

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	18 June 2024	RFQ Number	RFQ/RME/016/2024
Closing Date:	24 June 2024	Closing Time:	11H00
DESCRIPTION:		Conference Packages	

1. SCOPE OF WORK

CATHSSETA is inviting service provider/s to provide CATHSSETA with conference packages for its conference. Supply and deliver to the address: 270 George Road, Noordwyk, Midrand, 1687.

SPECIFICATIONS		
Item/s	Specification	Quantity
<p>1. Conference Bag</p> 	<p>Material: Melange Polyester, PU & Metal Size: 30cm (w) x 16cm (d) x 45cm (h) Capacity: 15.6" Branding Options: Laser Engraving</p>	32

<p>2. Water Bottle</p> 	<p>Features:</p> <ul style="list-style-type: none"> - Food grade safety material (BPA Free). - No charging needed. - LCD touch screen for contents temperature display. - Long-term insulation. - Has an infuser when used as a water bottle. - 500ml capacity. - Portable and fits perfectly on the cup holder of your car <p>Branding: logo printed in white</p>	<p>300</p>
<p>3. Solar Power Bank</p> 	<p>Odeon Slim Power Bank - 4,000mAh Code:TECH-5021 12.3 (l) 6.8 (w) x 1 (h) Colour: Red and Navy Aluminium Lithium-polymer battery Micro USB cable Capacity: 4000MAH Input current: 5V/1A Output current:1: 5V/2.1A Output current:2: 5V/1A Branding: Direct to Print (DP)</p>	<p>300</p>
<p>4. Notebooks</p> 	<p>Notebooks</p> <p>Altitude Colour-Edge A5 Hard Cover Notebook Colour: Red Code:IDEA-1880-R 21 (l) x 14 (w) x 1.4 (h) cm paper PVC 160 lined pages (80 sheets) Branding: Screen print (one colour)</p>	<p>300</p>

<p>5. A4 Folders</p> 	<p>350 GSM Matt 30 x 21.5 cm (3-5 cm flap) Full colour on both sides (CMYK) Matt Lamination (Double sides)</p>	<p>32</p>
<p>6. Tote bag</p> 	<p>Tote Bag 150x red 150x navy Kooshty Soco Cotton Tote Code: BG-KS-449-B 38 (l) x 15 (w) x 35 (h) cm 320g/m2 100% cotton Colour: Red and Navy Coloured cotton webbing handles Strong, durable 320g/m2 cotton canvas fabric Coloured cotton side gusset and base panel Large and spacious Branding:</p>	<p>300</p>

All items to have the CATHSSETA logo and text in full colour.

Suggested text: CATHSSETA Sector Skills Conference 2024

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).

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



- 2.8 The recommended or appointed service provider will have to submit samples of the items within 48 hours of being contacted.
- 2.9 Appointed service provider will be expected to submit proofs to CATHSSETA for final signoff before final production.

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.

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



EXECUTIVE MANAGER APPROVAL	
NAME	DR TEBOGO UMANAH EXECUTIVE MANAGER: RESEARCH, MONITORING AND EVALUATION
SIGNATURE	Transmitted electronically and therefore not signed
DATE	11.06.2024
Decision: Requisition Approved/Not Approved/	
Comments:	