

Postal Address  
P.O. Box 1329, Rivonia  
2128, South Africa

Physical Address  
270 George Road,  
Noordwyk, Midrand, 1687

Contact  
Call Centre: 0860 100 221  
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## 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)**

<b>Date Issued</b>	<b>06 May 2024</b>	<b>RFQ Number</b>	<b>RFQ/COS/010/2024</b>
<b>Closing Date:</b>	<b>10 May 2024</b>	<b>Closing Time:</b>	<b>15H00pm</b>
<b>Description of Services</b>	Employee Training and Development Interventions		

### 1. SCOPE OF WORK

CATHSSETA seeks to appoint a SETA accredited service provider with unit standard aligned courses with experience to facilitate the implementation of training and development interventions for CATHSSETA employees.

- The service provider must clearly indicate upon submission of the quotation which programme(s) will be covered and include all training materials, assessments costs and certification if applicable. The service provider should be All Microsoft Office training should be Microsoft Certified.*
- IT training should be certified and where applicable include examinations.*
- All training to be conducted online via Ms Teams.*

<b>TRAINING INTERVENTIONS</b>	<b>DURATION</b>
<b><u>Computer training</u></b>  1. Ms Word Intermediate – <b>2 employees</b> (Manager level) 2. Ms Excel <ul style="list-style-type: none"><li>Basic – <b>1 employee</b> (junior level)</li><li>Intermediate – <b>4 employees</b> (Skilled and Manager level)</li><li>Advanced – <b>5 employees</b> (mixed levels which includes Senior Management)</li></ul>	1 day

**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><u>Soft Skills</u></b></p> <ol style="list-style-type: none"> <li>1. Report Writing - <b>5 employees</b> (Skilled, Manager and Executive level)</li> <li>2. Presentation and Communication skills – <b>4 employees</b> (Skilled Level)</li> <li>3. Data and Records Management – <b>3 employees</b> (Skilled Level)</li> </ol>	2-3 days
<p><b><u>ICT Training</u></b></p> <ol style="list-style-type: none"> <li>1. Ms Azure Developer Associate certified (AZ – 204) – <b>1 employee</b></li> <li>2. ICT Architecture TOGAF / AZURE Fundamental – <b>1 employee</b></li> <li>3. CISCO with exam – <b>1 employee</b></li> <li>4. CISCO Certified Network Professional Enterprise Core – <b>1 employee</b></li> </ol>	1-2 days
<p><b><u>Risk and Governance training</u></b></p> <ol style="list-style-type: none"> <li>1. Risk Management – <b>2 employees</b> (Skilled Level)</li> <li>2. Public Sector Enterprises Risk Management – <b>2 employees</b> (Manager Level)</li> <li>3. Corporate Governance – <b>1 employee</b> (Skilled Level)</li> </ol>	2-3 days
<p><b><u>Research &amp; Management Skills</u></b></p> <ol style="list-style-type: none"> <li>1. The Next Manager – <b>1 employee</b> (Skilled Level)</li> <li>2. Strategic Innovation and Design Thinking – 1 employee (Executive Level)</li> <li>3. Strategic Management – <b>1 employee</b> (Manager Level)</li> <li>4. Data Visualisation – <b>3 employees</b> (Skilled Level)</li> <li>5. Management for New Managers – <b>4 employees</b> (Skilled level)</li> </ol>	3-5days
<p><b><u>Supply Chain Management/Procurement</u></b></p> <ol style="list-style-type: none"> <li>1. Procurement and Contract Management – <b>1 employee</b> (Skilled Level)</li> </ol>	3-5days

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2. Procurement Contract Management (Service Level Agreements) <b>1 employee</b> (Skilled Level)	
3. Detection and Combating of Bid Rigging – <b>1 employee</b> (Manager Level)	

## 2. ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with all training courses/duration, study material with total inclusive of VAT.
- Completed and signed SBD4, SBD 6.1 (Attached)
- 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.
- Prospective service providers must ensure compliance with their tax obligations.

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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