

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

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270 George Road,
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Contact
Call Centre: 0860 100 221
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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	04 February 2025	RFQ Number	RFQ/COS/077/2024
Closing Date:	10 February 2025	Closing Time:	11H00
DESCRIPTION:	Provision of Business Continuity Management and Crisis Management Training		

The CATHSSETA seeks to appoint a SETA accredited training provider with unit standard aligned courses with experience to facilitate training on business continuity and crisis management.

1. SCOPE OF WORK

- The training should be unit standard aligned, and certificates of competence are to be issued by the training provider.
- All training to be conducted online via Ms Teams.
- The training provider should also offer public courses to accommodate for mixed class attendance and not only train CATHSSETA employees. The training provider should have a pool of attendees to increase engagement and participation amongst delegates during the training session.

SPECIFICATIONS		
<u>Learning Programmes Training</u>	DURATION	NUMBER OF EMPLOYEES
1. Business Continuity Management	2 – 3 days	1 employee (manager level)
2. Crisis Management	2 – 3 days	1 employee (skilled level)

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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