

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



SERVICES REQUISITION

REQUEST FOR QUOTATION (RFQ)

**YOU ARE HEREBY INVITED TO SUBMIT A QUOTATION
FOR THE CULTURE ARTS, TOURISM, HOSPITALITY AND SPORT SECTOR EDUCATION
AND TRAINING AUTHORITY (CATHSSETA)**

Date issued	16 AUGUST 2022	RFQ number	CS/MEDIA/003/2022
Closing Date:	24 AUGUST 2022	Closing Time:	11h00am
DESCRIPTION OF SERVICES:		Design and set-up Exhibition Stand	

PURPOSE

CATHSSETA seeks to appoint a suitable and reputable service provider to design, produce and set-up an exhibition stand for the National Tourism Careers Expo 2022.

DETAILED SCOPE OF WORK / SPECIFICATIONS

Item 1. : Portable Reusable Exhibition Stand

Quantity: X1

Spec:

- Stand type: Fabric Pop-up Stand with storage box. Stand must be Durable, Reusable, Easy to assemble and store
- Must have CATHSSETA logo, corporate colours, and stock images
- The stand must have a set up manual
- Light weight frame
- Graphic on fabric
- Carry bag 7 pcs
- G.W. : 91 kgs
- Meas. : 0.54 m3
- 2 pcs Flat 4w x 4h
- 2 pcs Flat 1w x 4h

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- 2 pcs Flat 1w x 3h
- 1 pcs Counter 2m (Backlit-Double-200 x 100 x 34cm)
- 8 pcs L connector
- 8 pcs Straight connector
- 6 pcs Spot LED crystal
- 6 pcs Spot LED connector

Item 2. Zed-Up Lite A4 Leaflet Dispense

Quantity: X3

Spec:

Height	1460mm
Width	256mm
Depth	370mm
Paper Size	A4 Brochure Holder
Closed Dimensions	110mm (h) x 256mm (w) x 400mm (d)
Tray Dimensions	320mm (h) x 255mm (w)
Tray Orientation	Portrait
Acrylic Tray Lip	7.5mm (d) With 23mm Lip
Weight	7.5kg
Load Bearing	1.5kg Per Shelf
Type	Booklet Stands
Material	Anodised Aluminium / Clear Acrylic
Assembly	Collapsible Frame - Tool-Free
Carry Case	Included
Colour	Silver
Indoor / Outdoor	Indoor Use
Category	Leaflet Dispensers
Branded	CATHSSETA Logo and name

Item 3. Step ladder

Quantity: X1

Spec:

Product	Pro Tools
Brand	

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Product Width (mm)	570
Product Height (mm)	120
Product Depth (mm)	1850
Style	Step Ladder
What's in the box	1 x Pro Tools 6 Step Ladder
Unit of Measure	EA
Main Barcode	6001001388290
Total Contents	1

MANDATORY REQUIREMENTS:

- Service providers should demonstrate that they have the resources (graphic designer(s), printing capacity, etc) to perform all the required tasks independently.
- provide layout and at least three (3) design options for CATHSSETA to approve before the final printout and flighting on the panel structure.
- The exhibition stands to be designed, produced, delivered and assembled by 29 September 2022 at Nasrec expo centre, Johannesburg @14h00.

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ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with clear breakdown and RFQ total inclusive of VAT
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS
- Valid B-BBEE Certificate or Sworn Affidavit
- Central Supplier Database (CSD) Summary Report

E-mail responses to supplychain@cathsseta.org.za on or before closing date and time 2022 @ 24 August 2022, 11h00am.

NO LATE RESPONSES WILL BE CONSIDERED