



REQUEST FOR QUOTATIONS

1.RFQ Name:

King Hintsa TVET College invites suitably qualified and experienced professional service providers to submit proposals for Fixed Asset Register review and Property Valuation of Teko Campus properties for the 2025 financial year-end.

2.RFQ Number:

KHC/RFQ/05/2026

3. Enquiries:

- **Technical Enquires:** Ms. L. Madalane
Contact Details: 047 401 6400/6435
Email address: madalane@khc.edu.za
- **SCM Enquiries:** Ms N. Maseme
Contact No: 047 401 6400/6437
Email address: nmaseme@khc.edu.za

4. Compliance documentation to be submitted

- Valid SARS Tax clearance certificate or pin
- Proof of registration with Central Supplier Database report (Full CSD report and not summary report)
- If a supplier is not a VAT vendor, VAT must not be included, otherwise all the prices must include VAT.
- A fully and completed SBD 4 (obtainable from College website)
- Copy of Business Registration Documents (CIPC)
- Certified copy of Shareholder' Certificate (certification not older than 6 months)
- Sole traders are required to submit an affidavit.
- Proof of valid registration with South African Institute of Chartered Accountants
- Proof of valid Registration with South African Council for the Property Valuers Profession (SACPVP)

Additional information

- A fully and accurately completed and signed SBD 6.1 (obtainable from College website)
- Certified ID copy of Shareholder/s (certification not older than 6 months)

Evaluation Criteria

STAGE 2 – FUNCTIONALITY

Functionality will be assessed against the criteria and weightings specified below:

#	Functionality Assessment	Maximum Points
1	Company Experience in GRAP Asset Registers <ul style="list-style-type: none">• 5 or more similar projects (TVET/Municipalities/Government Entities) – 40 points• 3–4 similar projects – 25 points• 1–2 similar projects – 15 points• No proof submitted – 0 points NB: Evidence required: Appointment letters and Completion certificates/Reference Letters.	40
2	Qualifications & Expertise of Key Personnel <ul style="list-style-type: none">• Registered Professional with SACPVP/Property Valuation Authority with minimum 5–10 years' experience – 20 points.	40

	<ul style="list-style-type: none"> Registered Professional SAICA with Asset Management experience with minimum 5–10 years' experience – 20 points. <p>NB: Evidence required: CVs + professional registration certificates</p>	
3	<p>Methodology & Project Implementation Plan (20 points)</p> <p>Proposal must clearly show:</p> <ul style="list-style-type: none"> Detailed methodology for: Valuation GRAP-compliant asset register review Clear project plan with timelines & deliverables Data collection and reconciliation approach <p>Full, practical methodology & schedule – 20 points Partial or unclear plan – 10 points No methodology submitted – 0 points</p>	20
	TOTAL	100

NB: Service providers must provide sufficient proof/documents to justify awarding of the points above and such proof should include details of contactable references to evaluation criteria above.

Bidders who obtain 70 points and above out of 100 for functionality (Stage 1) will qualify for evaluation in terms of price and Specific goals in stage. All points scored by qualifying bidders in stage 2 will not be taken into consideration in stage.

STAGE THREE: Preferential points system

Criteria	Points Available
Bid Price	80
Specification Goals	20
Total	100

Table: Specific Goals

Specific goals categories are broken down as detailed below:

Specific Goal Category	Allocation of Points 20
Black Ownership: <i>Enterprise Owned by Black Persons i.e., Africans, Coloured, Indians, and Others as defined by the Constitution of South Africa</i>	10
Women Ownership	4
Youth ownership	4
Disability	2
Total	20

OTHER TERMS AND CONDITIONS OF THE REQUEST FOR QUOTATION (RFQ)

- 5.1 King Hintsa TVET College reserves the right not to make any appointment from the submitted quotation.
- 5.2 King Hintsa TVET College does not bind itself to accept the quotation with the lowest price.
- 5.3 King Hintsa TVET College reserves the right to cancel this request for quotation and pursue an alternative course of action at any time without incurring any liability towards any prospective service provider.
- 5.4 Submission of quotations does not give rise to any contractual obligations on the part of KHC.
- 5.5 No services shall be rendered, or goods delivered before an official KHC Purchase Order form has been received.
- 5.6 All quotations shall become the property of KHC and shall not be returned.
- 5.7 Quotations must be submitted by email
- 5.8 Quotations received after the specified time and date (at 16:30) will not be considered and accepted.

- 5.9 Quotations will be valid for a period of 90 days from the Request for Quotations (RFQ) stated closing date.
- 5.10 The KHC may request written clarification or further information regarding any aspect of the quotation submitted. Service providers must supply such requested information in writing within the stipulated timeframe after the request has been made, or their quotation may be disqualified.
- 5.11 Service providers shall not qualify their quotations with their own conditions. If a service provider does not specifically withdraw its own conditions of quotation when called upon to do so, the quotation response will be declared invalid.
- 5.12 SBD 6.1 for the Specific goals must be submitted.
- 5.13 Certified ID copies of owner and shareholders certificate. The certification should not be older than 6 months.

TERMS OF REFERENCE FOR:

King Hintsa TVET College invites suitably qualified and experienced professional service providers to submit proposals for Fixed Asset Register review and Property Valuation of Teko Campus properties for the 2025 financial year-end.

1. PURPOSE

King Hintsa TVET College invites suitably qualified and experienced professional service providers to submit proposals for review of Fixed Assets Register and Property Valuation of Teko Campus properties for the 2025 financial year-end.

2. BACKGROUND

2.1 King Hintsa is rural TVET College that provides quality Skills & Training that contributes to the development of our communities for South African economic growth. Its mandate is to provide students with quality education and training that responds to community needs.

2.2 The College requires expert services to ensure full compliance with GRAP standards, improve audit outcomes, and compile an accurate and auditable asset register.

3. SPECIFICATION

3.1 Property Valuation

- Valuation of all buildings and structures at Teko Campus.
- Useful life and residual value assessment.
- Full valuation report with supporting evidence.

3.2 Asset Review & GRAP-Compliant Asset Register

- Review of the 2024 AG findings on assets and correcting opening balances.
- Reviewing the in-house prepared Fixed Asset Register to ensure that it is GRAP
- Compliant asset register and reconciled to the TB and GL.

DELIVERABLES

- Valuation report and valuation certificates.
- Updated asset register (2024 and 2025)
- Exception and reconciliation reports
- Final presentation to management

4. Detailed Specification

- Project implementation plan (Mobilization, planning and project management).
- Valuation of Immovable Assets at Teko Campus and producing a valuation report.
- Review of the Physical verification results of all movable and immovable assets owned by the College.
- Determine the value of all fixed assets in terms of Directive 7 and reconcile the values to the accounting records.
- Review useful lives, residual values of assets and assess assets for impairment and prepare necessary journals if required.
- Reconcile the Fixed Asset Register with the verification reports, general ledger, supporting documentation and ensure accurate and correct reporting of Fixed Assets as per GRAP 17 including disclosure notes.
- Ensure that a detailed audit file relating to asset management, which includes over and above asset purchases, disposals, reconciliations etc. is developed.
- Ensure that asset management officials are trained on the job and skills are transferred to officials during the period of delivering the service to ensure sustainability of the Asset Management section.
- Review asset management policy and make recommendations regarding where necessary revisions are required.

4.1 Project Deliverables

4.1.1 Valuation of Teko Campus Immovable Properties

- Detailed valuation of ALL Teko Campus immovable properties and establishing if they should be impaired or not.

4.1.2 Identification of all assets requiring impairment and recommendation to the management for the annual impairment as required by Asset Policy.

4.1.3 Data capturing:

- Classification of the Asset within the Fixed Asset Register (FAR)

4.1.4 Useful Life

- The useful life to be aligned with the standard of the Government Gazette as well as GRAP 17.

4.1.5 Depreciation

- A system that accurately calculates depreciation has to be formulated. Accumulated depreciation to be calculated automatically by the system as well as the next book value.

4.1.6 Obsolete Asset and Asset impairment

- All those assets that have been identified to be not in good working conditions shall be grouped forgotten and classified as obsolete/impaired and will be clearly identified with a unique reference for recommendations to management for disposal/write off.
- Identification of all assets requiring impairment and recommendation to the management for the annual impairment as required by Asset Policy.

5. Pricing Schedule

No	Deliverables	Amount (Excl. Vat)
1.	Planning: Development of Project Plan	R
2	Implementation	
2.1	Property Valuation at Teko campus	R
2.2	FAR update	R
2.3	Review of useful lives, residual value of assets and assess for impairments	R
2.4	Skills Transfer	R
2.5	Close out Report	R
	Subtotal	R
	VAT (15%)	R
	Grand Total	R

NB:

- All prices shall be quoted in South African currency inclusive of VAT and will hold good/service for 90 days (validity period of bids.)
- The costs/pricing must include all costs as detailed in table above and VAT (no hidden costs will be accepted).
- Please include a formal quotation in the company letterhead when submitting.



6. Enquiries:

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- **SCM Enquiries:** Ms N. Maseme
Contact No: 047 401 6400/6437
Email address: nmaseme@khc.edu.za

7. SUBMISSIONS

QUOTATIONS SUBMITTED TO:

nmaseme@khc.edu.za

Closing date: 25 February 2026

Time: 14:00 pm

NO LATE SUBMISSIONS WILL BE ACCEPTED.