



TENDER

RFP UJ 50_2024

APPOINTMENT OF A PANEL OF SUPPLIERS OF GRADUATION ATTIRE TO STUDENTS FOR UJ GRADUATION CEREMONIES FOR 3 YEARS (2025 – 2027) (ONE ON CAMPUS SUPPLIER AND A MAXIMUM 3 OFF-CAMPUS SUPPLIERS)

1. PURPOSE

This tender is an invitation to prospective suppliers for proposals for selecting a panel of providers to supply Graduation Attire and all related products and services, detailed in PART A: On-campus Supplier;
PART B: Off-campus Supplier(s).

STRUCTURE OF TENDER:

1. Purpose
 - Part A- Requirements for On-campus Supplier
 - Part B- Requirements for Off-campus Supplier
2. Specifications
3. Terms and Other
4. Disqualification Criteria
5. Evaluation Criteria

PART A- On-campus Supplier

Due to logistical reasons, only one supplier can be awarded the on-campus contract.

- A.1 For purposes hereof an on-campus supplier must be an established business with an excellent record for dependability and must be a supplier of large tertiary institutions with registered student populations of at least 30 000 students.

The on-campus Supplier must be able to provide at least 4 references relating to services offered to other educational institutions, and UJ reserves the right to contact these references.

- A.2 The on-campus supplier must be able to render a comprehensive service which includes:

- (i) hiring of academic attire; and
- (ii) sales of academic attire; and
- (iii) shall guarantee adequate and correct stock to provide for at least 6 000 graduates at various venues simultaneously (the supplier must have at least 5 000 to 6 000 gowns and hoods in stock at all times); and

- (iv) shall guarantee adequate a stock of at least 120 red doctorate gowns and hoods at all times with prescribed Lurex embroidery on facings for doctorate candidates; and
- (v) supply academic attire for approximately 80 University staff members for purposes of and use during graduation ceremonies; and
- (vi) shall ensure that academic attire for University Management is maintained properly and made available to staff timeously.

The ratio of hiring and sales is expected to be approximately 90% to 10%, respectively.

A.3 The on-campus supplier staff requirements

- (i) The on-campus supplier must be equipped with sufficient senior skilled staff members and sufficient infrastructure to render a service at approximately 70 ceremonies per year with 3 sessions per day; and
- (ii) At least 6 to 8 staff members are required per ceremony to deal with the demand. A list of staff members (names may be redacted), designation and number of years of service must be provided; and
- (iii) Staff members are expected to be available from 07:00 until 20:00 during graduation ceremonies to service students and to accept returns on campus. The same service must be rendered to multiple ceremonies per day, namely 9:30, 13:00 and 16:30 respectively.

A.4 Provision of space to operate

A secure space on campus will be provided for the sale and hire of gowns during graduations for the on-campus supplier. If additional security is required over and above what the University provides as part of the normal service, the cost thereof will be borne by the supplier.

A.5 Graduation ceremonies

- (i) Suppliers are to note that graduation ceremonies for the 12 000 to 14 000 graduates (curricular and extra-curricular programmes) normally takes place at the Kingsway campus, but UJ reserves the right to host a graduation ceremony at any of its other campuses;
- (ii) The dates of the graduation ceremonies are subject to change and are formally approved by the Senate on an annual basis;
 - a. During the March/April/May ceremonies, approximately 50 graduation ceremony sessions are conducted, with on average 230 master's degrees and 50 doctoral degrees;
 - b. During the July/August ceremonies, approximately 10 graduation ceremony sessions are conducted, with on average 300 master's degrees and 100 doctoral degrees;
 - c. During the October ceremonies, approximately 10 graduation ceremony sessions are conducted, with on average 330 master's degrees and 90 doctoral degrees.

A.6 Pricing and Payment arrangements

- (i) UJ strongly promotes a "no cash on campus" policy. Any cash transactions on campus should thus be limited to the extreme minimum (no more than 10% to 15% of the transactions) and at your own risk. The on-campus supplier must provide us with your operational procedures/process regarding communication with students, forms to be completed on the day of the ceremony, and the processing of the different payments (provide examples of documents).
- (ii) The Suppliers shall provide a pricelist for the hiring of the different qualification gowns and other academic wear for one to seven days of hire.

- (iii) The Suppliers shall provide a pricelist for the sale of the different gowns and other academic wear.
- (iv) The On-campus supplier shall annually provide management gowns (approximately 80), ensure for the collection, cleaning and repairs as may be required, at no cost to the University.

A.7 Site inspection and quality evaluation of gowns

The University reserves the right to conduct site visits to the premises of the supplier and evaluate the quality of gowns, prior to awarding the tender.

PART B- Off-campus Supplier(s)

Due to logistical reasons, a maximum of three (3) suppliers can be awarded off-campus contracts. The university reserves the right to appoint fewer off-campus suppliers.

- B.1 For purposes hereof an off-campus supplier means an established business with an excellent track-record for dependability and must be a supplier of large tertiary institutions with registered student/staff populations of at least 10 000.

The off-campus Supplier must be able to provide at least 4 references relating to services offered to other educational Institutions, and UJ reserves the right to contact these references.

- B.2 The off-campus supplier must be able to render a comprehensive service which includes:

- (i) hiring of academic attire; and
- (ii) sales of academic attire; and
- (iii) shall guarantee adequate and correct stock to provide for at least with at least 1 500 gowns and hoods in stock; and
- (iv) shall guarantee adequate stock of at least 50 red doctorate gowns and hoods at all times with prescribed Lurex embroidery on facings for doctorate candidates; and

The ratio of hiring and sales is expected to be approximately 90% to 10%, respectively.

- B.3 The off-campus supplier staff requirements

- (i) The off-campus supplier must be equipped with sufficient senior skilled staff members and sufficient infrastructure to render a service for approximately 70 ceremonies per year with 3 sessions per day; and
- (ii) At least 4 to 6 staff members are required per ceremony to deal with the demand. A list of staff members (names may be redacted), designation and number of years of service must be provided; and
- (iii) Staff members are expected to be available from 08:00 until 17:00 during graduation ceremonies to service students and to accept returns at their specified premises.

- B.4 Dedicated Space to operate

The off-campus suppliers are expected to have dedicated premises, with sufficient safety precautions in place, no more than 30 km away from the University's Kingsway campus in Auckland Park, for the hire, sale, and return of gowns during the graduation ceremonies.

- B.5 Graduation ceremonies

- (i) Suppliers are to note that graduation ceremonies for the 12 000 to 14 000 graduates (curricular and extra-curricular programmes) normally takes place at the Kingsway campus but UJ reserves the right to host a graduation ceremony at any of its other campuses;

- (ii) The dates of the graduation ceremonies are subject to change and are formally approved by the Senate on an annual basis;
- (iii) During the March/April/May ceremonies, approximately 50 graduation ceremony sessions are conducted, with on average 230 master's degrees and 50 doctoral degrees;
- (iv) During the July/August ceremonies, approximately 10 graduation ceremony sessions are conducted, with on average 300 master's degrees and 100 doctoral degrees;
- (v) During the October ceremonies, approximately 10 graduation ceremony sessions are conducted, with on average 330 master's degrees and 90 doctoral degrees.
- (vi) UJ will include the contact details of the off-campus supplier(s) in their graduation letters to students and also publish it on the UJ website under the graduation information page.

B.6 Pricing and Payment arrangements

- (i) UJ promotes a "no cash" policy. Any cash transactions should thus be limited to the extreme minimum and at your own risk. The off-campus supplier must provide us with your operational procedures/process regarding forms to be completed on the hiring or sale of gowns, and the processing of the different payments (provide examples of documents).
- (ii) The Suppliers shall provide a pricelist for the hiring of the different qualification gowns and other academic wear for one to seven days of hire.
- (iii) The Suppliers shall provide a pricelist for the sale of the different gowns and other academic wear.

B.7 Site inspection and quality evaluation of gowns

The University reserves the right to conduct site visits to the premises of the supplier and evaluate the quality of gowns, prior to awarding the tender.

2. SPECIFICATIONS

Note: The Suppliers shall make all gowns and related attire available for viewing on request, by the University

(i) Degree and Diploma gowns

To be manufactured from Black special Polyester/Cashmere material – High Twist Yarn @ 185gms/sqm (UJ specific designed stoles). Gowns must have a hook and eye sewn at the front of the gown so that the gown closes and sits well.

(ii) Doctorate gowns

Manufactured from special prescribed Red BCC210 Polyester/Cashmere material – High Twist Yarn @ 185gms/sqm, with special Lurex embroidery (Metallic Yarn for Embroidery, 12 Micron x1/64" "Rayon 150d/1 colour no PG001-PS001 Silver Metallic Film) on facings and sleeves lined with black silk. (UJ specific gown).

(iii) Hoods

All hoods manufactured from special black Polyester/Cashmere material. High twist yarn @ 185gms/sqm. and edged with faculty colour imported Petersham Ribbon – 64% Viscose 36% Cotton – Discontinuous Fibres – Dyed in the fabric in widths as specified. Faculty colours must comply with the British Colour Council Dictionary to ensure continuity and colour fastness.

(iv) Diploma Hoods

Prescribed UJ. style manufactured in black Polyester / Cashmere material with neckband in faculty colours and various 12 mm black Petersham ribbons in neckband to indicate NQF levels.

(v) Bachelor and B Tech hoods

Prescribed UJ. style manufactured in black Polyester / Cashmere material and edged with 60 mm Petersham ribbon in faculty colours.

(vi) Honours hoods

Prescribed UJ. style manufactured in black Polyester / Cashmere material and edged with 60 mm Petersham ribbon set back in faculty colours to create 12 mm black border.

(vii) Masters Hoods

Manufactured in Polyester / Cashmere material in prescribed faculty colours edged with 60 mm black Petersham ribbon and lined in faculty colour silk (UJ specific design).

(viii) Doctorate Hoods

Manufactured in prescribed red BCC210 Polyester / Cashmere material edged with 60 mm faculty colour Petersham ribbon and lined with faculty colour silk (UJ specific design).

(ix) Faculty Colours

Faculty colours must comply with the British Colour Council Dictionary to ensure continuity and colour fastness.

FACULTY	COLOUR	CODE
FACULTY OF ART, DESIGN AND ARCHITECTURE	SILVER GREY	BBC P159C
FACULTY OF EDUCATION	HONEY BIRD	BBC P7474C
FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT	WHITE	WHITE
FACULTY OF HEALTH SCIENCES	ROYAL PURPLE	BBC P519C
FACULTY OF HUMANITIES	ADONIS	BBC 7459C
FACULTY OF LAW	UNION JACK	BBC P200C
JOHANNESBURG BUSINESS SCHOOL	MAROON	PANTONE 202C
COLLEGE OF BUSINESS AND ECONOMICS	ROYAL BLUE	BCC 197
FACULTY OF SCIENCE	BUTTERCUP	BBC P124C

LINING: SATIN = 100 % POLYESTER (WEIGHT 120 g/m²)

3. TERMS AND OTHER

- (i) The term of the contract(s) will be for three years.
- (ii) The highest-scoring supplier, which meets all the on-campus requirements, will be allocated the on-campus supply opportunity for the three-year term. The second, third and fourth highest-scoring suppliers, which meet all the off-campus requirements, will be afforded the opportunity to supply attire off-campus for the three-year term.
- (iii) Supplier details shall be included in the University's communication with students.

4. DISQUALIFYING CRITERIA

- 5.1 Non-conformance to the full requirements of the specifications as set out herein and in any other supplementary document issued by UJ;
- 5.2 Inability to maintain the required stock levels (see part A and B above);
- 5.3 Failure to submit a tax Compliance Certificate in respect of Tender and Good Standing from SARS;
- 5.4 Failure to be in good standing with SARS in respect of all applicable compliance areas at the time of the submission of the tender proposal and for the duration of any contractual relationship with UJ;
- 5.5 Failure to disclose any claims that SARS may have against the Bidder for unpaid VAT, interest as well as any other penalties as well as any historical non-compliances and disputes with SARS that are unresolved and remain pending;
- 5.6 Failure to be registered for VAT at the time of the submission of the tender proposal and for the duration of any contractual relationship with UJ;
- 5.7 Failure to be compliant with any and all applicable South African laws and regulations at the time of the submission of the tender proposal and for the duration of any contractual relationship with UJ, including but not limited to:
 - a) the Companies Act 71 of 2008;
 - b) the Consumer Protection Act 68 of 2008;
 - c) the Income Tax Act 58 of 1962;
 - d) the Value-Added Tax Act 89 of 1991;
 - e) the Tax Administration Act 28 of 2011
- 5.8 Any negative references indicating unsatisfactory conduct, services or products.

5 EVALUATION CRITERIA:

Service providers will be evaluated in four phases.

Phase 1 will be Tender and Legal Compliance

Phase 2 will be the Requirements and Functionality evaluation.

Criteria for phase 2 - Requirements/Functionality

Requirements	Maximum points attainable
Company profile	15
Stock levels and support staff	30
Reference reports	25
Systems and processes	30
Total points awarded	100

A minimum of 70 points is required by any supplier to be considered in the third phase.

See Annexure A for phase 2 elaboration on criteria and evaluation score sheet.

Phase 3 will be evaluation of Quality of Gowns and Site Visits

Criteria for phase 3 Quality Evaluation and Site Visits

- Quality of gowns as specified in section 2 above. Specifications
- Location, premises, staff, stock, systems and procedures to render the service

Requirements	Maximum points attainable
Quality of Gowns Evaluation	50
Site visits: Location, premises, staff, stock, systems and procedures to render the service	50
Total points awarded	100

See Annexure A for phase 3 elaboration on criteria and evaluation score sheet.

Phase 4 will be Financial and Other criteria evaluation.

Criteria for phase 4 - Financial and Other

- **Price (80 points):**
Rates of hire (90% of graduates) and the cost of sale (10% of graduates) for gowns. The following ratio's per category (for hire and sale) will also apply: 1% for Doctorates, 7% for Masters, 12% for postgraduates below master's and 80% for undergraduate. The cost of hiring of gowns will be evaluated with reference to the differing rates applicable to varying duration of hire (70% of graduates hire for 1 to 2 days, 20% of graduates hire for 3 to 4 days, and 10% of graduates hire for 5 to 7 days).
- **BBBEE (20 points)**