

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 SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)

Date issued	13 JULY 2023	RFQ number	RFQ/HRD/24/2023
Closing Date:	19 JULY 2023	Closing Time:	11H00am
DESCRIPTION:	RESPONSE HANDLING SERVICES FOR AN INTERNSHIP PROGRAMME (16 INTERNS)		

1. SCOPE OF WORK

Service provider to conduct recruitment response handling process for the following positions: **Internship Programme 2023/24 – Stipend of R 5000. 00 per month.**

The advert was published in the City Press and Sunday Times and closing date for application was 23 June 2023. CATHSSETA received **6550** total number of applications for the internship programme as follows Learning Programmes 3200, Corporate Services 1510, Office of the CEO 640, Finance 1200. The process will be done in phases per unit until all placements are complete (2-4 months).

1.1 The following will be expected outputs:

- Screen all the applications received to ascertain whether the applications comply with the application process.
- Capture all the applications received per intern position (cross – list).
- Compile a detailed report for CATHSSETA for each programme, which must include the following:
 - The final number of applicants.
 - Number of duplications.
 - The number of applicants that complied with the application process.
 - The number of applicants that did not comply with the application process.

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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- Overall candidates for each position to be considered for shortlisting;
and
 - Provide all the supporting documentation for all applications.

2. ADMINISTRATIVE REQUIREMENTS

2.1 Quote/Pricing with a clear breakdown of Scope 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.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.

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