

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
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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	23 June 2025	RFQ Number	RFQ/COS/010/2025
Closing Date:	25 June 2025	Closing Time:	12H00
Description of Services	CATERING: BREAKFAST AND LUNCH FOR DIGNITARIES AND OFFICIALS AT THE YOUTH MONTH EVENT		

1. REQUIREMENTS

1.1 CATHSSETA seeks to appoint a suitably qualified and experienced events & catering service provider to cater and set up breakfast and lunch for a group of 70 guests at the Johannesburg CBD. The service provider must also provide and deliver cutlery, crockery and serving dishes for the two sessions (breakfast and lunch). Event date is Monday, 30 June 2025.

2. CATERING SPECIFICATION

Provide breakfast and lunch as follows:

2.1 BREAKFAST

To be served between 08h30 and 09h00

QUANTITY	DIGNATORIES & OFFICIALS
50 x	Sweet and savoury platter
50 x	Fruit Basket (variety of fruits)
50 x	Assorted Teas, filter coffee or Jacobs Kronung, Long Life Full Cream Milk; Honey, Lemon (provide Styrofoam cups & plastic teaspoons)
50 x	Rusks
50 x	Wrapped Mint Refreshers
50 x	500ml Bottled Water (30 still & 20 sparkling)

CATERING FOR THE DIGNITARIES AND OFFICIALS – YOUTH MONTH EVENT

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Holding Room Requirements	
20 x	Sweet and savoury platter
20 x	Cheese and biltong board
20 x	Fruit Basket (variety of fruits)
20 x	Tea, filter coffee or Jacobs Kronung, Long Life Full Cream Milk; Honey, Lemon (provide cups & saucers)
20 x	Fresh Juice (orange juice, passion fruit)
20 x	500ml Bottled Water (10 still & 10 sparkling)
DECO	5 x medium floral arrangements

2.2 LUNCH

To be served at 12:00 at two different spots to cater for the dignitaries and officials.

QUANTITY	EXPO ATTENDEES
70 x	• Basmati rice and Dumpling
70 x	• Roast vegetables and Creamy spinach
70 x	• Grilled Fish
70 x	• Grilled Chicken
70 x	• Beef Stew
70 x	• Green Salad and Chakalaka
70 x	• Assorted soft drinks
70 x	• Still Water 500ml
35 x	• Sparkling Water 500ml
70 x	• Dessert (Malva pudding and vanilla custard)

3. ADMINISTRATIVE REQUIREMENTS

- 3.1 Service provider must submit a valid food health safety certificate/ certificate of acceptability.
- 3.2 Service provider must submit a food transportation plan – indicating how prepared food will be transported to the event venue.
- 3.3 Service provider must submit a Portfolio of Evidence for catering and setting up for large groups of people – minimum 200.

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- 3.4 Service provider must submit 2 contactable reference letters for catering and setting up for big events.
- 3.5 Appointed service provider's team will be expected to dress cordially.
- 3.6 Quote with a clear breakdown of required items with total inclusive of VAT.
- 3.7 Completed and signed SBD4, SBD 6.1.
- 3.8 Valid Tax Compliance Pin issued by SARS.
- 3.9 Valid B-BBEE Certificate or Sworn Affidavit.
- 3.10 All RFQ related responses must include the RFQ number as the subject matter.
- 3.11 Central Supplier Database (CSD) Summary Report.
- 3.12 Company Registration Document (CIPC).
- 3.13 Exact venue details will be shared with the appointed service provider.

4. PRICING AND SPECIFIC GOALS EVALUATION

- 4.1 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.
- 4.2 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.

5. RESPONSES/SUBMISSIONS

E-mail responses to supplychain@cathseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.