



REQUEST FOR PROPOSALS

Fixed Asset Register

Background

The Free State Tourism Authority seeks the services of a suitably qualified service provider for training, supplying and implementing a computerised fixed asset register in terms of GRAP/GAAP.

The assets range from office equipment to computer equipment.

Objectives

The RFP objectives are as follows: • Supply software for the maintenance of the fixed asset register • Compile and reconcile to the ledger the fixed asset register • Bar-code all the assets • Supply bar codes and scanners • Value assets whose purchase details are not available.

Transfer of knowledge

• Training of dedicated staff on maintenance of the asset system • Provision of proof that a trained, dedicated staff member has acquired sufficient expertise to maintain the register on his/her own.

Special instructions

A detailed proposal is expected from service providers including, among others, the following: • The proposals should be made on 200 plus assets • The hardware and software requirements • The expected implementation period, including the training of personnel • Licence fees and upgrades.

Submission of proposals

Proposals should be forwarded to the Free State Tourism Authority, Private Bag X20805, Bloemfontein 9301 or fax: (051) 447-5114, or hand-delivered to the Free State Tourism Authority, 169 Nelson Mandela Road, Bloemfontein.

Contact details: Mr Lefa Kalane, tel. (051) 411-4300/12, e-mail: lefa@freestatetourism.org

The closing date for the proposals will be Friday, 29 January 2010.