

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



## 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	17 April 2025	RFQ Number	RFQ/LPO/003/2025
Closing Date:	24 April 2025	Closing Time:	16H00
Description of Services	PROMOTIONAL ITEMS FOR THE SA AIRFORCE CAREER DAY		

### 1. SPECIFICATIONS/REQUIREMENTS

CATHSSETA is partnering with SA Airforce Museum to host a career expo for 1500 Grade 10 – 12 learners on Friday, 2 May 2025.

#### 1.1 SPECIFICATION

ITEM	DESCRIPTION	QUANTITY
	Kooshty Soco Cotton Tote Code: BG-KS-449-B 38 (l) x 15 (w) x 35 (h) cm 320g/m2 100% cotton Colour: Red and Navy Coloured cotton webbing handles Strong, durable 320g/m2 cotton canvas fabric Coloured cotton side gusset and base panel	1500
<b>All items to have the CATHSSETA logo full colour</b>		

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## **2. ADMINISTRATIVE REQUIREMENTS**

- 2.1 Quote/Pricing with a clear breakdown of the 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).
- 2.8 Appointed service provider will be expected to submit proofs to CATHSSETA for final signoff before final production.

## **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.

**E-mail responses to [supplychain@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above.**