

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	06 August 2024	RFQ Number	RFQ/RME/038/2024
Closing Date:	09 August 2024	Closing Time:	12H00
DESCRIPTION:	ENTERTAINMENT SERVICES: MARIMBA GROUP/BAND		

1. SCOPE OF WORK

SPECIFICATIONS	
1.1. Purpose	
1.1.1.	To procure the services of a Marimba group/band to provide live entertainment at the CATHSSETA Sector Skills Conference on the 3 rd of September 2024 for 15 minutes, as an opening act in the morning and for 30 minutes on the 4 th of September for 30 minutes as a closing act; and
1.1.2.	The conference will take place in Johannesburg, Gauteng, at a physical venue (to be confirmed) with approximately 250 participants and presenters. There will also be live streaming of the conference on social media platforms (YouTube and Facebook) and stakeholders will also join the conference remotely using commonly used platforms such as MS Teams and Zoom.
1.2. Requirements:	

- 1.2.1. Provide entertainment during the opening, such as the national anthem, followed by the band's set.
- 1.2.2. Provide entertainment for the closing ceremony, following all the speeches, vote of thanks and official closing;
- 1.2.3. A diverse selection of traditional South African music, contemporary pieces, and popular songs adapted for Marimba;
- 1.2.4. Ability to take requests or adapt performances based on the audience's response and event theme;
- 1.2.5. The group must provide all necessary instruments and sound equipment required for the performance;
- 1.2.6. Ensure high-quality sound setup suitable for both indoor and outdoor;
- 1.2.7. Ability to interact with the audience, creating an engaging and inclusive atmosphere;
- 1.2.8. The group should have prior experience performing at corporate events, conferences, or similar large-scale functions; and
- 1.2.9. Provide references or testimonials from previous clients to demonstrate reliability and performance quality.

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



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.