

**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 FORM

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

<b>Date issued</b>	<b>14 March 2023</b>	<b>RFQ number</b>	<b>COMMS/PROMO/2023</b>
<b>Closing Date:</b>	<b>29 March 2023</b>	<b>Closing Time:</b>	<b>11h00am</b>
<b>DESCRIPTION OF SERVICES</b>	<b>SUPPLY AND DELIVERY BRANDED PROMOTIONAL MATERIAL FOR MARKETING AND STAKEHOLDER ENGAGEMENT ACTIVITIES</b>		

### ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of Scope with 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) Supplier Number

**E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above.**

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## SCOPE OF WORK

CATHSSETA seeks a services provider to procure CATHSSETA-branded promotional material for marketing and stakeholder engagement activities.

The items are as follows:

1. **Slim Banner Wall**
2. **Phone Wallet**
3. **Water Bottles**
4. **Echo Earbuds and Buds (tech-4919)**
5. **Draw String Bag**
6. **Faculty Stationary Set (GIFTSET-7301)**
7. **Wall Banner**
8. **Pull Up Banner**
9. **Podium Cover**

### 1. Slim Banner Wall



Clean design – 3 artwork development to be optioned.

3000mm (w) x 2000mm (h) – Landscape

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Double sided  
30mm thickness  
Dye-Sublimated Polytwill Fabric print  
Quantity: 7 banner walls

## 2. Phone Wallet

Size: 9.9cm (l) x 5.8cm (w)  
Material: silicone  
Colour: (CATHHSETA Red and Blue)  
Contains: CATHSSETA Logo  
CATHSSETA Logo on top of the wallet  
Must be sticky on the back to be able to stick to the back of the phone.  
Quantity: 3000



## 3. Water Bottles

Size: 6.3 x 22cm  
550 ml  
Material: plastic  
Colour: transparent  
Contains: CATHSSETA Logo

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Water bottle with plastic Screw-on cap matching carrying strap.

Quantity: 3000



#### 4. Echo Earbuds and Buds (tech-4919)

Size: Pouch: 10.3 (L) X 9.9 (W)

300D

Earbuds: ABS abd PCV

Contains: CATHSSETA Logo

Quantity: 2000



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## 5. Draw String Bag

Full-colour Print

Colour: CATHSSETA Green, Blue, or red

Material: 210D Polyester

Size: 34 (w) x 42 (h)

Contains: CATHSSETA Logo

Quantity: 3000



## 6. Faculty Stationary Set (GIFTSET-7301)

Size: Pouch: 21.8 (L) X 11.7 (W) PCV Material

15cm plastic ruler

Ball pen with black German Ink

Pencil: 16 (L). Linded wood

Quantity: 3000

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## 7. Wall Banner

Size: 4500mm(W) x 2250mm(H) (Single Sided)

Material: 100% Polyester Material

Dye-Sublimation Print

Includes bag, print and system.

**Quantity: 5**



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## 8. Pull Up Banner

SIZE: 850 x 2000mm

Print on Material: PVC Polyester, PVC vinyl, synthetic paper PVC or polyester fabric

Material: Aluminium

Includes bag, print and system.

Quantity: 5



## 9. Podium Cover

Materials: 100% polyester

Colour: CATHSSETA Red and Blue

Contains: CATHSSETA Logo

Size: Height 250 cm, Width 49 cm

Quantity: 5

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**Additional Information:**

Service Provider to deliver listed items to CATHSSETA head office, 270 George Road, Noordwyk and regional offices.

End-user will provide CATHSSETA logo and CI Manual to guide service provider.

All listed items should contain CATHSSETA logo.

Service provider is required to source sector stock images for the design of listed items.

Service provider must use CATHSSETA colours as per the CI Manual