

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	23 October 2023	RFQ number	RFQ/COS/055/2023
Closing Date:	27 October 2023	Closing Time:	14h00 pm
DESCRIPTION OF SERVICES	Skills Development Training (HR, Research & Soft Skills)		

1. OBJECTIVE

CATHSSETA requires services for various training interventions for their employees.

2. THE SCOPE OF WORK

HR

- Recruitment and Selection (**1 employee**) skilled level
- Facilities Management (**1 employee**) semi-skilled level

Research

- Certificate in Data Science (**1 employee**) skilled level
- Certificate in Statistical Analysis and Data Management (**1 employee**) junior management

Soft Skills

- Advanced Project Management (**2 employees**) skilled level
- Professional Writing (**2 employees**) middle management and executive level
- Minute Taking (**1 employee**) (skilled level)

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



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.
- Training to be conducted virtually or at the 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.
- Central Supplier Database (CSD) Supplier Number.
- The Companies and Intellectual Property Commission (CIPC) certificate should also be attached.
- 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.