

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	06 August 2026	RFQ Number	RFQ/COS/008/2026
Closing Date:	24 August 2026	Closing Time:	11H00
DESCRIPTION:		Supply and Delivery of Special Paper for Printing Statement of Results and In-House Certificates	

1. SCOPE OF WORK

SPECIFICATIONS	
Paper Type	Learner Statement of Achievement
Size	A4
Inks	Full colour printed on front only
Paper	White
Additional Specifications	- The Cathsseta logo must be included on the special paper as per the logo positioning requirements. - Colour specifications must be adhered to, as per the corporate identity manual. A sample of the paper is available from the ETQA office.
Estimated Quantities	30 000 templates

Board Chairperson: Vacant

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.

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1. 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. PRICING AND SPECIFIC GOALS EVALUATION

- 2.1 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.
- 2.2 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.

3. 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.

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