



08 April 2025

RFQ/01/Administrative Services/2025

**REQUEST FOR QUOTATION: SECRETARIAL ADMINISTRATION AND
FINANCIAL MANAGEMENT SUPPORT SERVICES 2025**

Bohwa Bja Rena Community Development Trust wishes to request a quotation for outsourcing of financial, administrative functions, in line with the Trust deed of Bohwa Bja Rena Sections 21 and 22.

The Trust wishes to appoint a group company and or third party to manage the financial, administrative and support services of Bohwa Bja Rena, subject to and in compliance with the provisions of a Resolution adopted by the Board; provided that the costs associated with these requested services are authorised.

We wish to invite you as a skilled, qualified and experienced entity to submit an RFP, for the following details:



PROCUREMENT: OUTSOURCING FINANCIAL, ADMINISTRATIVE AND SUPPORT FUNCTIONS

Line /Activity	Item Description	Price Per Unit	Total
FINACIAL SERVICES	<ul style="list-style-type: none"> - Management of the trust Bank Accounts and Financial Documents - Ensure compliance with all relevant statutory bodies (Auditors/ SARS/ Master) in line with the trust deed requirements - Manage financial services in line with approved annual budget and ensure budgets are adhered - Ensure that Annual Audits are achieved timeously. - Ensure there is complete alignment with the founder on access to financial records 		
ADMINISTRATIVE AND SUPPORT SERVICES	<ul style="list-style-type: none"> - Responsible for day-to-day administrative requirements - Advice trustees on all legislation and regulations relevant to the trust having due regard to the trust objects. - Maintain the trusts PBO status - Preparation of meeting notices and Trustee meeting packs - Sending notice and information without hinderance to trustees. - Submission to board required approvals and reports - Attend all board meetings and subcommittee meetings. - Raise matters that may warrant the attention of the trustees. - Procuring letters of authority for all newly appointed trustees - And all other duties as detailed in section 24.3 of the Trust Deed - Human Resources Management Service 		
TOTAL			



Submission of Quotations Instruction:

Submit the following by **Closing Date: Closing Date: 09 May 2025**

- ✓ Profile of the Company including up to date relevant and related experience
- ✓ Valid Tax Clearance and BBBEE Certificates
- ✓ Proof of Physical Business Address (FICA doc not older than 3 months)
- ✓ Signed Quotation on Company Letterhead
- ✓ Contactable References – Bidder to provide references for work done with a similar scope of work has been executed.

Time: 12h00

For technical queries please send an email to: info@bohwabjarena.org.za.

Email Submission:

As such we request for quotations for provision of services via email:

procurement@bohwabjarena.org.za

Please Quote Reference: RFQ/01/Administrative Services/2025