

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	26 January 2024	RFQ Number	RFQ/COS/071/2024
Closing Date:	01 February 2024	Closing Time:	11H00am
Description of Services	Supply & Delivery of Branded Promotional Items		

### SPECIFICATIONS/REQUIREMENTS

Service provider/s to provide CATHSSETA with promotional items for use in Careers Exhibitions/Expo; deliver to the address: 270 George Road, Noordwyk in Midrand.

Item/s	Specification	Quantity
<b>Cotton Tote Bags</b> 	340 GSM cotton-made bags measure 33.5 x 34.5 cm and have 25 cm long carry-on straps. Colour: Cream Logo Placement (full colour) – one side of the bag	<b>5000</b>

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 Shaniitha Khan • Ms Lesiroha Matshediso Lesutu  
Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene

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<p><b>Stationery Set</b></p> 	<p>Material: Pen – Plastic Pencil – Linden Wood Ruler – Plastic Sharpener – PS &amp; Steel Eraser – Synthetic Rubber Pencil Case – 600D</p> <p>Size: Pencil – 16cm (l) Ruler – 15cm (l) Sharpener – 2.5cm (l) x 1.5cm (w) x 1.05cm (h) Eraser – 2.5cm (l) x 1.5cm (w) x 0.5cm (h) Pencil Case – 19cm (l) x 15cm (w)</p>	<p><b>5000</b></p>
<p><b>Branded Pens</b></p> 	<p>2000 metres of black German ink. Paragon Ball Pen Black ink CATHSSETA Logo</p>	<p><b>5000</b></p>
<p><b>Water Bottles</b></p> 	<p>Size: 6.3 x 22cm 550 ml Material: plastic Colour: transparent Contains: CATHSSETA Logo Water bottle with plastic Screw-on cap matching carrying strap.</p>	<p><b>5000</b></p>
<p><b>Document Bags</b></p> 	<p>Material: 600 Denier Size: 36cm (w) x 28.5cm (l) Branding Options: Heat Press CATHSSETA logo in full colour Colour: CATHSSETA blue</p>	<p><b>3000</b></p>

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	Content: CATHSSETA "Get in touch information"	
<p><b>Shimmer Keyholder</b></p> 	Material: Zinc Alloy & Polished Nickel Plating Size: 5.7cm (l) x 2.3cm (w) x 0.7cm (h) Branding Options: Laser Engraving CATHSSETA Logo in full	<b>5000</b>
	160g/m2 100% polyester Self-fabric, Crew neck 1/2 chest (cm) Regular fit Short sleeved Polyester Unisex Ladies: Relaxed fit CATHSSETA name Embroidered on the left arm of the T-shirt with CATHSSETA logo font. Size: XL – 5XL Wording at the back of the shirt "Get fit & feel the love in your heart and muscles"	<b>105</b>

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## ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of Scope of 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.
- All RFQ related responses must include the RFQ number as the subject matter.
- **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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