

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



REQUEST FOR QUOTATION

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

REQUISITION FORM

Date issued	08 JUNE 2022	RFQ number	COMMS/002/2022
Closing Date:	14 JUNE 2022	Closing Time:	15h00pm
DESCRIPTION	SUPPLY, DELIVERY OF BRANDED PROMOTIONAL MATERIALS		

BACKGROUND

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a statutory body established in terms of the Skills Development Act (1998), as amended, to advance skills levels in accordance with the National Skills Development Plan (NSDP). The Skills Development Act (No 97 of 1998) (SDA) makes provision for the establishment of Sector Education and Training Authorities (SETAs) for each national economic sector and thereby aims to develop the skills of the South African workforce by increasing the investment in education and training in the labour market; and encouraging employers to play a meaningful role in developing employees, particularly the previously disadvantaged.

CONTEXT AND PURPOSE

CATHSSETA seeks a services provider to procure CATHSSETA-branded promotional material for marketing and stakeholder engagement activities. The items are as follows:

1. Scribe A6 Notepad
2. Documentary bag
3. Drawstring bag
4. Lanyard
5. Scythe Ball Pen
6. CATHSSETA branded unisex Golf T-shirts (CODE BAS-2100)

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe

• Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela • Ms Lesiroha Lesutu
• Ms Maureen Nzuza

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7. CATHSSETA branded formal short sleeve shirts for Men (Washington Shirt) CODE BAS-2102
 8. CATHSSETA branded formal long sleeve shirts for women (Washington Shirt) CODE BAS-2102
 9. CATHSSETA branded Jackets (Unisex) CODE ELE-11501

SPECIFICATIONS

The proposed solution must have the following functionality:

1. **Scribe A6 Notepad**



Material: PP

Size: 13.5cm (l) x 9.5cm (w) x 0.9cm (h)

Capacity: A6. 70 Lined Pages

Branding Options: Screen Print (CATHSSETA logo: Head office information, social media logo (FB/Twitter))

Quantity: 3000

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2. Document Carry Bag



Material: 600 Denier

Size: 36cm (w) x 28.5cm (l)

Branding Options: Heat Press
CATHSSETA logo in full colour

Colour: CATHSSETA conservation colour (lime green)

Content: CATHSSETA "Get in touch information"

Quantity: 3000

3. Drawstring bag



Features:

Trendy Drawstring Backpack

Water-Repellent Material

Product Dimensions 32 (W) X 42 (H)

Package Dimensions: 42 (h) x 1 (l) x 32 (w)

Colour: Red with white CATHSSETA logo

Quantity: 3000

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4. Lanyard



Material: Polyester

Size: 90cm (l) x 2cm (w)

Velcro safety closure

Branding: CATHSSETA logo

Colour: Grey

Quantity: 3000

5. Scythe Ball Pen



With 2000 metres of black German ink.

Colour: Lime

Branding: CATHSSETA text

Quantity: 3000

6. CATHSSETA branded unisex Golf T-shirts (CODE BAS-2100)

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- Weight: 180g/m
 - Fabric: 100% combed cotton, pique knit. Knitted collar and cuff with three-tone stripe detail. Herringbone neck tape. Herringbone detail at inner placket and side slits. Back buggy. Four-button plackets.
 - Size: S, M, L, XL, XXL
 - Size charts

2 Small	2 Medium	4 Large	4 XL	2 XXL
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- Colour Red with CATHSSETA LOGO in white.
- Quantity: 14
- Colour: CATHSSETA Navy with LOGO in white
- Quantity: 14

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7. CATHSSETA branded formal short sleeve shirts for Men (Washington Shirt)
CODE BAS-2102



- Weight: 120g/m
- Fabric 55% cotton. 45 % polyester poplin. Tonal buttons. Chest pocket with CATHSSETA embraided LOGO in full colour. Back yoke with knife pleats. Curved hem.
- *Size: S, M*
- *Quantity: 4*
- *Colour: CATHSSETA Grey*

8. CATHSSETA branded formal long sleeve shirts for women (Washington Shirt)
CODE BAS-2102



Weight: 120g/m
Fabric 55% cotton. 45 % polyester poplin. Tonal buttons. Chest pocket with CATHSSETA embraided LOGO in full colour. Back yoke with knife pleats. Curved hem. *Adjustable two-button cuff.*
Size: S/ M/L/ XL/ XXL.
Size Chart
Size: S, M, L, XL, XXL

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Size charts

1 Small	3 Medium	3 Large	3 XL	
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Quantity: 10

Colour: CATHSSETA Grey

9. CATHSSETA branded Jackets (Unisex) CODE ELE-11501



- Fabric 100% polyester. Lining: 100 polyesters. Padding: Polyester. Fully padded and quilted outer. Full zip with branded zip puller. Storm flap. Chin protector. Knitted storm inner collar. Styled welt pocket. Elasticated hem insert for snug fit. Hood. Rubber eyelets on pockets and hood. Inner pockets.
- Colour: Red with CATHSSETA LOGO in full colour
- Size: S/ M/L/XL/ XXL
- Size Chart

1 Small	4 Medium	3 Large	4 XL	1 XXL
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- Quantity: 13

The service provider must send digital designer proofs for the required services and samples for approval.

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ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown and RFQ total inclusive of VAT
- Completed and signed SBD 4 (Bidder's Disclosure) and SBD 6.1 forms
- Valid Tax Clearance Certificate
- B-BBEE Status Level Verification Certificate or Affidavit
- Central Supplier Database (CSD) Summary Report

The response must be e-mailed on or before the closing date to supplychain@cathsseta.org.za .

COST

The quotation price must include value added tax (VAT) and all costs associated with the service requested.

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