

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



GOODS 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:	27 July 2023	RFQ number:	RFQ/FIN/030/2023
Closing Date:	31 July 2023	Closing Time:	11h00 am
DESCRIPTION OF SERVICES	SUPPLY & DELIVERY OF OFFICE STATIONERY & CONSUMABLES (DURBAN)		

1. SCOPE OF WORK

Supply and delivery of **262 Daintree Avenue, Asherville in Durban (Ethekewini TVET College)**

SPECIFICATIONS	QUANTITY
Tidy Files (archiving box)	40
A4 White Copy Paper 80gsm	15 boxes
A4 Punched Plastic Sleeves	50
Adhesives Sticky notes - 75mmx75mm	3 sets
Adhesives Sticky notes - 38mmx51mm	3 sets
File dividers (Jan-Dec) 100s	1 pack
File dividers Cardboard plain (10/20 in a pack)	10 sets
2 Hole 20 Sheets Punch Black	1
932 XL (black)	5

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933 XL (Magenta, Yellow & Cyan) 5 of each	5
934 XL (black)	5
935 XL (Black, Magenta, Yellow & Cyan) 5 of each	5
953 XL (Black, Magenta, Yellow & Cyan) 5 each	5
Rexel Document Shredder – 30page feed	1
File fasteners (50pcs one box) Metal	20 boxes
Croxley Lever Arch files (JD 1006)	10
Highlighters (pack of 5s)	4 packs
12 Digit calculator	2
A4 Copy Paper 80gsm - Pink	3 boxes
A4 Copy Paper 80gsm - Blue	3 boxes
A4 Copy Paper 80gsm - Green	3 boxes
A4 Copy Paper 80gsm - Yellow	3 boxes
Sello-flag Sign here	10
Nescafe Coffee (750g)	1
Ricoffy 750g	2
Jacobs Kronung Instant Coffee 200g	1
Hullets Brown Sugar (5kg)	5
Hullets White Sugar 5kg	5
Full Cream Long Life Milk (6s) Parmalat or Clover	4
Tennis Biscuits 200g	3
Eet-Sum-Mor 200g	3
Lemon Creams 200g	3

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Choice Assorted 1kg	3
Sunlight Dishwashing Liquid 750ml	1
Mr Min Regular 750ml	2
Cleaning Microfibre Cloths (6 pack)	1
2 Ply Baby Soft Toilet Paper 24s	2

2. ADMINISTRATIVE REQUIREMENTS

- Submit Quote with total inclusive of VAT and RFQ Number on Subject
- 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) Summary Report.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.