

Postal Address

P.O. Box 1329
Rivonia, 2128
South Africa

Physical Address

270 George Rd
Noordwyk
Midrand 1687

Contact

Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 789 7745



GOODS/SERVICE REQUISITION FORM

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

Date Issued	19 February 2026	RFQ Number	RFQ/COS/052/2026
Closing Date:	02 March 2026	Closing Time:	11H00
Description of Services		SUPPLY AND DELIVERY OF OFFICE STATIONERY	

1. SCOPE OF WORK

REQUIREMENTS/ITEMS	QUANTITY
2 Quire A4 Books	40
A4 Colour Paper- Assorted (Typek or Rotatrim)	40
A4 Paper (Per box) Typek or Rotatrim	180
AA Battery	40
USB (16GIG)	10
AAA Battery	50
HB Pencil	10
Delivery Address: 270 George Road, Noordwyk Midrand,1687	

2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 2.2 Completed and signed SBD4, SBD 6.1.
- 2.3 Valid Tax Compliance Pin issued by SARS.
- 2.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 2.5 All RFQ related responses must include the RFQ number as the subject matter.
- 2.6 Central Supplier Database (CSD) Summary Report.
- 2.7 Company Registration Document (CIPC).

Board Chairperson: Dr K.T. Mbele

Board Members: Mr S. T. Mathibeng • Ms M. J. du Plessis • Mr P. S. Tshwete • Mr S. Z. Mhlanga • Ms M. Roy • Mr M. S. Tshonti
Ms P. N. Mbambo • Mr J. N. Ntuli • Ms D. F. Monaledi • Ms N. M. Tshikwatamba
Dr S. Ngomane • Mr B. E. Hendricks • Ms R. Phiri • Ms T. Mkhosana

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3. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. 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.
- 3.2. 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.

4. 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

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