

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	22 October 2024	RFQ number	RFQ/LPO/058/2024
Closing Date:	24 October 2024	Closing Time:	11h00am
DESCRIPTION:	Supply & Delivery of Special Paper for Printing Statement of Results and In-house Certificates.		

1. SCOPE OF WORK

SPECIFICATIONS	
Paper Type	Learner Statement of Achievement (SOR)
Size	A4
Inks	Full Colour printed on front only
Paper	White
Additional Specifications	<ul style="list-style-type: none">• The Cathsseta logo must be included on the special paper as per the logo positioning requirements.• Colour specifications must adhered to, as per the corporate identity manual.• A sample of the paper is available from the ETQA office.
Estimated Quantities	30 000 templates

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

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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 on or before the closing date and time as stated above and no late responses will be accepted.

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