

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



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	15 June 2026	RFQ number	RFQ/COS/005/2026
Closing Date:	19 June 2026	Closing Time:	11h00am
DESCRIPTION:		Provision of Event, Catering and décor Services for the hosting of the Staff Wellness Day	

1. SCOPE OF WORK

To appoint a suitably qualified and experienced Events & Catering Service Provider to be responsible for the catering and décor requirements for the hosting of the Staff Wellness Day. Must set up and provide Arrival Tea and Lunch for one hundred and fifty (150) guests at **270 George Road, Noordwyk, Midrand, on 26 June 2025.**

The objective is to subtly transform the environment into one that supports relaxation, movement, and positive energy. As such, the service provider should incorporate the colour **green** as a core element of the event theme and décor.

Must provide, deliver, and arrange to accommodate one hundred and fifty (150) guests:

- Wooden rectangular tables with tablecloths;
- Centrepieces; and
- White Tiffany chairs,
- supply and set up all required **cutlery and tableware** for the event.

In addition, must provide décor that embodies a calming, uplifting, and “break-from-routine” atmosphere without being overly complicated.

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**Decor Set-Up Requirement**

- All décor, furniture, and event styling elements must be delivered and fully set up by 25 June 2026, one day prior to the event, and be ready for inspection by CATHSSETA during the site visit. Furthermore, all items and styling elements must be fully compliant with the approved Wellness Day theme, incorporating a green-based calming and uplifting design.

Sound System

- Provision of a sound system suitable for an indoor event environment, ensuring clear audio coverage for all 150 attendees;
- Supply of a podium/lectern for speeches; and
- Provision of two (2) cordless wireless microphones.

REQUIREMENTS**Arrival Tea to be served at 08h30**

- Granola/Muesli, Yoghurt (plain and strawberry)
- Assorted fresh muffins, scones and toasted sandwiched
- Fresh cream, jam and butter
- Fresh fruit platter or Fruit skewers
- Assortment of teas including Ginger tea, English tea and Rooibos tea, coffee (Jacobs Kronung & Nescafe Classic) Long Life Full Cream Milk and Low-Fat Milk
- Fresh 100 % Juice (Mango and Orange)
- Glass dispensers with infused water (lemon, mint, cucumber)

Lunch to be served at 13h00

- Pap, Fresh bread rolls
- Greek salad, Potato salad, Chakalaka
- Braai beef boerewors, Beef steak, Grilled chicken
- Assorted 100% fruit juice x **75 cans**

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- Assorted soft drinks x **75 cans**
- Aquelle Still Water 500ml x **75 bottles**
- Aquelle Sparkling Water 500ml x **75 bottles**

2. ADMINISTRATIVE REQUIREMENTS

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

SPECIAL CONDITIONS

CATHSSETA will conduct a site visit prior to the event to:

- Assess and confirm the designated area where food will be prepared; and
- Review and approve the proposed décor layout and materials to be used on the day of the event.

The prospective service provider is required to be fully available to facilitate this site inspection at a mutually agreed date and time.

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.

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- 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.