

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



## GOODS/ 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)

Date issued	28 February 2023	RFQ number	SCM/003/2023
Closing Date:	06 March 2023	Closing Time:	11h00 am
DESCRIPTION:	SUPPLY & DELIVERY OF OFFICE STATIONERY & CONSUMABLES		

### 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.

REQUIREMENTS/ITEMS	QUANTITY
<b>Delivery to: Northlink TVET College, Rothschild Blvd, Welgelegen 1, Cape Town, 7500</b>	
Printing Paper 50 boxes (White) A4	30
Pens (black ballpoint)	3 boxes
Courier tape for boxes (clear wide cello tape)	6 rolls
Plastic sleeves	100 sleeves

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli  
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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Calculators	2
Sticky notes various sizes	20 pads
Rulers	5
Desktop Printer Cartridges (HP 6830)	-
934 XL (black)	10
935 XL (Magenta, Yellow & Cyan)	6 of each
White Board Markers (Different Colours)	10 markers
USB 16G flash drives	12
A4 hard cover notebooks	24
Highlighters	10
Pencils HB	2 boxes
Erasers	6
A4 white envelopes	200
Tea Rooibos	4 medium boxes
Toilet Paper pack of 18's	8 x 18 packs
Coffee 6 x 750g	6 x 750g
Sugar (White) 8 x 3kg	8 x 3 kg
Milk 12 x 6 pack of 1l	12 x 6 pack

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