



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

CAPRICORN TVET COLLEGE
CENTRAL OFFICE

(015) 230 1800

(015) 291 2767

www.capricorncollege.edu.za

16 & 18 Market Street, 0699 Polokwane

Private Bag X9674, Polokwane 0700



**REQUEST FOR QUOTATION OF EXTERNAL AUDIT SERVICES ON THE COLLEGE'S
CIEG EXPENDITURE IN TERMS OF THE AGREED UPON PROCEDURE.**

REQUEST FOR QUOTATION

Quotations are hereby invited from independent audit firm led by chartered accountants registered with the South African Institute of Chartered Accountants (SAICA), including registration with the independent regulatory board for Auditors (IRBA) to perform a stipulated agreed-upon audit procedure in relation to TVET CIEG expenditure incurred.

Advert: CAPTVET/RFQ/02/2024 Appointment of a firm to audit CIEG expenditure for the period 01 October 2023 to 31 March 2024.

Quotations displaying quotation number CAPTVET/RFQ/02/2024 must be submitted on/before closing date and time

Closing Date : 16 May 2024

Closing Time : 14h00

Validity Period of Tender : 90 Days

All enquiries related to this RFQ may be addressed to this email:

kdkganyago@capriornollege.ac.za

NB: This email is for enquiries only, please submit your quotations on on the below email.

The following documents must accompany your **quotation**:

**POLOKWANE CAMPUS
CAMPUS**

C/o Dorp & College Streets
Mokomene High School
0699 POLOKWANE
RAMOKGOPA
Tel: (015) 283 3300
2750
Fax: (015) 297 2183
2005

SESHEGO CAMPUS

1919 Freedom Drive
0742 SESHEGO
Tel: (015) 223 9600
Fax: (015) 223 5187

SENWABARWANA CAMPUS

Senwabarwana Main Street
0790 SENWABARWANA
Tel: (015) 505 3172
Fax: (015) 505 3174

RAMOKGOPA

Next to
0811
Tel: (015) 526
Fax: (015) 526

- Copy of **CK certificate** must be attached indicating member's names and percentage ownership within the enterprise,
- **Valid tax compliant letter with PIN**
- **BBBEE Certificate/ A sworn affidavit**
- **Completed and signed SBD 6.1:** Preference point claim form in terms of the preferential Procurement Regulation 2022
- **Completed and signed SBD 4:** Declaration of interest
- **Proof of CSD registration Report**
- **Proof of Bank Account**
- **Valid company/firm/individual membership certification**
- **Reference letter(s) for CIEG Audit of Agreed upon Procedures conducted**

Capricorn TVET College promotes fair competition among suppliers. Any form of bid-rigging or collusive bidding will be unacceptable. Bidders will be disqualified.

Suppliers must submit their quotations and all attachments to : RFQ@capricorncollege.co.za

Capricorn TVET College does not bind itself to accept the lowest or any quotation. The right is reserved to accept any tender in whole or in part and re-advertise this quotation any time after the closing date.

SCOPE OF WORK

The registered auditor must sample at minimum, 5 CIEG projects completed by the respective College, for each Bi-annual audit. Detailed procedures are as follows:

- Obtain a detailed CIEG expenditure report from the College Financial System for the audit period under review.
- Obtain a listing of completed CIEG projects from the College for the audit period under review, which must include the total value of expenditure incurred and paid for
- Based on the listing obtained, select at minimum of 5 projects based on total costs incurred (From highest reported expenditure in descending order).
- Trace all reported expenditure per listing, per project, back to the detailed expenditure report obtained from the College financial system.
- Randomly select at minimum 5 payment transactions per project (If less than 5 transactions are applicable for a project, all payments must be selected for audit.)
- **Perform a detailed audit check on the payments selected:**
 - Confirm what the payment was made for;
 - Confirm what rates were applied and if these rates paid for the reasonable and market related;
 - Physically inspect the work paid for, and re-measure quantities (if possible for instance square meter tiling installed, or square meter roofs repainted);

<u>POLOKWANE CAMPUS</u>	<u>SESHEGO CAMPUS</u>	<u>SENWABARWANA CAMPUS</u>	<u>RAMOKGOPA</u>
C/o Dorp & College Streets Mokomene High School 0699 POLOKWANE RAMOKGOPA Tel: (015) 283 3300 2750 Fax: (015) 297 2183 2005	1919 Freedom Drive 0742 SESHEGO Tel: (015) 223 9600	Senwabarwana Main Street 0790 SENWABARWANA Tel: (015) 505 3172 Fax: (015) 505 3174	Next to 0811 Tel: (015) 526 Fax: (015) 526

- Check the measured quantities to the quantities paid for;
- Take pictures of the work conducted;
- Assess whether quality work was performed and if value for money was obtained.
- **Conclude on the following audit assertions relating to;**
 - Occurrence;
 - Existence;
 - Accuracy;
 - Validity;
 - Completeness; and
 - Valuation.

PRICING SCHEDULE

1. Estimated pricing should be based on the number of CIEG Projects and transactions within the period of audit and number of team members and estimated hours for the duration of the project.

2. COSTING

Please note that the cost structure should be presented on the following costing schedule as provided (where applicable): You may include a separate detailed schedule where necessary.

Appointment of a firm to audit CIEG expenditure on a bi-annual basis for 2024.					
No:	Personnel	Estimated hours	project	Rate per resource	Total
1	Lead Partner/ Project Leader/Director (example)				
2	Manager (example)				
3	Trainee/Supervisor (example)				
4					
5					

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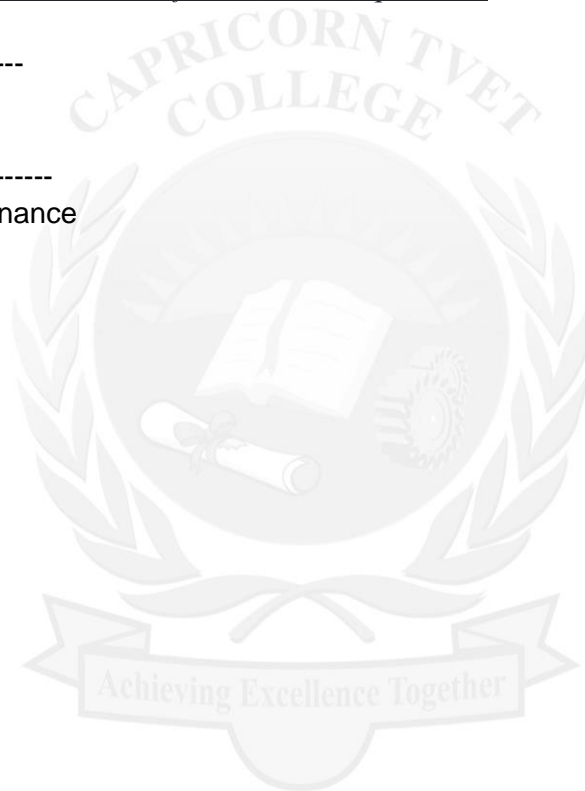
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	Sub Total			
	VAT			
	TOTAL (R Inc. Vat)			
	Disbursements			
	Grand Total Inc. VAT			
	Average Rate of team			

Please note: Suppliers must use the above format on their quotation

Deputy Manager: SCM

Acting Deputy Principal: Finance



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