

### 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)**


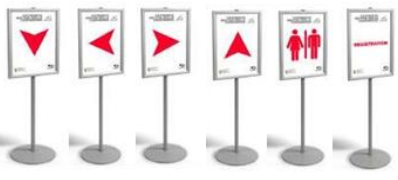


<b>Date issued</b>	<b>29 July 2024</b>	<b>RFQ number</b>	<b>RFQ/COS/033/2024</b>
<b>Closing Date:</b>	<b>01 August 2024</b>	<b>Closing Time:</b>	<b>12H00</b>
<b>DESCRIPTION:</b>		<b>BRANDING MATERIAL – CATHSSETA SECTOR SKILLS CONFERENCE</b>	

#### 1. SCOPE OF WORK

##### SPECIFICATIONS

CATHSSETA is inviting service provider/s to send proposals for CATHSSETA's branded marketing material for the upcoming SETA Skills Conference. 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
<b>Photo Wall Banner</b> 	3000mm x 2250mm Single sided Full colour Dye-Sublimation Full Colour Print 100% Polyester Material Include bag and system.	2

<p><b>Telescopic / Sharkfin Banners</b></p>  <p>Artwork A      Artwork B</p>	<p>Size 3000mm x 680mm Double sided Full colour print Digital dye sublimation 100% Polyester flag material Print 80% Shine through Include poles, bag, ground spike and cross base</p>	<p>4</p>
<p><b>Lollipop Stands</b></p> 	<p>Lollipop stands: A3 Doubled Sided Lollipop Silver Include base and bag Print specs: A3 (297 x 420 mm) Full colour 80 - 100 GSM</p>	<p>6</p>
<p><b>Tent cards</b></p> 	<p>DL Landscape (Flat Size: 308 x 210mm) Double Sided (2 Panels) Matt lamination 300gsm paper stock Printed in High-Quality Full Colour Supplied flat pack with double-sided tape applied</p>	<p>30</p>
<p><b>Velvet Red Carpet</b></p> 	<p>Size: 200 x 300cm High quality Velvet Red Carpet CATHSSETA logo in white Non-slip backing to ensure the carpet remains securely in place. Rubber or similar durable material Double-stitched edges for durability and to prevent fraying</p>	<p>1</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).
- 2.8 The service provider will have to submit the sample of the items with their proposal.
- 2.9 Failure to deliver items that meet the requested specifications may result in financial penalties, including but not limited to:
  - 2.9.1 A deduction from the final payment to cover the costs of sourcing alternative items.
  - 2.9.2 A penalty fee for the inconvenience and any delays caused by the non-compliance.

## **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.

**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



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#### 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.

**Board Chairperson** Mr David Themba Ndhlovu

**Board Members** Ms Margareth Edith Tukakgomo • 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