



FULL PHYSICAL ASSETS VERIFICATION

SCOPE OF WORK

Purpose

A Request for Proposal is invited from suitable service providers to assist the college in addressing Internal Control weaknesses identified by internal and External Auditors as they relate to Asset Management.

The successful bidder will assist the college in ensuring that the college's asset register complies with GRAP 17. This will be achieved by verifying the existence, valuation, rights, obligations, completeness, valuation, and allocation of physical assets.

The successful service provider will provide the college with 12 human resources to perform the assets verification. The service

provider will demonstrate its capacity by having human resources with advanced Excel and VBA programming skills to automate manual tasks and integrate an MS Access database of the assets register with MS Excel.

The service provider must have IT expertise to identify redundant IT assets and be able to provide a technical report to inform the disposal of the computer equipment. The service provider will create a database for workshop tools, desks, chairs, and other loose assets in MS Excel, integrated with MS Access for report generation. The service provider will Barcode and tag the assets with a durable barcode.

Background

Who are we

Maluti TVET College is located in the Eastern Free State, South Africa. The main campus is situated in Phuthaditjhaba along Mampoi Street.

The college comprises eight campuses, strategically located to serve students across the region:

- Bethlehem
- CFERI Centre (Phuthaditjhaba)
- Central office (Phuthaditjhaba)
- Corporate Office - Bethlehem
- Bonamelo (Phuthaditjhaba)
- Harrismith
- Itemoheleng (Phuthaditjhaba)
- Kwetlisong (Riverside / Witsieshoek)
- Sefikeng (Witsieshoek)
- Lere la Tshepe (Tseki Village)
- Main Campus (Phuthaditjhaba)

CAMPUS	PHYSICAL ADDRESS
Bethlehem Campus	28 Wessels Street, Bethlehem, Free State
Bonamelo Campus	Stadium Road, Phuthaditjhaba, Free State
Itemoheleng Campus	Mampoi Road, Phuthaditjhaba, Free State
Kwetlisong Campus	Corner of Mampoi and Bolata Road, Phuthaditjhaba
Harrismith Campus	Piet Retief Street, Harrismith
Main Campus	Mampoi Road, Phuthaditjhaba, Free State
Sefikeng Campus	107, Rosedale, Harrismith GPS -28.353137, 29.037697
Lere la Tshepe Campus	Tseki Village
Corporate Office	Corner of High and Broster Street, Bethlehem, Free State
Central Office	Mampoi Road, Phuthaditjhaba, Free State
CFERI Centre	Industrial Area 2, Unit 2a Site 47, Phuthaditjhaba

History & Mission

Maluti TVET College was established on September 1, 2002, through the merger of several technical and educational institutions: Bonamelo, Sefikeng, Itemoheleng, Bethlehem, Kwetlisong, and Lere la Tshepe.

We operate under the Department of Higher Education and Training and are accredited by Umalusi, as well as various Sector Education and Training Authorities (SETAs).

We envision to provide excellence in knowledge, skills and applied vocational competence that inspires employability,

entrepreneurship and ethically transforms lives. Our mission is to provide:

- World class programmes in partnership with relevant stakeholders nationally and internationally, that offers responsive learning and relevant areas of skills acquisition.
- Sustain public confidence by ensuring socio economic development of the community through ethical standards.
- Maintain a world class culture of learning and teaching.
- Provide opportunities for lifelong learning.

Academic Programmes & Course Offerings

NC(V) – National Certificate Vocational (NQF Levels 2–4):

- Designed to blend theoretical knowledge with practical skills. Fields include:
- Engineering-related: IT; Electrical Infrastructure; Engineering Design; Civil Engineering & Building Construction
- Business-related: Marketing; Finance & Accounting; Office Administration; Primary Agriculture
- Service-related: Tourism; Hospitality; Education & Development; Primary Health

NATED (Report 191) Programmes (NQF N1–N6):

Offered for learners in trades and business sectors:

- Engineering Studies: Electrical, Mechanical, Civil Engineering
- Business Studies: Management, Marketing, Financial & HR Management, Public Management, Management Assistant
- Utility Studies: Hospitality, Clothing Production, Art, Edu care and Childcare

Technical information

The Maluti TVET College fixed assets register has the following records:

Category	Estimated number of records	Category	Estimated number of records
Buildings	400 - 600	Computer equipment	6200 - 7000
Machinery	3000 - 4000	Furniture and Fittings	6900 - 7000
Vehicles	46 - 55	Office equipment	1108 - 2000
Marketing equipment	12 - 50	Tools and other loose assets	1000 - 2000

The total days provisionally allocated to the asset verification are as follows:

Year	Purpose	Month	Date from:	Date to:	Total days
	Verification				
	Preparing Preliminary Report to the DPF				
	Presenting the report to the DPF for inclusion in the draft financial statements				
	Financial Close-out reporting 1				
	Financial Close-out reporting 2 – Reconciliation with the annual financial statements.				
Total					85 days

Scope of the required services.

Project Managers and Excel Developer

- (a) Download the verification data and forward it on a daily basis.
- (b) Prepare timesheets for Asset Verifiers and technicians.
- (c) Sort out any scanner problems that may arise.
- (d) Lead with physical verification of all assets in all college locations.
- (e) Lead with bar coding of unbar-coded assets that are found on the floor during the assets verification.
- (f) Lead the Investigation of unverified assets.
- (g) Update the location register with information from the location register form.
- (h) Assist with marking of locations and report them to the Asset Controller.
- (i) Assist in the collection of redundant/unserviceable assets

Develop the following solutions in Microsoft Excel and Microsoft Access to facilitate the generation of the specified reports:

Report Name	Functionality
Asset Master Listing (Full Register)	Full details of all assets: asset number, description, location, department, custodian, acquisition date, cost, useful life, condition, etc.
	Can be filtered by asset type, location, cost centre, or custodial responsibility.
Additions Report	Lists all assets acquired within a specific period.
	Includes details like purchase date, supplier, asset cost, funding source, and invoice number.
	Supports capitalisation tracking and compliance with GRAP 17 (PPE)
Disposals Report	Shows all assets that have been disposed of, retired, or written off.

	Includes disposal method (sale, donation, scrapping), date, and residual value
	Required to calculate gains or losses on disposal in the AFS.
Movements Report (Transfers)	Tracks changes in asset location or custodian.
	Useful for internal control and verification.
	Necessary for updating insurance and physical count records.
Depreciation Report	Shows depreciation per asset or per asset class for a specific period.
	Based on asset cost, residual value, useful life, and depreciation method
	Feeds into general ledger and supports GRAP compliance
Asset Reconciliation Report	Reconciles the asset register with: a. General ledger (financial values) b. Physical count (existence and condition) c. Insurance register (coverage adequacy)
Physical Verification Report	Lists verified and missing assets from a stock-take.
	Used to assess physical presence, condition, and tagging status.
	Helps inform loss reports or asset clean-up exercises.
Asset Summary by Class or Department	Aggregates assets by: a. Asset type/class (e.g. vehicles, computers) b. Department/division/cost centre c. Shows count, total cost, and net book value. d. Useful for asset budgeting and planning

Asset verifiers

- (a) Perform physical verification of all assets in all college locations using scanners.
- (b) Bar code unbarcoded assets that are found on the floor during the assets verification.
- (c) Investigate unverified assets.
- (d) Mark locked locations and reported to the Asset Controller.
- (e) Count assets in a location and record the total number of assets on the location register form.
- (f) Assist with the movement of redundant/unserviceable assets from different locations to the storerooms.

IT Technical support

- (a) Disconnect and remove desktop printers in the identified locations within the college
- (b) Test the printers to check if they are working, unserviceable or obsolete
- (c) Move the desktop printers to various storerooms or offices within the college precinct
- (d) Maintain a proper record of each removed desktop printer
- (e) Assist with the movement of other assets as needed
- (f) Provide support to the asset verification project as per the instructions of the Senior Verifier or Asset Controller.

MANDATORY SUBMISSION REQUIREMENT

The prospective service providers must submit a proposal that includes:

Profile of the company, including a description of work previously undertaken and positive contactable references for similar work.

- b) Project Plan, which includes timeframes, resources to be allocated and dependencies, to demonstrate the service providers' understanding of requirements.
- c) Overall pricing, including VAT, indicating all price elements and disbursements associated with the service to be rendered in line with the pricing schedule

EVALUATION OF QUOTATIONS

The 80/20 preference points system and functionality shall apply to this request, and all offers received shall be evaluated as follows:

FUNCTIONALITY	SPECIFIC GOALS	PRICE
100 POINTS	20 POINTS	80 POINTS

Stage 1 - The proposals will be evaluated against mandatory requirements and specific condition items related to administrative requirements. All offers that fail to meet these requirements materially will be disqualified.

Stage 2 - The proposals will be assessed based on functionality. An evaluation panel will award points for functionality according to the criteria below. Proposals scoring less than 70 points for functionality will be disqualified and will not advance to the next stage.

Stage 3 - Only the qualifying offers will be evaluated in terms of the 80/20 preference point system.

MANDATORY FUNCTIONAL REQUIREMENTS

1. Must demonstrate a good understanding of providing GRAP 17 as it relates to Asset Management.
2. Have relevant qualifications and certification in Microsoft Office Specialist (MOS).
3. Must have a successful track record of having been involved in Asset Management projects.
4. Technicians must be able to disconnect desktop printers, assess their conditions, and relocate them to the storerooms.
5. Must have scanners that are compatible with receiving asset data in Excel format.
6. Able to upload the Excel and Access asset register of more than 70,000 assets and upload the locations of more than 2400.
7. Able to manually capture assets that are not on the asset register data.
8. Able to download daily.
9. Able to indicate asset conditions as either good or poor.
10. Able to produce the following reports:
 - a. Assets scanned per location.
 - b. Assets scanned but not on the asset register.
 - c. Assets scanned under good or poor conditions.
 - d. All reports must be able to be converted to Excel and Access.

Furthermore:

- a) The report must be in a template that has been agreed upon with the college.
- b) The award of the project is subject to the submission of all supporting documents. Where a claim for functionality is made in support of this bid, the supporting evidence must be provided by the bidder. This will include CVs and qualifications.
- c) The service provider contract will commence upon written communication.
- d) The copyright and ownership of all information and programs obtained before and resulting from these facilitation session(s) will vest in the college. This will include all material that is provided during the process and acquired through the process.
- e) The service provider is required to maintain strict confidentiality of all information. Under no circumstances may asset-related information, in any form, be disclosed to third parties. A confidentiality agreement regarding the disclosure of College information will be executed.
- f) Quotations must be comprehensive and specific. The College reserves the right not to proceed with an appointment. Bidders are strictly prohibited from incorporating the College logo into their proposals.
- g) All quotations must be submitted on official letterhead, indicating the VAT registration number, and should include samples of previous, comparable work where possible.
- h) The declaration of interest form must be fully completed, signed, and submitted with the quotation. Failure to do so, when required, will result in the disqualification of the submission. Omission of any required documentation will lead to forfeiture of points.

The College will not make any award to members of the College Council, Management, Staff, national, provincial or local authorities, or to individuals employed by the state whose involvement in this RFQ could result in disqualification.