Postal Address
P. O. Box 1329,
Rivonia, 2128,
South Africa

Physical Address
270 George Road,
Noordwyk
Midrand 1687

Contact
Tel: 0112170600
Fax: 0871234586
Email: info@cathsseta.org.za

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	**04 August 2026**	**RFQ Number**	**RFQ/COS/007/2026R**
Closing Date:	**12 August 2026**	**Closing Time:**	**11H00**
DESCRIPTION:		**CAPE TOWN OFFICE MAINTENANCE AND REPAIRS**	

1. SCOPE OF WORK

SPECIFICATIONS

CATHSSETA is requesting quotations for a service provider to provide office maintenance and repairs services at the Cape Town Office as follows:

1. Maintenance, repair and servicing of three (3) air conditioners.
2. The repair and connection of the electrical box to the security gate.
3. Fixing of carpets. The carpet area size is 400cm x 400 cm of which five (5) blocks need to be glued back to the floor.

Board Chairperson: Vacant
Board Members: Mr S.T. Mathibeng | Ms M.J. Du Plessis | Ms P.N. Mbambo | Mr J.N. Ntuli | Ms M. Roy | Mr P.S. Tshwete
Mr S.Z. Mhlanga | Mr M.S. Tshonti | Ms R. Phiri | Mr B.E. Hendricks | Ms N.M. Tshikwatamba | Ms T. Mkhosana | Ms D.F. Monaledi.

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Western Cape Regional Office Address:
Northlink TVET College,
Tygerberg Campus,
Rothschild Boulevard,
Panorama
7506

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).

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

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