
**REQUEST FOR QUOTATIONS (RFQ) FOR THE ASSISTANCE IN
COMPILATION OF GRAP COMPLIANT ASSET REGISTER FOR THE
2021/2022 FINANCIAL YEAR
RFQ No: 009/06/2022**

Greater Tzaneen Economic Development Agency (GTEDA) hereby invites suitably qualified service providers to tender for the assistance in compilation of GRAP compliant Asset Register.

SPECIFICATIONS:

1. Review current useful life of each asset
2. Determine condition and residual value (where possible) of assets
3. Assess all the assets for indicators of impairment
4. Review existing asset register
5. Keep record of the work performed in assessment/Audit file
6. Assist with all Audit Queries from the Auditor General and submission of information

N.B No briefing session is scheduled for the RFQ.

Suitably qualified service providers are therefore invited to submit their quotations before the closing date. Duly completed and signed documents enclosed in a sealed envelope clearly marked "Assistance in compilation of GRAP compliant Asset Register" addressed to: Chief Executive Officer, P O Box 2420, Tzaneen, 0850 or hand delivered at Office No. 66, Cascades Building, Sapekoe Avenue, Tzaneen.

Closing date: 19 July 2022 @ 15h30: GTEDA Office no. 71

N.B COVID-19: For safety of our customers and employees we are implementing a range of safety measures across, including having our offices regularly cleaned and sanitised, and making hand sanitizers available to walk-in clients. Our employees also understand hygiene procedures as outlined by health authorities and we strongly advise customers to wash and sanitise their hands regularly.

Proposals should be accompanied by the following documents which will form part of the adjudication:

1. CSD (Not more than a week old)
2. Municipal account for both company and director not older than 3 months
3. Certified qualifications and ID copies of key personnel
4. Valid Tax clearance and Pin
5. Declaration of interest (downloadable from our website)
6. CIPC company registration documents
7. BBBEEE certificate or a sworn affidavit
8. Registration with a professional body

Failure to submit any of the above required documents shall lead to disqualification. All copies should be certified and not older than 3 months.

EVALUATION CRITERIA

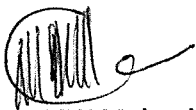
Stage 1. The pre-qualification evaluation criteria will be based on the following functionalities: -

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>POINTS</u>
3 Appointment letters in similar services- advertised	3 =50 2 =40 1 =30	50
Company's experience in rendering similar service - advertised	10 =30 5 =20 3 =10	40
Registration with an accounting professional body	10	10

Stage 2. The evaluation will be based on an 80/20 preference points system and the minimum score is 70%, any score of less than that will not be evaluated further for price. The lowest or only tender will not necessarily be accepted.

No late submission, facsimiles, electronic or telephonic quotations will be accepted. GTEDA reserves the right to withdraw the bid in whole or part thereof and does not bind itself to accept the lowest or any bid. Greater Tzaneen economic development agency reserves the right not to appoint.

For general enquiries kindly contact Ms. Mamakiri Modiba, mamakiri@gteda.co.za. Only written enquiries will be attended to.



Mr. MW Mulaudzi
Acting Chief Executive Officer