



**higher education  
& training**

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

# **Ehlanzeni TVET College**



## **Corporate Centre**

29 Bell Street, NELSPRUIT.

Private Bag X11297 NELSPRUIT 1200

Tel: 013-752-7105/5817/7527/5070/4752 Fax: 013-752-4902

Ehlanzeni TVET College is seeking to appoint a suitably qualified service provider to assist with the preparation of the annual financial statements and asset verification services for a period of 36 months.

### **Project Outputs and Deliverables**

- Addressing External Audit Queries
- Monitoring and Evaluating Compliance
  - ✓ Review standard operating procedure manuals, policies and processes
  - ✓ Effective Asset Management Plans
- Training and Skills Transfer to College personnel.
- Audit Readiness and provide support where required during the external audit up until conclusion thereof.

### **Scope of work for Annual Financial Statements**

- Prepare GRAP compliant Annual Financial Statements
- Prepare and or reconcile all general ledger accounts
- Prepare schedule to support financial statements. For example, commitment register, etc
- Review prior-year audit findings and ensure corrective implementation

### **Scope of work for Asset Verification**

- Effective Automated Data Management of Asset Management including physical verification, tagging of assets, impairments, compilation of a GRAP compliant Fixed Asset Register and best practices
- Conduct a physical verification and reconciliation of all PPE assets, movable and immovable assets.
- Physical verifications of immovable assets i.e. land and buildings.
- Barcoding all assets using a unique barcode that conforms to the standard/type used by the College. Also ensuring assets found not have a barcode are affixed with a barcode.
- Scrutinize the general ledger accounts with specific focus on assets which may have been inappropriately expensed.
- Provide evidence for all work performed in the form of methodology reports.
- Prepare a consolidated GRAP compliant asset register for all assets per site for the required reporting period.
- Perform depreciation calculations.
- Perform valuation of movable assets, useful life review and test for impairment on all verified assets as well as provide evidence for all work performed in the form of methodology reports.
- Submit complete and auditable files for all work carried out as part of the handover.

The quotations will be evaluated on the 80/20 preferential points system

Failure to submit the following fully completed document(s) will render the bid null and void

- Central Supplier Database Registration Report
- Valid SARS Tax PIN (printout)
- A certified copy or Original BBBEE status level certificate (SANAS accredited) or original affidavit
- Entity registration documents, certified ID copy(ies) of Director(s) (not older than 6 months)
- CVs of Directors and Employees
- Signed SBD forms (SBD 1, SBD 4, SBD 8 and SBD 9)
- Professional registration where applicable
- At least three contactable references for similar projects.

## **COLLEGE MOVABLE PROPERTIES EXCLUDING WIP**

### **Central Office**

Address

Physical Address:

Corporate Centre, 29 Bell Street Nelspruit, 1200

### **Barberton Campus**

Contact Details:

0H/V Platt & Street Esselin Street Umj

Contact Details:

Address

3074 General Street

GPS Co-ordinates: 25° 47' 7.602" S, 31° 2' 54.692"

Barberton

14.Pilgrim Street Barberton 1300

### **Kanyamazane Campus**

Contact Details:

Address

Ligogote Road

Kanyamazane

1214

GPS Co-ordinates: 25° 28' 41.182" S, 31° 10' 18.75" E

### **Mapulaneng Campus**

Contact Details:

Address

Manyeleti Road

Private Bag X413

Acornhoek

1360

GPS Co-ordinates: 24° 36' 2.156" S, 31° 4' 20.314" E

### **Mashishing Campus**

Contact Details:

Vijoen Street 121, next to Sasol garage

Lydenburg, 1120

Contact Details:

Address

1 Rossouw Street,  
Lydenburg  
GPS Co-ordinates: 25° 5' 42.64"S, 30° 26' 24.388" E

### **Mlumati Campus**

Contact Details:  
Address  
1 Tonga Road  
KaMhlushwa Township  
Contact Numbers Tel: 013 590 0028  
Email : gmsibiya@ehlanzenicollege.co.za  
GPS Co-ordinates: 25° 40' 5.969" S, 31° 41' 26.719" E

### **Mthimba Campus**

Mthimba Campus  
Numbi Road  
Hazyview  
1242  
GPS Co-ordinates: 25° 9' 1.255" S, 31° 7' 44.563" E

### **Nelspruit Campus**

Address  
Corner of Koraalboom Street and Kaapsehoop Road  
Private Bag X11282  
Nelspruit Campus  
1200  
GPS Co-ordinates: 25° 28' 24.99" S, 30° 57' 33.787" E

Approved Specification by College Principal

Mr. EM Mbuyane:



Date

: 10/09/2026