

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/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	16 March 2026	RFQ Number	RFQ/COS/056/2025
Closing Date:	20 March 2026	Closing Time:	11H00
DESCRIPTION:		SUPPLY AND DELIVERY OF TEN (10) WATER DISPENSERS AND BOTTLED STILL WATER FOR A PERIOD OF THREE (3) YEARS	

1. SCOPE OF WORK**SPECIFICATIONS**

The CATHSSETA is requesting quotations from suitable service provider to provide ten (10) water dispensers and bottled still water as and when required for a period of three 3 years (thirty-six months) at the Head Office in Midrand and the Regional Offices located in Durban, Bloemfontein and Cape Town.

The distribution of dispensers is as follows:

- Head Office (Midrand) - Seven (7);
- KwaZulu Natal/ Free State Regional Office (Durban) - One (1);
- KwaZulu Natal/ Free State Regional Office (Bloemfontein) - One (1); and
- Western Cape Regional Office (Cape Town) - One (1)

The service provider will deliver as and when required to the below offices:

- **Head Office (Midrand)** - 14 x 20 litres of water per week (2016 bottles for 36 months);
- **KwaZulu Natal/ Free State Regional Office (Durban)** - 2 x 20 litres of water per week (288 bottles for 36 months);
- **KwaZulu Natal/ Free State Regional Office (Bloemfontein)** - 1 x 20 litres of water per week (144 bottles for 36 months); and

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

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



- **Western Cape Regional Office** - 2 x 20 litres of water per week (288 for 36 months).

The service provider would be required to deliver water at the following addresses:

- Head Office – 270 George Road, Noordwyk, Midrand;
- KwaZulu Natal/Free State Regional Officer – eThekweni TVET College: 262 Daintree Avenue, Asherville Durban;
- KwaZulu Natal/ Free State Regional Office – Motheo TVET College Cnr George & Church Street, Bloemfontein 9302, and
- Western Cape Regional Office – Northlink TVET College, Tygerberg Campus, Rothschild Boulevard, Panorama.

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).

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.

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



3.3. Bidders to submit their quotations on their company's letterhead, in line with the following format

	ITEM	QUANTITY	UNIT PRICE	TOTAL PRICE
1	DISPENSERS			
1.1	Head Office (Midrand)	7		
1.2	Durban	1		
1.3	Bloemfontein	1		
1.4	Cape Town	1		
2	SUPPLY AND DELIVERY OF BOTTLED STILL WATER			
2.1	Bottled Still Water delivered at Head Office (Midrand)	2016		
2.2	Bottled Still Water delivered at Durban	288		
2.3	Bottled Still Water delivered at Bloemfontein	144		
2.4	Bottled Still Water delivered at Cape Town	288		
	SUB-TOTAL			
	15% VAT			
	TOTAL			

3.4. Bidders to submit their quotations on their company's letterhead and include delivery fees to the following addresses:

- Head Office – 270 George Road, Noordwyk, Midrand;

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

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



- KwaZulu Natal/Free State Regional Officer – eThekweni TVET College: 262 Daintree Avenue, Asherville Durban;
- KwaZulu Natal/ Free State Regional Office – Motheo TVET College Cnr George & Church Street, Bloemfontein 9302, and
- Western Cape Regional Office – Northlink TVET College, Tygerberg Campus, Rothschild Boulevard, Panorama.

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.

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