

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



## 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	26 June 2023	RFQ number	RFQ/HRD/24/2023
Closing Date:	29 June 2023	Closing Time:	11H00am
DESCRIPTION:	RESPONSE HANDLING SERVICES FOR AN INTERNSHIP PROGRAMME (16 INTERNS)		

### 1. SCOPE OF WORK

Service provider to conduct recruitment response handling process for the following positions: **Internship Programme 2023/24 – Stipend of R 5000. 00 per month.**  
The advert was published in the City Press and Sunday Times and closing date for application was 23 June 2023. CATHSSETA received **6550** total number of applications for the internship programme as follows Learning Programmes 3200, Corporate Services 1510, Office of the CEO 640, Finance 1200

#### 1.1 The following will be expected outputs:

- Screen all the applications received to ascertain whether the applications comply with the application process;
- Capture all the applications received per intern position (cross – list).
- Compile a detailed report for CATHSSETA for each programme, which must include the following:
  - The final number of applicants;
  - Number of duplications;
  - The number of applicants that complied with the application process.
  - The number of applicants that did not comply with the application process;

**Board chairperson:** Mr David Themba Ndhlovu

**Board members:** Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli  
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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- Overall candidates for each position to be considered for shortlisting;  
and
  - Provide all the supporting documentation for all applications.

## **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.

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above.

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