

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/SERVICES 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	23 May 2024	RFQ number	RFQ/FIN/013/2024
Closing Date:	28 May 2024	Closing Time:	11H00
DESCRIPTION:	OFFICE CONSUMABLES		

1. SCOPE OF WORK

SPECIFICATIONS

Deliver to: CATHSSETA.
270 George Road
Noordwyk
Midrand
1687

Cremera 1KG	120
Mr min 250ML	40
Rooibos tea (100 Per Pack)	60
Joko (20 Per Pack)	40
White Sugar 2KG	60
Brown Sugar 2kg	100
Full Cream Milk 1Litre (6 in Box) (With expiry date of more than 6 months from date of purchase) No house brands	160
Roller Kitchen towels	10
Air Freshener 250ML Can	20
Omo Washing powder 2KG	5

Conditions of Delivery

The following items should be delivered in the quantities as indicated below upon award, and the balance will be delivered as and when the need arises:

- Full Cream Milk** – 80
- Brown Sugar 2kg** – 50
- White Sugar 2KG** – 30
- Cremora 1KG** – 60
- Rooibos tea (100 Per Pack)** – 30
- Joko (20 Per Pack)** – 20

2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote/Pricing with a clear breakdown of Scope 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 matter.
- 2.6 Central Supplier Database (CSD) Summary Report.
- 2.7 Company Registration Document (CIPC).

3. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

4. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.