

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	14 February 2025	RFQ number	RFQ/OCE/080/2024
Closing Date:	18 February 2025	Closing Time:	11h00am
DESCRIPTION:	CATERING SERVICES FOR BAORD MEETING – 20 FEBRUARY 2025		

1. REQUIREMENTS

To appoint a suitably qualified and experienced Event & Catering service provider to cater **Arrival Tea and Lunch** for **twenty (20)** guests at **270 George Road, Noordwyk, Midrand** on the **20th of February 2025**. The service provider must provide and deliver set-up cutlery for the session.

SPECIFICATIONS

Arrival Tea to be served at 09h00am – 20pax

- Assorted toasted sandwiches
- Fruit salad, Yoghurt (plain)
- Fruit Basket (variety of fruits)
- Tea, coffee (Jacobs Kronung) Long Life Full Cream Milk; Honey, Lemon and
- Fresh Juice- (orange juice, passion fruit)
- Wrapped Mint Refreshers

Lunch to be served at 12h30pm - 20pax

- Basmati rice and Dumpling
- Roast vegetables, Creamy spinach
- Grilled Fish, Stew chicken
- Green Salad, Chakalaka

- Assorted soft drinks x 20 cans
- Still Water 500ml x 20 bottles
- Sparkling Water 500ml x 10 bottles

Dessert

- Malva pudding and vanilla custard

2. ADMINISTRATIVE REQUIREMENTS

- 2.1 Quote with a clear breakdown of required items 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@cathseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.