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	**23 June 2025**	**RFQ Number**	**RFQ/COS/011/2025**
Closing Date:	**25 June 2025**	**Closing Time:**	**14H00**
Description of Services		**YOUTH MONTH EVENT CATERING SERVICES FOR 300 LEARNERS (BREAKFAST AND LUNCH PACKS)**	

1. REQUIREMENTS

CATHSSETA seeks to appoint a suitably qualified and experienced events & catering service provider to provide breakfast and lunch packs for a group of 300 guests at the Johannesburg CBD. The service provider must also provide serviettes. Event date is Monday, 30 June 2025.

2. CATERING SPECIFICATION

Provide breakfast and lunch as follows:

2.1 BREAKFAST PACKS

To be served on arrival (08h30)

QUANTITY	EXPO ATTENDEES
300 x	Assorted toasted sandwiches (chicken mayo, tuna, tomato & cheese fillings)
300 x	100g Parmalat fruit yoghurt (assorted)
300 x	Two fruit pieces (Banana & orange/naartjie)
300 x	47g Jungle Energy Bar Assorted Flavours

LEARNER FOOD PACKS FOR YOUTH MONTH EXPO

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300 x	330ml Assorted Cappy Juice
300 x	500ml Bottled Water

2.2 **LUNCH PACKS**

To be served at 12:00

QUANTITY	EXPO ATTENDEES
300 x	KFC Streetwise 2 with chips and a mini loaf or two pieces of chicken with chips and a roll/bun
300 x	500ml Assorted soft drinks
300 x	500ml Bottled Water

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.

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.

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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@cathsseta.org.za on or before the closing date and time as stated above and no late responses will be accepted.