

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:	02 February 2024	RFQ Number:	RFQ/COS/073/2024
Closing Date:	08 February 2024	Closing Time:	11H00
DESCRIPTION OF SERVICES	SUPPLY & DELIVERY OF OFFICE STATIONERY		

1. SCOPE OF WORK

CATHSSETA seeks to appoint a service provider for the supply and delivery of files in line with the specifications below. Delivery address: 270 George Road, Noordwyk in Midrand.

ITEM	SPECIFICATIONS	QUANTITY
	A4 Lever Arch Adapt-A-file Yellow	120
	A4 Lever Arch Adapt-A-file Red	70
	A4 Lever Arch Adapt-A-file Green	70
	A4 Lever Arch Adapt-A-file Blue	70
	A4 Lever Arch Adapt-A-file Purple	70
	TOTAL	400

2. ADMINISTRATIVE REQUIREMENTS

- Submit Quote with total inclusive of VAT and RFQ Number on the Subject.
- Completed and signed SBD4, SBD6.1.
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit.

ToR: Stationery

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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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- Central Supplier Database (CSD) Summary Report.
 - All RFQ related responses must include the RFQ number as the subject.
 - Prospective service providers must ensure compliance with their tax obligations.
 - **E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.**