

**PostalAddress**  
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



## SERVICES REQUISITION FORM

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

<b>Date issued</b>	21 JULY 2022	RFQ number	HRD/004/2022
<b>Closing Date:</b>	27 JULY 2022	<b>Closing Time:</b>	15h00pm
<b>DESCRIPTION:</b>	<b>RESPONSE HANDLING SERVICES FOR AN INTERNSHIP PROGRAMME</b>		

REQUIREMENTS/ITEMS	QUANTITY
<p>Service provider to conduct recruitment response handling process for the following position/s:</p> <ul style="list-style-type: none"><li><b>Internship Programme 2022/23 – Stipend of R5000.00 per month</b></li></ul> <p>The following will be the expected outputs:</p> <ul style="list-style-type: none"><li>Screen all the applications received to ascertain whether the applicants comply with the application process;</li><li>Capture all the application received per position (cross-list);</li><li>Compile a detailed report for CATHSSETA for each position, which must include the following:<ul style="list-style-type: none"><li>The final number of applications;</li></ul></li></ul>	

**Board chairperson:** Mr David Themba Ndhlovu

**Board members:** Ms Edith Margareth Tukakgomo • 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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<ul style="list-style-type: none"><li>○ Number of duplications;</li><li>○ The number of applicants that complied with the application process;</li><li>○ The number of applicants that did not comply with the application process;</li><li>○ Overall recommended candidates for each position (to be considered for shortlisting); and</li><li>○ Supporting documents for all applications.</li></ul>	
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**Technical enquiries, Proposal/Response must be forwarded to this email address [supplychain@CATHSSETA.org.za](mailto:supplychain@CATHSSETA.org.za) for consideration.**

**The proposal/quotation must be accompanied by the following.**

- Completed and signed **Bidder's Disclosure SBD4 and SBD 6.1**
- Valid **Tax Compliance Pin** issued by SARS
- Valid **B-BBEE Certificate or Sworn Affidavit**

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