

Postal Address

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

Physical Address

270 George Road,
Noordwyk
Midrand 1687

Contact

Tel: 0112170600
Fax: 0871234586
Email: info@cathsseta.org.za



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 May 2026	RFQ Number	RFQ/FIN/003/2026
Closing Date:	28 May 2026	Closing Time:	11H00
Description of Services		Supply and Delivery of Office Consumables	

1. SCOPE OF WORK

SPECIFICATIONS

Delivery to:
CATHSSETA

270 George Road
Noordwyk
Midrand
1687

Item Description	Unit	Quantity
Cremora	750 g	100
Freshpak Rooibos tea (Box)	200 g	20
Five Roses (Box)	250 g	10
White Sugar	2 kg	30
Brown Sugar	2 kg	80
Full Cream Milk 1Litre (With expiry date of more than 6 months from date of purchase) No house brands	6 x 1L	140
Roller Kitchen towels (2 Ply)	4 Pack	10
Air Freshener	250 ml	20
Ricoffy	1.5 kg	9
Air Wick	280 ml	30
Mr Min	300 ml	10
OMO Washing Powder	2 kg	4

Board Chairperson: Dr K.T. Mbele

Board Members: Mr S.T. Mathibeng | Ms M.J. Du Plessis | Ms P.N. Mbambo | Mr J.N. Ntuli | Ms M. Roy | Mr P.S. Tshwete
Mr S.Z. Mhlanga | Mr M.S. Tshonti | Ms R. Phiri | Mr B.E. Hendricks | Ms N.M. Tshikwatamba | Ms T. Mkhosana | Ms D.F. Monaedi.

Postal Address

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

Physical Address

270 George Road,
Noordwyk
Midrand 1687

Contact

Tel: 0112170600
Fax: 0871234586
Email: info@cathsseta.org.za

**Conditions of Delivery**

To mitigate against expiration of the following items, delivery would be arranged on the need basis in three tranches.

Full Cream Milk – 50 per tranche

Brown Sugar – 25 per tranche

White Sugar – 10 per tranche

Cremora – 30 per tranche

Ricoffy – 3 per tranche

NB! Service providers must include tranche delivery fees in their total pricing.

2. ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with total inclusive of VAT.
- Completed and signed SBD4, SBD 6.1.
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit.
- Central Supplier Database (CSD) Supplier Report.
- All RFQ related responses must include the RFQ number as the subject.
- Prospective service providers must ensure compliance with their tax obligations.

1. 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.