

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:	28 November 2023	RFQ number	RFQ/LPO/066/2023
Closing Date:	01 December 2023	Closing Time:	11h00am
DESCRIPTION:	Supply, Branding & Delivery of promotional items		

### 1. SCOPE OF WORK

Supply 3 specified branded (full colour) items and delivery at CATHSSETA offices, Midrand on the **07<sup>th</sup> of December at 14h00.**

#### 1.1 Hoikwo 8.5 x11 Picture Frames, 4 Packs Silver Tabletop Glass Certificate Frames



#### 1.2 Scroll Glass Award



Board Chairperson Mr David Themba Ndhlovu

Board Members Ms Margareth Edith Tukagomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli  
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Shanitha Khan • Ms Lesiroha Matshediso Lesutu  
Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene

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- The Blue Star Glass Award, Crafted from scroll glass and a blue strip glass,
- 175mm Glass Scroll Award features a clear glass “scroll”
- Laser Engraving Logo and personalised message & Packaged in a deluxe gift box.

### 1.3 Personalised Wreath White Picnic Basket – Branded in Full Colour



## 2. ADMINISTRATIVE REQUIREMENTS

2.1 Quote/Pricing 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.

2.6 Central Supplier Database (CSD) Summary Report.

**2.7 The service provider will have to submit the sample of the items by the 04<sup>th</sup> of December 2023 for branding & artwork approval.**

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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