

## 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	20 March 2025	RFQ number	RFQ/LPO/089/2024
Closing Date:	25 March 2025	Closing Time:	16H00
DESCRIPTION:	PROVISION OF CATERING SERVICES		

### 1. REQUIREMENTS

To appoint a suitably qualified and experienced event & catering service provider to cater **Arrival Tea and Lunch** for **forty (40)** guests at **Kalahari Boardroom, Office of the Premier in Kimberley** on the **27<sup>th</sup> of March 2025**.

#### SPECIFICATIONS

##### Arrival Tea to be served at 09H00

- Assorted fresh muffins
- Scones with jam and condiments
- **Please note: inclusive of 3 Halaal in the 40 pax**
- Tea and coffee, milk and sugar
- Water

##### Lunch to be served at 13H00

- 1 starch dish
- 1 vegetable dish
- 1 salad
- 1 meat dish
- 1 chicken dish
- **Please note: inclusive of 3 Halaal meals in the 40 pax**
- Assorted soft drinks x 40 cans

The service provider must supply and set-up cutlery, tableware, tablecloths for the event.

## 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@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and no late responses will be accepted