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Contact

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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)**

Date Issued	14 November 2025	RFQ Number	RFQ/RME/042/2025
Closing Date:	19 November 2025	Closing Time:	11H00

DESCRIPTION:

APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO FACILITATE THE CATHSSETA BOARD STRATEGIC PLANNING SESSION ON 26-27 NOVEMBER 2025

1. SCOPE OF WORK

SPECIFICATIONS

- 1.1. The Culture, Arts, Tourism and Hospitality and Sport Sector Education and Training Authority (CATHSSETA) seeks the services of a facilitator for its strategic planning session as convened by its Board. The scope of service for the appointed service provider is to facilitate the CATHSSETA's Board Strategic Planning session in line with the CATHSSETA's planning process and the Department of Planning, Monitoring and Evaluation's (DPME's) Framework for Strategic and Annual Performance Plans. Services will include:
- 1.1.1. Facilitating a two (2) day strategic planning session planned for the 26 and 27 November 2025 in Gauteng;
 - 1.1.2. Facilitating a participative and engaged session in which all participants can propose a strategic direction for the 2026/27 performance period and beyond;
 - 1.1.3. Facilitating discussions on the SETA's internal and external performance environments against CATHSSETA's strategy, i.e. matching the external

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**SPECIFICATIONS**

environment with internal measures, which should be responsive to sectoral needs, and strategies that the SETA could employ to adapt to the external environment;

1.1.4. Facilitate discussion on the SETA's impact statement, outcomes as set out in the CATHSSETA's Strategic Plan (SP) and Annual Performance Plan (APP); as well as 'critical success factors", for the CATHSSETA's priorities;

1.1.5. Convene a discussion on the CATHSSETA values should ensue in order to align the entity's work with its values;

1.1.6. Preparatory work for the session will include:

1.1.6.1. CATHSSETA document review, inter-alia including CATHSSETA 's approved Sector Skills Plan (SSP), SP, APP, and DPME Framework for Strategic and Annual Performance Plans. Other national strategies and plans, including the National Development Plan (NDP) 2030, the National Skills Development Plan (NSDP) 2030, the Medium-Term Development Plan, 2030 (MTDP), the National Plan for Post-School Education and Training (NPSSET), as well as the outcomes and recommended actions of the SETA Skills Summit;

1.1.6.2. Baseline consultation with the relevant CATHSSETA Management Team; and

1.1.6.3. Development and preparation of facilitation material to be submitted to CATHSSETA Management before the session as follows:

- Presentation on a high-level approach to the Board Strategic Session;
- Summarise and synthesise points of interest from relevant national plans, policies and strategies, as well as CATHSSETA strategic documents; and
- Provide direction on the agenda/programme for the session.

1.1.7. The facilitator should be accompanied by their secretariat/scribe to:

1.1.7.1. Support the facilitator and CATHSSETA's Board during the session; and

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1.1.7.2. Prepare a report to be presented as a last item in the agenda - outlining key highlights, outcomes, and resolutions or decisions made.

1.1.8. Compile a post-session report outlining:

1.1.8.1. Discussions, key highlights, and outcomes of the strategic planning session;

1.1.8.2. Organisational game changing strategies to improve performance in line with outcomes of strategic planning session;

1.1.8.3. Situational analysis;

1.1.8.4. Internal and external environment analysis (Strengths, Weaknesses and Trends [SWT] and Political, Economic, Social, Technological, Environmental, Legal and Innovation [PESTELI]);

1.1.8.5. Identify critical success factors to facilitate achievement of the CATHSSETA priorities; and

1.1.8.6. Recommendations

2. SERVICE PROVIDER COMPETENCIES AND QUALIFICATIONS REQUIREMENT

2.1 The service provider would be expected to have the following:

2.1.1 Expert skills in organisational strategy with a key focus on facilitating and implementing strategic sessions;

2.1.2 Expert skills in monitoring and evaluation;

2.1.3 Demonstrate understanding of the DPME's Framework for Strategic and Annual Performance Plans;

2.1.4 Demonstrate understanding of the NDP, MTDP, NSDP and NPSSET and their accompanying outcomes;

2.1.5 Demonstrate experience and knowledge of the skills development landscape;

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- 2.1.6 Thorough knowledge and understanding of corporate governance principles and King IV principles;
- 2.1.7 Governance knowledge and experience in a SETA context or environment including having actively been involved in the CATHSSETA sector at a strategic level;
- 2.1.8 Strong understanding and knowledge of the post-school education and training sector;
- 2.1.9 Experience in strategy development and policy analysis;
- 2.1.10 A good understanding of the CATHSSETA's operating environment and the six (6) sub-sectors; and
- 2.1.11 Experience in facilitating strategic planning sessions at the Board level.

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; and
- 3.7 Company Registration Document (CIPC).

4. PRICING AND SPECIFIC GOALS EVALUATION

- 4.1 For the evaluation of this Request For Quotation (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; and
- 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.

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**5. EVALUATION CRITERIA**

5.1 Responses will be evaluated in accordance with the functionality criteria as outlined below. The RFQ requires a minimum score of 70 points to qualify for **price and specific goals** evaluation, and the appointment would be based on the highest points scored.

Evaluation Criteria for Functionality		Weight/ Points
1.	General approach and methodology	40
2.	Experience/proven track record in Facilitation Services	20
3.	Reference letters of similar work undertaken	25
4.	Experience in the skills development landscape	15
Total		100

Functionality Evaluation		
Evaluation Criteria	Sub-Evaluation Criteria	Weight
General approach and methodology	Full responsiveness to RFQ requirements	40
	Partial responsiveness to RFQ requirements	25
	Not responsive to RFQ requirements	0
Experience/proven track record in facilitator services CV demonstrating competencies and requirements and certified copies to be valid within six (6) months of the date of this request.	More than 8 years of experience	20
	5 years of experience	10
	Less than 5 years of experience	0
Reference letters The reference letters must be on	More than 3 reference letters	25
	3 reference letters	15
	2 reference letters	10

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Functionality Evaluation		
Evaluation Criteria	Sub-Evaluation Criteria	Weight
the referee's company letterhead indicating work done, and for how long and must have contactable previous client details.	Less than 2 reference letters	0
Experience in the skills development landscape.	5 to 10 years of experience in the skills development landscape	15
	Less than 5 years in the skills development landscape	0

Note! Quotations that do not meet the minimum qualifying score for functionality will be eliminated from further evaluation.

6. 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.

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