

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 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	28 February 2023	RFQ number	SCM/004/2022
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.

SPECIFICATIONS	QUANTITY
<b>DELIVERY TO: THEKWINI TVET COLLEGE: CATHSSETA, 262 DAINTREE AVENUE, ASHERVILLE, DURBAN (4001) - use Gate 3 entrance</b>	
Tidy Files (archiving box)	20
Plastic sleeves filing pockets pack	50
Sticky notes 75mmx75mm	3 packs of each

**Board chairperson:** Mr David Themba Ndhlovu

**Board members:** Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyenzi 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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38mmx51mm	
File dividers (Months) (10/20 in a pack)	1 pack
File dividers Cardboard plain (10/20 in a pack)	1 pack
File Dividers 2 punch hole multicolor	1 pack
Desktop Printer Cartridges (HP)	
932 XL (black)	5
933 XL (Magenta, Yellow & Cyan)	5 of each
934 XL (black)	5
935 XL (Black, Magenta, Yellow & Cyan)	5 of each
953 XL (Magenta, Yellow & Cyan)	5
Wall Safe (large size to store petty cash box)	1
Document Shredder – 30page feed	1
Aro file fasteners (50pcs one box)	20 boxes
Croxley Lever Arch files (JD 1006)	10
Highlighters – 10pccs per box	2 boxes
Le stat d12-3 12-digit calculator	2
Mondi A4 Pink, blue, green and yellow 80G Paper	3 of each
Sello-flag sign here	10
Coffee (750g)	2
Sugar (Brown and White) (5kg)	2
Milk Long life (Box 6)	4
Biscuits boxes	3

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