

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	02 October 2024	RFQ Number	RFQ/COS/049/2024
Closing Date:	07 October 2024	Closing Time:	11H00
DESCRIPTION:	PLACEMENT SERVICES		

1. SCOPE OF WORK

The CATHSSETA seeks to appoint a reputable service provider to provide placement services for the following position:

- **Analyst – Research and Planning (1 month contract).**

The service provider is to quote for the placement services only, CATHSSETA will pay the salary.

2. The following will be expected outputs:

- Advertisement of the position;
- Screen responses and compile a shortlist based on the minimum requirements i.e. compliance to application process and completion of the CATHSSETA employment application form;
- Screen all the applications received to ascertain whether the applications comply with the application process;
- Capture all the applications received (cross – list);
- Compile a detailed report for CATHSSETA for the position, which must include the following:
 - The final number of all applicants;
 - Number of duplications;

(R F Q / C O S / 0 4 9 / 2 0 2 4)

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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 Thulaganyo Gaoshubelwe • Ms Sumayya Shaniitha Khan • Ms Lesiroha Matshediso Lesutu
Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene

- The number of applicants that complied with the application process;
 - The number of applicants that did not comply with the application process;
 - Overall candidates for each position to be considered for shortlisting; and
 - Provide all the supporting documentation for all applications.
- Shortlist applicants i.e. job requirements, capture all the CVs with application forms
 - Contact shortlisted candidates and schedule interviews within 5 working days;
 - Provide feedback to unsuccessful candidates; and
 - Facilitate background, criminal checks, qualifications verification and detailed reference checks.

3. ADMINISTRATIVE REQUIREMENTS

- 3.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 3.2 Completed and signed SBD4, SBD 6.1.
- 3.3 Valid Tax Compliance Pin issued by SARS.
- 3.4 Valid B-BBEE Certificate or Sworn Affidavit.
- 3.5 All RFQ related responses must include the RFQ number as the subject matter.
- 3.6 Central Supplier Database (CSD) Summary Report.
- 3.7 Company Registration Document (CIPC).

4. PRICING AND SPECIFIC GOALS EVALUATION

- 4.1 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.
- 4.2 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.

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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.