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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	08 Sept 2025	RFQ Number	RFQ/LPO/022/2025 Re-Issue
Closing Date:	12 Sept 2025	Closing Time:	11H00
DESCRIPTION OF SERVICES		APPOINTMENT OF A QUALIFIED SERVICE PROVIDER TO RENDER PLACEMENT SERVICES AND SUPPLY TEMPORARY SUPPORT PERSONNEL TO THE ETQA UNIT FOR A PERIOD OF EIGHT MONTHS	

1. PURPOSE

- 1.1. This **Request for Quotation (RFQ)** seeks to appoint a qualified service provider to render temporary placement services and supply temporary personnel to support ETQA functions such as project coordination, data analysis, admin support for a period of eight (8) months, commencing in September 2025.

2. SCOPE OF WORK

- 2.1. The appointed service provider will be responsible for the sourcing, contracting, and placement of suitably qualified support staff at the CATHSSETA Midrand Head Office. The required personnel include:

Table 1

Role	Quantity	Minimum Experience	Additional Requirements
Project Coordinator	1	5 years	Relevant experience in ETQA or SETA environment
Administration Officer	2	3 years, each	Strong administrative background within SETA context/environment

2.1.1 Personnel Submission Requirements

2.1.1.1 Detailed CVs of proposed candidates with traceable references.

2.1.1.2 Certified copies of qualifications.

2.1.2 Employment Responsibility

2.1.2.1 The service provider will retain full legal employer responsibilities, including the following:

- a) Salary and benefits
- b) Tax (PAYE) compliance
- c) Leave Management
- d) Disciplinary Procedures

3. CONTRACT CONDITIONS

3.1. The temporary staff will be expected to perform the following duties:

3.1.1. Supporting qualification development activities within assigned sub-sector.

3.1.2. Manage documentation related to qualification development.

3.1.3. Perform general administrative tasks in support of ETQA functions.

3.1.4. Manage and process invoices for subject matter experts.

Note: Full operational details, reporting lines, and performance expectations will be communicated to the appointed service provider upon finalisation of the award and contracting.

4. CONTRACTUAL PERIOD AND SPECIAL CONDITIONS

- 4.1. **Contract Duration:** The service will be required for a fixed period of eight (8) months, from September 2025 to April 2026. There is no expectation of extension beyond this period.
- 4.2. **Performance Monitoring:** The appointed service provider must submit **monthly reports** detailing candidate performance and attendance. A standardized reporting template will be provided upon award and contract conclusion.
- 4.3. **Candidate Replacement Guarantee:** In the event of **resignation** or **underperformance** of any candidate, the service provider must ensure a suitable **replacement within ten (10) working days** to avoid disruption of service delivery.

5. FUNCTIONALITY EVALUATION CRITERIA

- 5.1. Proposals will be evaluated on the following weighted criteria:

Item No	Evaluation Criteria	Sub-Evaluation Criteria (in line with the requirements under section 2.1 above)	Weight
1	Relevant Experience of Proposed Candidates CVs showing years of experience in project coordination and SETA-related administration work. Coordinator with five (5) years' work experience and Administration Officer with three (3) years' work experience.	A team consisting of: - Coordinator with five (5) or more years' work experience. - Administration Officer with three (3) or more years' work experience.	50
		A team consisting of: - Coordinator with three (3) – four (4) years' work experience. - Administration Officer with two (2) years' work experience.	15
		A team consisting of: - Coordinator with no relevant or less than three (3) years' work experience. - Administration Officer with no relevant or less than two (2) years' work experience.	0
2	Qualifications and Certifications Certified copies of relevant qualifications in administration, or project management.	Submitted the following for the team: - Coordinator: Public Administration, Business Administration, Social Sciences, Public Management or Project Management qualification on NQF level 7. - Administrator: Public Administration or Business Administration on NQF level 6.	30
		Non or partial submission of relevant qualifications	0

3	Knowledge and Expertise Provide details of similar projects accomplished with the minimum of three (3) contactable references within the past (five) 5 years. Letters must be on the client letterhead, must be relevant to this project and preferably from SETA or similar sector.	Submitted three (3) and more reference letters	20
		Submitted two (2) reference letters	10
		Submitted one (1) reference letter	5
		Non-submission	0

Table 2

5.2. Notes for Bidders:

- 5.2.1 Bidders must score at least 70 points to qualify for price and specific goals evaluation.
- 5.2.2 Partial or missing documentation under any criterion will result in zero scoring.
- 5.2.3 All supporting documents must be clearly labelled and referenced in the proposal.

6. PRICING AND SPECIFIC GOALS EVALUATION

- 6.1. Please complete the table below with your proposed costs, inclusive of all applicable taxes and fees:

Table 3

Role	Quantity	Monthly Rate	Total for 8 Months
Project Coordinator	1		
Administration Officer	2		
Total Cost	3		

6.2. **Important:** The pricing must include all employer obligations as outlined under the scope of work above, including any administrative overheads. No additional costs will be entertained outside of this quotation.

6.3. For the evaluation of this RFQ, the **80/20 preference points scoring system** will be applied.

Table 4

Element	Maximum Points	Evaluation Details
Price	80	Based on the submitted pricing schedule
Specific Goals	20	Based on claimed specific goals as per attached Standard Bidding Document (SBD 6.1)

6.4. 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.**

6.5. Failure to submit the required documents, will result in zero points allocated for specific goals.

7. ADMINISTRATIVE REQUIREMENTS

7.1 Quote/Pricing with a clear breakdown of Scope with total inclusive of all applicable taxes.

7.2 Completed and signed SBD4, SBD 6.1.

7.3 Valid Tax Compliance Pin issued by SARS.

7.4 Valid B-BBEE Certificate or Sworn Affidavit.

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7.5 All RFQ related responses must include the RFQ number on the subject line.

7.6 Central Supplier Database (CSD) Summary Report.

7.7 Company Registration Document (CIPC).

8. SUBMISSION INSTRUCTIONS

8.1. All RFQ responses must be **submitted via email** to supplychain@cathsseta.org.za

8.2. Submission must be received **on or before the closing date and time** as stated in this RFQ.

8.3. **Late submissions will not be accepted** under any circumstances.