

**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 SPORT SECTOR EDUCATION AND TRAINING AUTHORITY  
(CATHSSETA)**

<b>Date issued</b>	<b>14 May 2024</b>	<b>RFQ number</b>	<b>RFQ/COS/009/2024</b>
<b>Closing Date:</b>	<b>17 May 2024</b>	<b>Closing Time:</b>	<b>14H00</b>
<b>DESCRIPTION:</b>	<b>RESPONSE HANDLING SERVICES FOR AN INTERNSHIP PROGRAMME</b>		

### 1. SCOPE OF WORK

Service provider to conduct recruitment response handling process for the following positions:

- Internship Programme 2024/25 – Stipend of R 5600.00 per month.
- The number applications received are as follows:
  - For Learning Programmes Intern positions – 2510; and
  - For Human Capital Management and Development – 969.

### 2. The following will be expected outputs:

- Screen all the applications received to ascertain whether the applications comply with the application process;
- Capture all the applications received per intern position (cross – list);
- Compile a detailed report for CATHSSETA for each position, which must include the following:
  - The final number of applicants;
  - Number of duplications;
  - The number of applicants that complied with the application process;

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- The number of applicants that did not comply with the application process;
- Overall candidates for each position to be considered for shortlisting; and
- Provide all the supporting documentation for all applications.

### **3. ADMINISTRATIVE REQUIREMENTS**

3.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.

3.2 Completed and signed SBD4, SBD6.1

3.3 Valid Tax Compliance Pin issued by SARS.

3.4 Valid B-BBEE Certificate or Sworn Affidavit.

3.5 Central Supplier Database (CSD) Supplier Number.

3.6 All RFQ related responses must include the RFQ number as the subject matter.

3.7 Copy of registration documents with the Registrar of Companies.

E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above.