

**EHLANZENI TVET COLLEGE (ETVETC)
REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP)**

REQUEST FOR PROPOSAL

**ANNUAL FINANCIAL STATEMENTS PREPARATIONS AND VERIFICATION OF ASSETS FOR
EHLANZENI TVET COLLEGE FOR A PERIOD OF 36 MONTHS**

Tender No.: ETVETC/AFS/VA/2026/08

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirements of this tender document. Completed documents with all attachments must be signed and submitted to Ehlanzeni TVET College Central office, 29 Bell Street, Nelspruit, 1200.

**Proposals in response to ETVETC/AFS/VA/2026/08 ANNUAL FINANCIAL STATEMENTS
PREPARATIONS AND VERIFICATION OF ASSETS FOR EHLANZENI TVET COLLEGE**

The closing date and time for receipt for tender **ETVETC/AFS/VA/2026/08** is at **12:00 on Friday, 12 October 2026**.

RFP number	ETVETC/AFS/VA/2026/08
Date issued	21 September 2026
RFP closing date	12 October 2026 Time 12h00
Information Session	N/A

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		
Tendered Amount (R)		

Table of contents

NO	
1	PURPOSE
2	EVALUATION CRITERIA
3	COSTS
4	VALIDITY
5	SUPPLIER'S ACCEPTANCE OF TERMS AND CONDITIONS
6	ETVETC REPRESENTATIVE
7	QUESTIONS AND CLARIFICATIONS
8	RFP SCHEDULE OF DATES
9	ACCURACY OF INFORMATION
10	INFORMATION PROVIDED BY ETVETC
11	PRICING
12	PAYMENT TERMS
13	TECHNICAL SPECIFICATION
14	EVALUATION PROCESS
15	DECLARATION
16	ACKNOWLEDGEMENT
ANNEXURE A	SBD1 FORM
ANNEXURE B	SBD4 FORM
ANNEXURE C	SBD6.1 FORM
ANNEXURE D	RETURNABLES

1. PURPOSE

The purpose of this RFP is to collect pricing and general information on your business as part of our program to determine if the Supplier or Suppliers is most capable of supplying these services to Ehlanzeni TVET College.

2. EVALUATION CRITERIA

OBJECTIVE

ETVETC's objective is to procure the services at competitive prices, acceptable quality and on-time delivery.

SUPPLIER CAPABILITY

ETVETC will assess Supplier capability based on supplier's experience and information provided by Suppliers in response to this RFP.

3. COSTS

ETVETC is not responsible for any costs (whether direct or indirect) incurred by a Supplier in preparing and/or submitting a Proposal or otherwise responding to this RFP or in any subsequent discussions or negotiations. All parties and participants must bear their own costs.

4. VALIDITY

Each Proposal submitted by a Supplier must remain valid for a period of 90 days from the required date of submission.

5. SUPPLIER'S ACCEPTANCE OF TERMS & CONDITIONS

Each Supplier submitting a Proposal agrees to do so on the terms and conditions set out in this RFP. Suppliers who submit responses to this RFP will be considered to have accepted, and willfully comply with, all of those terms and conditions.

6. ETVETC REPRESENTATIVE

For the purpose of the RFP, the ETVETC representative is:

Contact Person	
Name & Surname	Ntando Ndukuya
E-mail address	Ntando.ndukuya@ehlanzenicollege.co.za

7. QUESTIONS AND CLARIFICATIONS

All questions regarding this RFP must be directed to the ETVETC Representative by email. Questions must not be submitted by telephone. ETVETC will accept written questions regarding this RFP up to **07 October 2026 at 15h30**.

Answers to all questions will be e-mailed to all Suppliers who have been provided with this RFP.

All questions must include:

- a) The Supplier's name and address.
- b) A reference to the specific section and page number of the RFP; and
- c) The contact name, telephone number and e-mail address

8. RFP Schedule of Dates

Date	Action
21 September 2026	RFP released to potential Suppliers
07 October 2026	Last Day for submission of questions and clarification at 15h30
12 October 2026	Submission of Proposal by 12:00 pm

9. ACCURACY OF INFORMATION

ETVETC has endeavored to provide correct information in this RFP. However, the onus is on Suppliers to satisfy themselves as to the accuracy, completeness and sufficiency of any information provided to them by ETVETC.

10. INFORMATION PROVIDED BY ETVETC

Copyright in this RFP is reserved exclusively to ETVETC.

Any information, which ETVETC provides in this RFP, or otherwise ("Information") is provided in confidence and for use solely by the Supplier in the preparation of its Proposal. The Supplier must not disclose it to any third party without ETVETC'S prior approval in writing. Any further information that ETVETC provides to the Supplier from time to time will be made available on the same terms and conditions as apply under this RFP.

11. PRICING

Tenderers are required to submit a price proposal.

12. PAYMENT TERMS

Payment terms are within 30 days from date of statement.

13. TECHNICAL SPECIFICATION

ETVETC has included a specification to assist suppliers in pricing. Refer to the attached specification.

14. EVALUATION PROCESS

AIM OF EVALUATION

To ensure that all proposals received are afforded the opportunity to compete equally and enable ETVETC a chance to evaluate the tender received in a fair and unbiased manner, as per pre-described process of evaluating proposals.

EVALUATION CRITERIA

The evaluation criteria as set out hereunder will assist ETVETC to ensure conformity to all tender requirements. ETVETC'S evaluation team shall use the evaluation criteria, weights, applicable values and / or minimum qualifying score for functionality as indicated in the tender document. The evaluation criteria can be discussed and clarified with all attendees at the compulsory information session, where applicable, as an aid to prepare for such evaluation.

The set evaluation criteria shall be used as a guideline, but not limited to the following process:

PRE-QUALIFICATION/MANDATORY INFORMATION REQUIREMENT

The Pre-qualification/Mandatory Information Requirement phase validates the tenderers' compliance to the legal requirements to conduct business in SA, as well as to specific industry requirement for the supply of services where applicable.

MANDATORY REQUIREMENTS

Description of Appendix	Requirement
RFP Document	Each page of the RFP document to be initialled by a delegated representative
Completed technical specifications and pricing	Submit a completed pricing proposal.
Bank confirmation	Submit bank account confirmation not older than three (3) months
Company registration documents	Submit company registration documents
Tax Compliance Certificate	Submit Valid Tax Compliance Certificate (Tax Pin) issued by SARS
BBBEE certification	A valid BBBEE certificate from a SANAS accredited agency/Affidavit
ID Copies	Certified copies of all directors
Proof of address	Submit a proof of residence or bill statement from municipality
Declaration of Interest	Complete the following SBD forms: SBD 1 SBD 4 SBD 6.1
Registration National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database not older than three (3) months.
Caseware licence	Provide proof of three years Caseware licence (GRAP)
COIDA	Submit valid letter of good standing from the Department of Labour
SAICA Membership	Submit SAICA Membership for the company
Authority of signatory	Submit original authority of signatory, if copy, it must be certified

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements may not advance to the next phase of the evaluation process.

STAGE 1: EVALUATION OF FUNCTIONALITY

Tenderers need to obtain a minimum percentage score of 80% and above in order to progress to the next stage of evaluation.

No	Functionality Criteria	Maximum Weights
1	Annual Financial Statements Company references: Provide five (5) contactable reference letters and proven track record for similar work done at TVET Colleges where unqualified opinion was obtained not older than three (3) years: reference letters must be on the company letterhead of the client, must be dated and signed, must indicate contract duration and value, and have contact telephone number and email. Also attach appointment letter. 5 reference letters = 20 points 3 - 4 reference letters = 10 points 1 -2 reference letters = 5 points 0 reference letters = 0 points	20
2	Fixed Asset Register Company references: Provide five (5) contactable reference letters and proven track record for similar work done at TVET Colleges where unqualified opinion was obtained not older than three (3) years: reference letters must be on the company letterhead of the client, must be dated and signed, must indicate contract duration and value, and have contact telephone number and email. Also attach appointment letter. 5 reference letters = 20 points 3 - 4 reference letters = 10 points 1 -2 reference letters = 5 points 0 reference letters = 0 points	20
3	Caseware (GRAP Template) Evidence of three (3) years Caseware licence with GRAP template = 10 points No evidence = 0 points	10

4	Asset system PTAMS = 20 points Other system = 10 points None = 0 points	20
5	Capacity of the Leader (Director) 1. CA(SA) with more than 10 years experience = 10 points 2. CA (SA) with 5 - 10 years experience = 05 points 3. CA (SA) with less than 05 years experience = 03 points	10
6	Methodology A detailed approach and methodology statement of AFS preparations and Fixed Asset Register wherein the approach to be followed in each stage of the project is to be outlined. This section should show the tenderer's understanding of the process and input required for the successful execution of the project. The methodology statement should include the following: Proposed project methodology, logistical arrangements, timelines, project management, control and oversight. - Detailed methodology statement outlining the following key issues: working times, after-hours work, project execution, skills transfer. = 20 points - Methodology with inadequate information = 05 points - No information supplied = 0 points	20

	Total Points	100 Points
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STEP 1: REFERENCES TABLE

The references to be provided must be relevant to the current tender bidding for. The letters should be on an official letterhead from your Client with the name of their business mentioned on the letterhead. The contracts should be within the past 3 years.

STEP 2: FUNCTIONALITY TABLE

A tenderer shall proceed to the next stage of evaluation if a minimum percentage score of 80% is obtained. Tenderers that fail to achieve the minimum qualifying percentage score for functionality (80%) will not proceed to the next stage of evaluation.

STAGE 2: PRICE AND SPECIFIC GOALS

Only tenders that achieve the minimum stipulated threshold for functionality of 80% will be evaluated further in accordance with the 90/10 or 80/20-point systems. 90/80 points will be allocated for price whilst, 10/20 points will be allocated for Specific Goals both totaling 100 points.

The formula below will be used in calculating points scored for the Preference points system

STEP 1: CALCULATION OF POINTS FOR PRICE

The first step under price and specific goals is to calculate the price points for tenderers who progressed to this stage of evaluation as per formula below.

Price Points Calculation

A maximum of 80 = 80 points is allocated for price on the following basis:

$$PS = 80 \left\{ 1 - \frac{Pt - Pmin}{Pmin} \right\}$$

Where:

Ps = Points scored for the comparative price of the Tender Submission under consideration;

80 = Ratio allocated to pricing for scoring purposes;

Pt = Comparative price of the Tender Submission under consideration; and

Pmin

= Comparative price of the lowest acceptable Tender Submission.

OR

A maximum of 90 = 90 points is allocated for price on the following basis:

$$PS = 90 \left\{ 1 - \frac{Pt - Pmin}{Pmin} \right\}$$

Where:

Ps = Points scored for the comparative price of the Tender Submission under consideration;

90 = Ratio allocated to pricing for scoring purposes;

Pt = Comparative price of the Tender Submission under consideration; and

Pmin = Comparative price of the lowest acceptable Tender Submission.

STEP 2: SPECIFIC GOALS

The second step under price and specific goals is to calculate specific goals points for tenderers who progressed to this stage of evaluation as per below specific goals table:

	POINTS	POINTS
Price	80	90
Specific Goals	20	10
- 100 %Black Female	5	3
- 100% Black Male owned	3	1
- Youth	5	3
- Disability	2	2
- Company residing in South Africa	5	1
Total points for Price and SPECIFIC GOALS	100	100

STEP 3: FINAL SCORE

The points scored for price (step 1) will be added together with the points scored for specific goals (step 2) to obtain the tenders total points.

ETVETC and/ or Member/s may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's proposal. This information will be requested in writing;

ETVETC and/ or Member/s may conduct a due diligence on any Tenderer, which may include interviewing customer references or other activities to verify a Tenderer's or other information and capabilities (including visiting the Tenderer's various premises and/or sites to verify certain stated information or assumptions) and in these instances the Tenderers will be obliged to provide ETVETC and/ or Member/s with all necessary access, assistance and/or information which ETVETC and/ or Member/s may reasonably request and to respond within the given time frame set by ETVETC and/ or Member/s;

ETVETC will evaluate the Tenders with reference to ETVETC's set and approved evaluation criteria as indicated in the tender document.

15. DECLARATION

I, the undersigned

From (Name of Supplier)

- a) Declare that I have studied the contents of this document and, that the organisation I represent agrees to the terms and condition of this RFP without any exceptions and, is prepared to carry out the services according to the specifications and to the satisfaction of ETVETC.
- b) Has the authorisation to sign tender documents on behalf of my company. Attached a Director's resolution or proxy, authorising to sign this document on behalf of the company.
- c) Declare that the company has the financial ability to meet its obligations in respect of this RFP and that it is in a sound position to meet its overall financial commitments.
- d) State that the information submitted is true and correct.
- e) Certify that as far as I/we know no member of our company have any direct or indirect vested interest in ETVETC.

Signed at _____ on this _____ day of _____ 20_____

Signature and Capacity

Initials and Surname

16. ACKNOWLEDGEMENT

I/We _____ having examined the Request for Proposal Document and all other information available prior to the closing date, hereby offer to execute, complete and maintain the whole of the said works and to supply all the requisite goods and/ or services in conformity with the afore ETVETC documents.

Name of Service Provider: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Company Stamp: _____

Signature

Date

ANNEXURE A

SBD 1 FORM (ATTACH)

ANNEXURE B

SBD 4 FORM (ATTACH)

ANNEXURE C

SBD 6.1 FORM (ATTACH)

ANNEXURE D

RETURNABLE DOCUMENTS (ATTACH)