

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



SERVICES REQUISITION FORM

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION FOR THE CULTURE, ARTS,
TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date Issued	12 August 2025	RFQ Number	RFQ/COS/021/2025
Closing Date:	15 August 2025	Closing Time:	11H00
Description of Services	PROCUREMENT OF STREET NAME ADVERTISING SPACE TO DISPLAY DIRECTIONAL SIGNAGE TO THE CATHSSETA HEAD OFFICE FOR 24 MONTHS		

1. PURPOSE

CATHSSETA seeks to appoint a suitable and reputable service provider to procure (rent) street name advertising space at the corner of Lever and George Road T-junction for a period of 24 months, to display directional signage to CATHSSETA's office. Our current contract will expire on 31 August 2025, and the appointed service provider will be responsible for sourcing an appropriate advertising agency to secure the required space

2. DETAILED SCOPE OF WORK/ SPECIFICATION

- 2.1. Services to be rendered will include securing advertising space at the Lever and George Road T-junction, where the existing directional signage contract is set to expire on 31 August 2025.
- 2.2. The advertising space will be secured for a period of 24 months.
- 2.3. The appointed service provider will be responsible for sourcing a suitable advertising agency, negotiating terms, ensuring installation of the signage in compliance with municipal regulations, and managing the upkeep of the signage to maintain visibility and effectiveness throughout the contract period.

3. ADMINISTRATIVE REQUIREMENTS

- 3.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 3.2. Completed and signed SBD4, SBD 6.1.
- 3.3. Valid Tax Compliance Pin issued by SARS.
- 3.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 3.5. All RFQ related responses must include the RFQ number as the subject matter.
- 3.6. Central Supplier Database (CSD) Summary Report.
- 3.7. Company Registration Document (CIPC).
- 3.8. Products should be securely packaged to avoid damage during transportation.

4. PRICING AND SPECIFIC GOALS EVALUATION

- 4.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 4.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

5. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.