

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	15 July 2024	RFQ number	RFQ/COS/028/2024
Closing Date:	19 July 2024	Closing Time:	11H00
DESCRIPTION:	Supply and Delivery of Business Cards		

1. SCOPE OF WORK

SPECIFICATIONS

CATHSSETA is inviting service provider/s to send proposal for CATHSSETA's business cards. The service provider will be responsible for designing, layout and printing of the business cards. Service provider to send artwork for approval to end-user before mass production. Supply and deliver to the address: 270 George Road, Noordwyk, Midrand, 1687

Item/s	Specification	Quantity
Business Card 	QR code CATHSSETA logo in full colour Finishing: Logo on the back side should be centred and embossed, with rounded edges as per attached mock-up. Font: Arial Design: UV Spot Varnish on CATHSSETA logo	39 (one deck of cards containing 50 cards for one person) Total: 1,950

(RFQ/COS/028/2024)

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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 Brett Tungay • Ms Lesiroha Matshediso Lesutu • Ms Rachel Phiri • Mr Tabane Manene

	Material: HI- Q matt 350gsm with matt lamination and spot UV varnish Colours: White on the front and red on the back	
<p>Business Card Holders</p> 	CATHSSETA Logo in white Material: Adpel Italian Leather Branding Options: Embossing	39

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).
- 2.8 The service provider will have to submit the sample of the items with their proposal.

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.

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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.