

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 SPORT SECTOR EDUCATION AND TRAINING AUTHORITY
(CATHSSETA)**

Date issued	15 July 2024	RFQ number	RFQ/LAI/027/2024
Closing Date:	18 July 2024	Closing Time:	11H00
DESCRIPTION:	Supply of Promotional Items for the High Impact Stakeholder Engagements		

1. SCOPE OF WORK

SPECIFICATIONS

CATHSSETA is inviting service provider/s to provide CATHSSETA with promotional items for the High Impact Projects Stakeholder Engagement. Supply and deliver to the address: 270 George Road, Noordwyk, Midrand, 1687.
Delivery date: 22 July 2024

Item/s	Specification	Quantity
Cotton Tote Bags 	Kooshty Soco Cotton Tote - Size: 38 (l) x 15 (w) x 35 (h) cm, NAVY & RED, 320g/m2 100% cotton, coloured cotton webbing handles, Logo - Full Colour Branding	1000

Promotional items for HIP

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Board Chairperson Mr David Themba Ndhlovu



Board Members Ms Margareth Edith Tukakgomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Brett Tungay • Ms Lesiroha Matshediso Lesutu • Ms Rachel Phiri • Mr Tabane Manene

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Omega A5 Hard Cover Notebook 	Material: PU & Paper Notebooks - Size: 21 (l) x 14.3 (w) x 1.3 (h) cm, 128 lined pages (64 sheets), Colours: NAVY & RED, CATHSSETA debossed on the bottom right corner	1000
Branded Pens 	2000 metres of black German ink. Paragon Ball Pen Black ink CATHSSETA Logo in blue	1000

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.
- 2.7 Company Registration Document (CIPC).
- 2.8 The recommended or appointed service provider will have to submit samples of the items within 48 hours of being contacted.
- 2.9 Appointed service provider will be expected to submit proofs to CATHSSETA for final signoff before final production.

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3. PRICING AND SPECIFIC GOALS EVALUATION

- 3.1. For the evaluation of this RFQ, the 80/20 preference points scoring system will be applied. This means 80 points are allocated to price and 20 points to specific goals as per the standard bidding document (SBD) 6.1 attached to this RFQ.
- 3.2. To claim points for specific goals, bidders will be required to complete, sign and submit SBD 6.1 together with a valid B-BBEE Certificate or Sworn Affidavit. Failure to submit the required documents, will result in zero points allocated to the bidding company.

4. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.