

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	09 February 2024	RFQ Number	RFQ/COS/071/2024/R
Closing Date:	14 February 2024	Closing Time:	11H00am
Description of Services	Supply & Delivery of Branded Promotional Materials		

SPECIFICATIONS/REQUIREMENTS

Supply and delivery of branded promotional materials for delivery to CATHSSETA Head Office at 270 George Road, Noordwyk in Midrand. Samples of items and artwork must be approved before branding and delivery.

Item/s	Specification	Quantity
Cotton Tote Bags 	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	1000

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

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



<p>Stationery Set</p> 	<p>Material: Pen – Plastic Pencil – Linden Wood Ruler – Plastic Sharpener – PS & 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>1000</p>
<p>Branded Pens</p> 	<p>2000 metres of black German ink. Paragon Ball Pen Black ink CATHSSETA Logo</p>	<p>5000</p>
<p>Water Bottles</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>1000</p>
<p>Shimmer Keyholder</p> 	<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</p>	<p>1000</p>

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

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



	<p>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"</p>	<p>105</p>
---	--	-------------------

2. 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 Report.
- All RFQ related responses must include the RFQ number as the subject matter.
- Prospective service providers must ensure compliance with their tax obligations.

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

Board Chairperson Mr David Themba Ndhlovu

Board Members Ms Margareth Edith Tukakgomo • 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