

Postal Address
P. O. Box 1329,
Rivonia, 2128,
South Africa

Physical Address
270 George Road,
Noordwyk
Midrand 1687

Contact
Tel: 0112170600
Fax: 0871234586
Email: info@cathsseta.org.za



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	20 May 2026	RFQ Number	RFQ/COS/002/2026
Closing Date:	27 May 2026	Closing Time:	11H00
DESCRIPTION:		Provision of Hygiene Services for a Period of Forty-Five (45) Months	

1. SCOPE OF WORK

SPECIFICATIONS

CATHSSETA is requesting quotations for a service provider to provide hygiene services for 45 months at the Head Office in Midrand and the Regional Offices located in Durban, and Cape Town. This entails supply and installation of white or chrome equipment for all the three (3) abovementioned offices. The specifications for each office are as follows:

Head Office (Midrand)

- She bins pedal (with service) - 9
- Refillable seal (sanitiser dispensers) – 12
- Wall mounted bins - 7
- Refillable air freshener - 7
- Sani packets dispensers - 9
- Refillable liquid soap dispensers - 7
- Refillable hand location dispensers - 7
- Folder paper towels dispensers - 7
- Toilet paper roll holder -12

Board Chairperson: Dr K.T. Mbele

Board Members: Mr S.T. Mathibeng | Ms M.J. Du Plessis | Ms P.N. Mbambo | Mr J.N. Ntuli | Ms M. Roy | Mr P.S. Tshwete
Mr S.Z. Mhlana | Mr M.S. Tshonti | Ms R. Phiri | Mr B.E. Hendricks | Ms N.M. Tshikwatamba | Ms T. Mkhosana | Ms D.F. Monaedi.

Postal Address
P. O. Box 1329,
Rivonia, 2128,
South Africa

Physical Address
270 George Road,
Noordwyk
Midrand 1687

Contact
Tel: 0112170600
Fax: 0871234586
Email: info@cathsseta.org.za



KwaZulu Natal / Free State Regional Office (Durban)

- She bins pedal (with service) - 2
- Refillable seal (sanitiser dispensers – 2
- Wall mounted bins - 2
- Refillable air freshener - 2
- Sani packets dispensers - 2
- Refillable liquid soap dispensers - 2
- Refillable hand location dispensers - 2
- Folder paper towels dispensers - 2
- Toilet paper roll holder – 2

Western Cape Regional Office (Cape Town)

- She bins pedal (with service) - 2
- Refillable seal (sanitiser dispensers) - 2
- Wall mounted bins - 2
- Refillable air freshener - 2
- Sani packets dispensers - 2
- Refillable liquid soap dispensers - 2
- Refillable hand location dispensers - 2
- Folder paper towels dispensers - 2
- Toilet paper roll holder – 2

Monthly maintenance services and frequency

- She Bins (with services) - 14 days
- Refillable seat sanitisers – 14
- Refillable air freshener - 14 days
- Sani packers - 30 days

Board Chairperson: Dr K.T. Mbele

Board Members: Mr S.T. Mathibeng | Ms M.J. Du Plessis | Ms P.N. Mbambo | Mr J.N. Ntuli | Ms M. Roy | Mr P.S. Tshwete
Mr S.Z. Mhlana | Mr M.S. Tshonti | Ms R. Phiri | Mr B.E. Hendricks | Ms N.M. Tshikwatamba | Ms T. Mkhosana | Ms D.F. Monaedi.

- Liquid soap - 30 days
- Hand lotion - 30 days
- Folded paper towels dispensers - 30 days

The service provider would be required to deliver hygiene equipment and Refillable at:

- Head Office – 270 George Road, Noordwyk, Midrand.
- KwaZulu Natal/Free State Regional Officer – eThekweni TVET College: 262 Daintree Avenue, Asherville.
- Western Cape Regional Office – Northlink TVET College, Tygerberg Campus, Rothschild Boulevard, Panorama.

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).

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.

Postal Address

P. O. Box 1329,
Rivonia, 2128,
South Africa

Physical Address

270 George Road,
Noordwyk
Midrand 1687

Contact

Tel: 0112170600
Fax: 0871234586
Email: info@cathsseta.org.za



- 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.

Board Chairperson: Dr K.T. Mbele

Board Members: Mr S.T. Mathibeng | Ms M.J. Du Plessis | Ms P.N. Mbambo | Mr J.N. Ntuli | Ms M. Roy | Mr P.S. Tshwete
Mr S.Z. Mhlanga | Mr M.S. Tshonti | Ms R. Phiri | Mr B.E. Hendricks | Ms N.M. Tshikwatamba | Ms T. Mkhosana | Ms D.F. Monaedi.