

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	10 October 2025	RFQ Number	RFQ/OCE/036/2025
Closing Date:	14 October 2025	Closing Time:	13H00
DESCRIPTION:		ADVERT PLACEMENT – AGM NOTICE	

1. SCOPE OF WORK

1.1 Advert Placement: Annual General Meeting (AGM) Notice Placement as follows:

- 1.1.1 **Sunday Times** - 19 October 2025.
- 1.1.2 **City Press** - 19 October 2025.
- 1.1.3 **Sowetan** - 15 or 16 October 2025.
- 1.1.4 **Size:** 15 x 4.
- 1.1.5 **Colour:** Black & White.
- 1.1.6 **Notices & Career Section.**

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).

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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.