



### 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)**

<b>Date issued</b>	<b>11 June 2024</b>	<b>RFQ number</b>	<b>RFQ/RME/017/2024</b>
<b>Closing Date:</b>	<b>15 June 2024</b>	<b>Closing Time:</b>	<b>16H00</b>
<b>DESCRIPTION:</b>		<b>Supply and Delivery of Uniform for the Sector Skills Conference Working Team</b>	

#### 1. SCOPE OF WORK

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



SPECIFICATIONS		
Item/s	Specification	Quantity
 <p><b>Mens Long Sleeve Catalyst Shirts</b></p>	Material: Polycotton Product Size: (h) x (l) x (w) Product Size: S – 4XL Branding Options: Embroidery – logo in one colour	3
 <p><b>Ladies Long Sleeve Catalyst Shirts</b></p>	Material: 110g/m? 50% Polyester & 50% Cotton Poplin Product Size: S – 4XL Branding Options: Embroidery – logo in one colour	12

**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><b>Mens 1/4 Zip Waverley Jersey</b></p>  A photograph of a man wearing a grey 1/4 zip waverley jersey.	<p>Material: 100% Polyester Size: S - 5XL Branding Options: Embroidery - logo in one colour:</p>	<p>3</p>
<p><b>Ladies Waverley Cardigan</b></p>  A photograph of a woman wearing a grey waverley cardigan.	<p>Material: 100% Polyester Size: S - 4XL Branding Options: Embroidery - logo in one colour: Grey</p>	<p>12</p>

## 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](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and no late responses will be accepted.