



Form number – RFQ002

REQUEST FOR QUOTATION “RFQ”

MODE OF REQUESTING QUOTATION	College Website	E-mail	Newspaper	Other	Please Specify
RFQ NO:					
DESCRIPTION OF GOODS AND SERVICES REQUIRED:	SPECIFICATIONS				QUANTITY
Venue & Catering for Womens Day Event (28 August 2026)	• Venue hire for 150 ladies. • Seating arrangement: 15 tables with 10 ladies per table. • 150 chairs with chair covers. • 15 tablecloths and 15 table runners. • 20 food/snack platters – 1 per table. • 30 jugs of juice – 2 per table. • 150 bottles of water – 1 per guest. • Coffee/tea station for 150 guests, including milk, sugar, cups and spoons. • Muffins – 2 per guest upon arrival. • Set-up and dressing of tables.				1day
Please submit the following: ☐ Quotation ☐ Valid B-BBEE Certificate. ☐ Valid Tax Clearance Certificate. ☐ CSD report					
ISSUING DATE:	13/08/2026				
BRIEFING SESSION:	Compulsory		Not compulsory		
	Time:	N/A	Date:	N/A	
CLOSING:	Time:	10:00	Date:	20/08/2026	
QUOTATION VALIDITY PERIOD:					
DELIVERY OR SUBMISSION INSTRUCTIONS FOR RFQ:	Submission of quotations must be sent to: qc@ncutvet.edu.za All quotations need to be signed and on an official letterhead. All service providers must be registered on the Northern Cape Urban TVET College's supplier database. Application form can be downloaded from our website.				
ENQUIRIES	Tel: 053-839 2063		DATE	13/08/2026	