MONTHS

**DELIVERY ADDRESS FOR TENDER DOCUMENTS /
APPLICATIONS:
TSHWANE SOUTH TVET COLLEGE
HEAD OFFICE
85 FRANCIS BAARD STREET
PRETORIA
0001**

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1. Background

Tshwane South TVET College (TSTVETC) invites suitably qualified and interested bidders who have the necessary capacity, to submit proposals and or quotations for Annual Financial Statement Preparation Services as contained in the terms of reference below.

Please Note: There will be no **briefing session**.

2. Scope of Work

The Scope of this project is outlined as follows:

2.1 Annual Financial Statement Preparation services

Project Purpose

2.2 Annual Financial Statement Preparation services

- Prepare Annual Financial Statement in line with the standards of GRAP(Generally Recognised Accounting Practices
- Assist with supporting schedules.
- Assist with answering audit queries and /or findings.
- Attend audit committee meetings with Auditor General
- Ensure that findings relating to financial statements and notes are addressed.
- Perform ad hoc projects (i.e. pre audit/mid-term audit before external audit).

3. Project Timelines

The bidder must start immediately with arrangements after receiving the appointment letter and delivery must take place within a specified period in the engagement letter/contract.

It is expected that the appointed service provider be able to provide these services over a period of Three (3) years. Should there be any request to extend the mentioned timeframe, such should be done in writing and agreed upon between the College and the successful bidder.

4. Profile of The Service Provider

The Service Provider must clearly outline the capacity to deliver the goods and services for which they are bidding. Tshwane South TVET College reserves the right to ask for documentation to prove capacity of the bidder(s).

5. Evaluation Criteria

TSHWANE SOUTH TVET COLLEGE APPLIES THE PROVISIONS OF THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, NO 5 OF 2000 and Preferential Procurement Regulations, 2011.

The evaluation of this bid shall include functionality whereby the bids will be evaluated in terms of the evaluation criteria embodied in the bid documents.

- The minimum qualifying score for functionality will be 70 points and bids that fail to achieve the minimum qualifying score will be automatically disqualified.
- Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference point systems prescribed in Preferential Procurement Regulations 5 and 6.



The evaluation criteria for functionality will be as below:

Criteria	Qualifying Criteria for Short Listing	Points	
Capability	Qualification & Experience		
	A minimum of 2 years' experience in the public sector as well as TVET sector Annual Financial Statement Preparation Services environment	25	
	Competency & Track Record Annual Financial Statement Preparation Services competency and track records demonstrate ability to understand prepare and analysed financial reporting e.g. Balance sheet, Income Statement and Cash Flow. (failure to submit both documents will lead to scoring 0 point)	25	
Methodology & Project Management	The delivery of these services is time sensitive. As such the successful bidder will be required to produce a realistic project methodology for Annual Financial Statement Preparation Services.	30	
	Project Plan (Not Fully Explained)	5	
	Project Plan (Fully Explained)	10	
	Approach and methodology (Not Fully Explained)	5	
	Approach and methodology (Fully Explained)	10	
Key Personnel Experience	Proof of capacity to perform the required service	20	
	CV's, qualifications of the contract key personnel		
	2-4 years' experience	5	
	Above 4 Years' experience	15	
TOTAL POINTS = 100			

Bidders must provide sufficient proof/documents to justify awarding the above points, and such proof should include details of contactable references. Points will be awarded on a sliding scale, depending on the evidence provided.

The 80/20 preference point system shall be applicable as followings:

- Price **80**
- B-BBEE status level of contributor **20**

In order to facilitate a transparent selection process that allows equal opportunity to all service providers, Tshwane South TVET College will adhere to its policy on the appointment of service providers.

6. Bid Conditions

The Tshwane South TVET College Supply Chain Management Policy will apply.

1. Tshwane South TVET College is not bound to accept the lowest bid or any other bid and reserves the right to accept the whole or part of the bid. The interested bidder must quote (2) two services separately.
2. Bids which are late, incomplete, submitted to wrong address, unsigned or submitted by facsimile or electronically will not be accepted.
3. Bidders must submit a valid B-BBEE Verification Certificate from SANAS Accredited Verification Agency or Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) in order to be eligible for empowerment points. Companies with annual turnover less than R5million, Exempted Micro Enterprises (EME) must submit a valid B-BBEE Verification Certificate from SANAS Accredited Verification Agency, Registered Auditor approved by Independent Regulatory Board of Auditors (IRBA) or a Sworn Affidavit confirming their B-BBEE level in order to be eligible for empowerment points.
4. **Failure** of a bidder to submit a valid certified B-BBEE Certificate and the accompanying fully completed and signed Standard Bidding Document (SBD 6.1) will result in the bidder not qualifying for claiming preferential points.
5. Bids submitted are to hold good for a period of 90 days. *Bidders must factor exchange rate fluctuations in their bids as no adjustment to the quoted price will be accepted once the bid has been submitted.*
6. Deregistered and blacklisted companies including directors/owners/individuals linked to the company will not be considered. Due diligence will be conducted with successful bidders to validate submitted information.
7. **Counter offers by service providers shall not be considered and shall therefore nullify the offer to the company.**
8. Tshwane South TVET College reserves the right to amend the terms of reference before the closing date of the bid or to award whole or part of the bid to one or more service providers or to cancel the bid in whole, as well as to adjust the quantities before the final award is made.

7. Mandatory Documents

The following documents are mandatory and failure to submit them as specified will lead to a disqualification of the bidder's proposal.

- Invitation to Bid – **SBD 1**
- Declaration of Interest – **SBD 4**
- Preferential Points Claim Form – **SBD 6.1**
- Declaration of bidder's past SCM Practices – **SBD 8**
- Certificate of Independent Bid Determination – **SBD 9**
- A Valid Tax Clearance Certificate
- Certified B-BBEE Certificate to confirm Status and Level of Contribution
- Company Registration documentation obtainable from CIPC
- Certified copies of ID's of shareholders/directors /owners
- Signed Pricing schedule valid for ninety (90) days
- Detailed Organogram
- Liability Insurance
- A description / Company profile of the organization
- Audited financial statements for the last THREE (3) years
- Accreditation certificate(s) with relevant bodies (**e.g.,** South African Institute of Chartered Accountants (**SAICA**) South African Institute of Professional Accountants, **SAIPA**)

PLEASE NOTE: Proper certification of documents means:

- A copy of the original document must be certified with an original certification stamp.
- No copies of certified documents will be accepted.
- No certified copies of copies will be accepted.
- Certification must be dated, and the date must not be older than Six (6) months.

8. Submission of Bids

Bidders must submit proposals in **ONE SEALED** envelope clearly marked as below.

8.1 ORGANISATION AND MARKING OF ENVELOPES

Please note the following with regards to the envelope:

- It must be marked as follows:

Bid Number: TSTVETC 2025/03

Bidder's Company Name

Unsigned Price Schedule of the financial proposal in the submission will result in the immediate disqualification of the bid.

Bidders are required to clearly mark the sealed envelope with their company name.

8.2 HANDLING OF BIDS

All bid submissions must be done in hard copies as follows:

Bids should be hand delivered and dropped in the Tender Box:

Supply Chain Management Unit

Tshwane South TVET College – Head Office

85 Francis Baard Street

PRETORIA

0001

9. Closing Date and Time

CLOSING DATE: TUESDAY 15 JULY 2025

CLOSING TIME: 11H00.

NO LATE SUBMISSIONS WILL BE ACCEPTED!

NOTE: It is the responsibility of the bidder to ensure that all bid documents, as described above, reach the Tshwane South TVET College, at the above address, on or before the closing time

10. Submission of Bids

NO telephonic or any other form of communication relating to this bid will be permitted with any other Tshwane South TVET College member of staff either by Bidders (as collective bidding team or individual of the bidding team), representative of Bidders, associates of Bidders, shareholders of Bidders, other than with the named individual stated below.


- ANY MEANS OF ATTEMPTING TO INFLUENCE ADJUDICATION PROCESS OR OUTCOMES OF ADJUDICATION PROCESS WILL RESULT IN IMMEDIATE DISQUALIFICATION OF THE ENTIRE BID.
- All enquiries regarding this bid must be in writing only and be directed to:

Procurement Office: Email: procurement@tsc.edu.za

Note: Blacklisted companies appearing on the National Treasury database and prohibited from conducting business with public entities, will be disqualified.



Mr GD Mnisi
Acting Principal
APPROVED/NOT APPROVED



Date

