

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)**

<b>Date Issued</b>	<b>25 August 2025</b>	<b>RFQ Number</b>	<b>RFQ/COS/023/2025</b>
<b>Closing Date:</b>	<b>29 August 2025</b>	<b>Closing Time:</b>	<b>11H00</b>
<b>Description of Services</b>		<b>Supply and Delivery of Branded Envelopes</b>	

### 1. PURPOSE

1.1. CATHSSETA seeks to appoint a suitably qualified service provider to design, layout, print, and deliver high-quality CATHSSETA-branded envelopes. The service provider will be responsible for ensuring that the envelopes reflect CATHSSETA's corporate identity, meet professional printing standards, and are delivered within the agreed timelines.

### 2. DETAILED SCOPE OF WORK/ SPECIFICATION

- CATHSSETA C4 Envelope.
- Self-seal – open short side envelopes.
- Dimensions: 324 x 229 mm – 90gsm.
- Quantity: 1000
- CATHSSETA C4 Manilla Self-seal – open short side envelopes.
- Width x Height (mm): C4 229 X 324 MM.
- Width X Height (in) 9.0x 12.8 (in).
- Note: CATHSSETA will provide LOGO and CI Manual to service provider.
- Delivery: Envelopes to be delivered at CATHSSETA Head Office,
- Digital proofs to be sent to end user.

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### **3. ADMINISTRATIVE REQUIREMENTS**

- 3.1. Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- 3.2. Completed and signed SBD4, SBD 6.1.
- 3.3. Valid Tax Compliance Pin issued by SARS.
- 3.4. Valid B-BBEE Certificate or Sworn Affidavit.
- 3.5. All RFQ related responses must include the RFQ number as the subject matter.
- 3.6. Central Supplier Database (CSD) Summary Report.
- 3.7. Company Registration Document (CIPC).
- 3.8. All envelopes must be securely packaged to prevent bending, moisture exposure, or any damage during transportation. Packaging should be sturdy and suitable for long-distance delivery.
- 3.9. CATHSSETA reserves the right to reject any delivery that arrives damaged, does not meet the specified quality standards, or fails to comply with the agreed packaging requirements.

### **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.