

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



## GOODS/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>19 September 2025</b>	<b>RFQ Number</b>	<b>RFQ/COS/028/2025</b>
<b>Closing Date:</b>	<b>23 September 2025</b>	<b>Closing Time:</b>	<b>16H30</b>
<b>DESCRIPTION:</b>	<b>CATERING AND DÉCOR FOR HERITAGE MONTH WORKSHOP</b>		

### 1. SCOPE OF WORK

#### SPECIFICATIONS

CATHSSETA requires a service provider to supply and deliver food, beverages, serving equipment, furniture, décor, and a PA system for the Heritage Day event. The occasion aims to celebrate and showcase South Africa's diverse cultural heritage, representing the Nguni, Venda, Tsonga, Sotho (Northern and Southern), Indian South African, Afrikaner, and Coloured communities. The event will cater for **100 guests** at 270 George Road, Noordwyk, Midrand, **on 29 September 2025**.

Breakfast to be served at 09h00.

- Breakfast (to be served with tea/coffee, rooibos, and juice)
- Fat cakes (amagwinya/vetkoek) with mince, cheese or jam filling
- Farm-style breakfast (boere breakfast) — mini portions of eggs, boerewors, bacon, served with steam bread
- Scones (dikuku)
- Sweet Spreads / Condiments

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### **Lunch to be served at 13h00**

#### **Nguni**

- Pap
- Umngqusho (samp & beans)
- Stewed beef
- Umleqwa
- Imifino (wild spinach/morogo)
- Amadumbe

#### **Venda**

- Mopani worms (masonja) in tomato & onion gravy (optional, as side)
- Tshidzimba (beans, maize & groundnuts)
- Delele (okra dish)

#### **Northern Sotho**

- Bogobe (sorghum/maize pap)
- Dinawa (bean stew)
- Tshotlo (Seswa)

#### **Southern Sotho**

- Pumpkin leaves
- Sesotho chicken stew (khokho ya setso – hardbody chicken)

#### **Indian South African**

- Chicken or beef Breyani OR Yellow rice and white rice
- Vegetable curry with roti
- Chicken or beef curry
- Naan bread

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#### **Afrikaner**

- Boerewors
- Tomato gravy
- Potjiekos (slow-cooked stew with meat & vegetables)

#### **Assorted Traditional Meats**

- Chicken feet
- Mala and mogodu (tripe & intestines)
- Cow heels / Cow heart / Cow head (smiley)

#### **Drinks**

- Homemade ginger beer (20ltr)
- Assorted soft drinks (100 cans); and
- Bottled still and sparkling water (100 still and 50 sparkling).

#### **Desserts**

- Milk tart (melktert)
- Custard and Jelly
- Fruit salad

#### **Serving Style**

- All meals and drinks to be served on traditional enamel plates and enamel cups (authentic heritage feel).
- Buffet-style setup with stations for each food category.
- Desserts and drinks to be presented on enamel trays/jugs.
- Food to be labelled accordingly e.g Mngqusho, chicken breyani etc.

#### **Furniture & Décor**

- Tables: Rectangular tables covered with colourful tablecloths (South African shweshwe or Ndebele-inspired patterns).
- Chairs: Covered with plain chair covers (black)

- Centrepieces: Small traditional items per table (e.g., beaded crafts, mini clay pots with flowers, calabashes, woven baskets, or protea flowers as South Africa's national flower).
- Seating Capacity: Service provider must provide enough tables & chairs to accommodate 100 guests comfortably.

#### **PA System & Entertainment**

##### **PA System:** Must include:

- 2 x working microphones (cordless preferred)
- 2 x speakers (sufficient for indoor/outdoor coverage)
- Audio mixer

##### **Music Playlist:** A mix of:

- Traditional South African music (maskandi, mbaqanga, marabi, Xitsonga music)
- Modern South African hits (house, amapiano, Afro-pop, hip-hop, kwaito, gqom)

**NB: The appointed service provider is to bring cutlery and tableware for breakfast and lunch.**

## **2. ADMINISTRATIVE REQUIREMENTS**

- 2.1 Quote/Pricing with a clear breakdown of 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).

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### **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.

### **4. 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.