



## **REQUEST FOR QUOTATIONS/ KHC/RFQ/06/2025**

**Project Name:** APPOINTMENT OF PROFESSIONAL CONSULTANTS TO PERFORM ANNUAL FINANCIAL STATEMENTS REVIEW FOR 2024 FINANCIAL YEAR

**RFQ No:** KHC/RFQ/06/2025  
**Technical Enquires:** Mr. N. Makupula  
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**Email address:** [nmakupula@khc.edu.za](mailto:nmakupula@khc.edu.za)

**SCM Enquiries:** Ms S. Nongomanzi  
**Contact No:** 047 401 6400/6438  
**Email address:** [snongomanzi@khc.edu.za](mailto:snongomanzi@khc.edu.za)

### **Important Information:**

### **DOCUMENTS TO BE FORWARDED WITH THIS RFQ**

The documents, as indicated below must be attached to this RFQ. These documents form part of the Mandatory/Pre-Qualification stage of this RFQ. Documents requested for this stage are essential as non-compliance to the request to attach these documents, will render your RFQ unacceptable.

#### **Please submit the following mandatory/ pre-qualifying compliance documents:**

1. Valid SARS Tax Clearance Certificate or pin.
2. Copy of Central Supplier database (CSD) report (Full CSD report not summary)
3. Copy of Business Registration Document (CIPC)
4. Completed SUPPLIER declaration forms SBD 4(obtainable from our website)
- 5.

Item	Personnel	Documents to be submitted	Years' Experience
1.	Director/ Manager	CV with copies of qualifications/ Certification (CA(SA)/RGA, SAICA membership)	7+
2.	Senior Consultant /Auditor	CV with copies of qualifications/ Certification (IAT, SAICA/IIA membership, B tech Internal Audit/Bcomm Acc and Completed articles)	5+
3.	Consultant /Auditor	CV with copies of qualifications/ Certification (IAT, SAICA/IIA membership, B tech Internal Audit/Bcomm Acc and Completed articles)	5+

**Please submit the following additional documents to claim points for specific goals**

1. Completed SBD 6.1 Preferential points claim form and submission of applicable documents outlined on Specific goals document (obtainable from our website)
2. Certified copy of ID of director(s), (Certification must not be older than 6 months)

**All quotations and compliance documents MUST be emailed to the following email address: [snongomanzi@khc.edu.za](mailto:snongomanzi@khc.edu.za)**

**Closing Date of quotations: 24 February 2025, TIME: 16:00PM**

**PLEASE NOTE THAT NO LATE QUOTATIONS WILL BE ACCEPTED**

**Scope of Work**

Review the Annual Financial Statements for the College for 2024 Financial Period, the review shall provide confidence to the Audit Committee and the Council that the Annual Financial Statements are free from material misstatements errors and omissions. Furthermore, test the accuracy and completeness in the following components

- Statement of Financial Position
- Statement of financial performance
- Cash flow statement
- Notes to the Annual Financial Statements.
- Review and confirm the accuracy of the accounting file and Journals processed.

**Property Plant and Equipment**

Review the accuracy and completeness of the Fixed Asset register for the College and confirm the following.

- FAR agrees with the GL
- GL agrees with the Trial Balance
- Existence of assets in the FAR
- Accuracy of the FAR (Depreciation, Acc depreciation etc)
- Disposals made during the current year
- Additions acquired or made to the Land and Buildings
- Reconciliations for the year.
- Physical verification Performed during the year.

**Adjustment to the AFS**

Review the adjustments made to the annual financial statements as and when required

**Support to Auditors**

Provide support to the college finance team necessary to Auditors as and when required

**Report**

Provide an independent report on the review completed and Performed by the team