Postal Address
P. O. Box 1329,
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270 George Road,
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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	**20 November 2026**	**RFQ Number**	**RFQ/COS/014/2026**
Closing Date:	**04 December 2026**	**Closing Time:**	**11H00**
DESCRIPTION:		**STAFF PLACEMENT SERVICES**	

1. SCOPE OF WORK

CATHSSETA seeks to appoint a suitably qualified and experienced recruitment service provider to provide placement services for the following temporary position:

- **Position**: Analyst – Research and Planning
- **Contract Duration:** Month-to-month basis.
- **Remuneration:** CATHSSETA will be responsible for the payment of the successful candidate's salary.

2. EXPECTED OUTPUTS AND DELIVERABLES

The appointed service provider will be expected to undertake the following activities:

- Advertise the temporary position through appropriate recruitment platforms to attract suitably qualified candidates and share the advertisement with CATHSSETA.
- Receive and acknowledge applications submitted by prospective candidates.
- Screen all applications received to establish compliance with the stipulated application process and minimum requirements.
- Capture and maintain a comprehensive cross-list of all applications received, including identifying and recording duplicate applications.

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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- Compile and submit a detailed recruitment report to CATHSSETA, which must include:
  - Total number of applications received;
  - Number of duplicate applications identified;
  - Number of applications that complied with the prescribed application process;
  - Number of applications that did not comply with the prescribed application process;
  - Overall number of candidates meeting the minimum requirements and eligible for consideration for shortlisting; and
  - Supporting documentation for all applications received.
- Assess and shortlist candidates against the minimum requirements and job specifications for the position.
- Capture and submit the CVs and supporting documents of all shortlisted candidates to CATHSSETA for consideration and shortlisting.
- Contact shortlisted candidates and coordinate interview arrangements, ensuring that interviews are scheduled within five (5) working days of receiving confirmation of the shortlist from CATHSSETA. The service provider will also be required to participate in and sit in the interviews.
- Facilitate the necessary pre-employment verification processes for the preferred candidate(s), including:
  - Criminal record checks;
  - Qualification verification;
  - Employment and other relevant background checks; and
  - Detailed reference checks.
- Communicate recruitment outcomes and provide feedback to both successful and unsuccessful candidates, in consultation with CATHSSETA.

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3. ADDITIONAL REQUIREMENTS

To ensure accountability and effective management of the recruitment process:

- The service provider must maintain confidentiality of all applicant information and recruitment documentation.
- All applications and supporting documents must be submitted to CATHSSETA in an accessible electronic format.
- The service provider must provide regular progress updates to the designated CATHSSETA representative throughout the recruitment process.
- No appointment or employment offer may be made without prior approval from CATHSSETA. Upon receipt of CATHSSETA's approval, the service provider will be responsible for issuing the offer of employment to the successful candidate.
- The service provider must clearly indicate its placement fee and any additional costs associated with the recruitment process in its quotation.

4. RECRUITMENT TIMELINES AND COMPLETION OF THE ASSIGNMENT

- The appointed service provider will be required to complete the entire recruitment and placement process by 15 December 2026, to ensure that the successful candidate is ready to assume duty on 05 January 2027.
- CATHSSETA will provide the appointed service provider with a project plan outlining the key activities, deliverables and timelines to be followed throughout the recruitment process.
- The service provider will be expected to:
  - Adhere to the activities and deadlines stipulated in the project plan.
  - Ensure that all recruitment and placement activities are completed within the prescribed timeframes.
  - Provide regular progress updates to the designated CATHSSETA representative.

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- Immediately communicate any challenges or potential delays that may affect the completion of the assignment, together with proposed corrective measures.
- Ensure that all necessary recruitment processes, including candidate verification and final placement, are concluded by 15 December 2026.
- The successful candidate must be available and ready to commence duties on 05 January 2027.

5. COMPULSORY REQUIREMENTS

- A comprehensive **company profile** demonstrating at least five (5) years of relevant experience in recruitment and temporary staffing services.
- Three (3) written and **contactable reference letters** from clients for similar services rendered within the past five years.
- **Proof of registration with the Department of Employment and Labour u**nder the Employment Services Act of 2014, as a Private Employment Agency (PEA) for permanent placements or a Temporary Employment Services (TES) provider for temporary staffing.

6. ADMINISTRATIVE REQUIREMENTS

- Quote/Pricing with a clear breakdown of Scope with total inclusive of VAT.
- Completed and signed SBD4, SBD 6.1
- Valid Tax Compliance Pin issued by SARS.
- Valid B-BBEE Certificate or Sworn Affidavit.
- All RFQ related responses must include the RFQ number as the subject matter.
- Central Supplier Database (CSD) Supplier Number.

E-mail responses to supplychain@cathsseta.org.za on or before the closing date and time as stated above.

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