

## 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	12 August 2025	RFQ Number	RFQ/LPO/020/2025
Closing Date:	14 August 2025	Closing Time:	13H30
Description of Services	PALESTINE PARLIAMENTARY CONSTITUENCY OFFICE PROGRAMME_CATERING SERVICES FOR 2500 LEARNERS (LUNCH PACKS)		

### 1. REQUIREMENTS

- 1.1 CATHSSETA seeks to appoint a suitably qualified and experienced events & catering service provider to provide lunch packs for a group of 2 500 learners at Orange Farm. The service provider must also provide table as the venue is at the sports ground; and serviettes.
- 1.2 Event dates are Monday **18 August 2025 for 2000 learners and 25 August 2025 for 500 learners.**

### 2. CATERING SPECIFICATION

Provide lunch as follows:

#### 2.1 LUNCH PACKS

To be served at 12H00 on 18 and 25 August 2025.

QUANTITY	EXPO ATTENDEES
2000 x	KFC Streetwise 2 with chips and a mini loaf or two pieces of chicken with chips and a roll/bun <b>(18<sup>th</sup> August 2025)</b>
2000 x	Bottled Water
2000 x	500ml Assorted soft drinks
2000 x	Apples
500 x	KFC Streetwise 2 with chips and a mini loaf or two pieces of chicken with chips and a roll/bun <b>(25<sup>th</sup> August 2025)</b>
	Bottled Water
	500ml Assorted soft drinks
	Apples

### 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.

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



- 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@cathsseta.org.za](mailto:supplychain@cathsseta.org.za) on or before the closing date and time as stated above and no late responses will be accepted.