

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	03 September 2025	RFQ Number	RFQ/COS/027/2025
Closing Date:	08 September 2025	Closing Time:	11H00
DESCRIPTION:		PROVISION OF CATERING SERVICES FOR THREE DAYS	

1. SCOPE OF WORK

SPECIFICATIONS/REQUIREMENTS

CATHSSETA seeks a service provider for catering services for twelve (12) delegates.

Date of meetings – 16 September, 22 September and 23 September 2025.

Delivery address: Breakfast and Lunch to be delivered to: MICTSETA Offices, Gallagher Convention Centre, Gallagher Estate, 19 Richards Drive, Halfway House, Midrand.

REQUIREMENTS:

- Number of delegates = twelve (12).
- Full day meetings – 09h00 – 16h00.
- Caterer to bring own crockery, cutlery, teacups and saucers for the three days.
- Drinking glasses.
- Serviettes for breakfast and lunch.

BREAKFAST ON 16 SEPTEMBER - 09H00 – 10H00

- Tea and coffee.
- Assortment of Sweet and savoury pastries.
- Still bottled water x 12 (500ml).

LUNCH ON 16 SEPTEMBER 2025 - 13h00 – 13h45

- Beef stew.
- Rice (not basmati).
- Rolls.
- Assortment of 2 x Vegetables.
- Coleslaw salad.
- Assorted Juices x 2 2L.
- Still bottled water x 12 (500ml).

BREAKFAST ON 22 SEPTEMBER - 09H00 – 10H00

- Tea and coffee.
- Assortment of mini sandwiches.
- Still bottled water x 12 (500ml).

LUNCH ON 22 SEPTEMBER 2025 - 13h00 – 13h45

- Grilled fish.
- Rice (not basmati).
- Rolls.
- Assortment of 2 x Vegetables.
- Greek salad.
- Assorted Juices x 2 2L.

- Still bottled water x 12 (500ml).

BREAKFAST ON 23 SEPTEMBER - 09H00 – 10H00

- Tea and coffee.
- Assortment of muffins.
- Still bottled water x 12 (500ml).

LUNCH ON 23 SEPTEMBER 2025 - 13h00 – 13h45

- Grilled chicken breast.
- Rice (not basmati).
- Rolls.
- Assortment of 2 x Vegetables.
- Green salad.
- Assorted Juices x 2 2L.
- Still bottled water x 12 (500ml).

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).

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



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.