

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 SPORTS SECTOR EDUCATION AND TRAINING
AUTHORITY (CATHSSETA)**

Date issued	28 August 2023	RFQ number	RFQ/COS/041/2023
Closing Date:	04 September 2023	Closing Time:	11h00 am
DESCRIPTION OF SERVICES	Skills Development Training		

1. OBJECTIVE

CATHSSETA requires services for various training interventions for their employees.

2. THE SCOPE OF WORK

Human Resource Management training

- Sage 300 People Payroll Part 1 and 2 (**4 employees**) skilled and middle management level.
- Recruitment and Selection (**1 employee**) skilled level.
- Facilities Management (**1 employee**) semi-skilled level.
- Sage 300 People HR module (**1 employee**) junior management level.

NB.

- Service providers must be established reputable training providers with at least 5 – 10 years of experience.
- Training providers should be SETA accredited and unit standards aligned.

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- Training to be conducted virtually or at the service provider's premises or a conference venue sourced by the provider.
- Training providers should include their yearly training calendars with their company profile to ensure their training is public and not solely for CATHSSETA staff.
- In addition, training interventions should address the skill gaps and achieve the expected outcome for all employees.

ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit.
- Valid Companies and Intellectual Property Commission (CIPC Certificate)
- Central Supplier Database (CSD) Supplier Number.
- All RFQ related responses must include the RFQ number as the subject matter.
- **E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.**