



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

Wits Tender 2024:25 EGO- Academic Graduation Attire

Reference No.:	Wits Tender 2024:25	
Description:	Academic Graduation Attire	
Issue Date:	13 October 2024	
Issued by:	Examination and Graduation office	
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Reference No.:	Wits Tender 2024:25	

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ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents (returnable)
Annexure C	Pricing (returnable)
Annexure D	Compliance Schedule (returnable)
Annexure E	Specifications
Annexure F	Proposed Order Form (returnable)
Annexure G	The Contract (will be provided shortly)

PART A: TENDER OVERVIEW

1 TENDER OUTLINE

1.1 Introduction

The University of the Witwatersrand, Johannesburg, is a leading institution in South Africa, known for its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services and information technology. The University prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The University has more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

1.2 Tender Background

The University of the Witwatersrand, Johannesburg, invites Tenderers to submit proposals for the Supply of Academic Attire for Graduation Ceremonies or as requested.

This is an open, competitive tender process.

1.3 Tender Description

The primary operational objective is to appoint a reputable service provider to Supply of Academic Attire for Graduation Ceremonies or as requested, as per Annexure A: Scope of work.

1.4 Procurement Strategy

The primary operational objective is to appoint a **single** reputable service provider to supply of academic attire for graduation ceremonies or as requested.

Any joint ventures/partnerships/sub-contracting collaborations need to be clearly detailed with the relevant agreements/contracts and roles and responsibilities clarified. The collaboration will be assessed in terms of risk and acceptability and may impact on the evaluation of your tender bid.

1.5 Pre-qualification Criteria

Tenderers who have suitable experience and demonstrated capacity in the required work activities in to submit proposals for the Supply of Academic Attire for Graduation Ceremonies maybe eligible to partake in this Tender.

1.5.1 Only Tenderers who satisfy the pre-qualification criteria as set out in the table below should submit a Tender Submission, failure to do so will result in disqualification.

No.	Procurement Mandatory Criteria
	It is compulsory that the Tenderer:
1.	is a South African registered Entity
2.	submits a signed submission by an authorised employee of the company
3.	provides a copy of their registration/incorporation, list of directors, partners, and members
4.	can show a current and valid Tax Clearance certificate/Pin
5.	provides their VAT registration details if relevant. Provide reasons if VAT registration is not available. This will be assessed for acceptability.
6.	Provide audited company financial statements for the past 3 years in line with the Companies Act. Provide rationale if financial statements are not audited. This will be assessed for acceptability. The University reserves the right to request additional information if required to assess financial sustainability risks. This may impact on the qualification of your bid.
7.	provides a Letter of Good Standing from its bankers or bank confirmation letter
8.	The Tenderer must provide their registration with the National textile bargaining council for local manufactured goods. If not certified, provide reasons for the exemption which will be assessed for acceptability. If the tenderer is providing a different entity's bargaining council certificate, provide the rationale for that and details of the collaboration/partnership agreement. This will be assessed for acceptability and risk will be assessed.
9.	Tenderer must provide their current COIDA certification. If not certified, provide reasons for the exemption which will be assessed for acceptability.

No.	Functionality (including Technical) Mandatory Criteria
It is compulsory that the Tenderer:	
10.	Provide at least a 5 year track record of experience with successful supply of academic attire for Graduation Ceremonies, to a University or equivalent (TVET Colleges, Commercial, educational, hospitality) with successful delivery of similar scale and requirement as set out in the (SoW) scope of work
11.	Provide at minimum 2 local references. Additional references may be to your benefits. Reference will be assessed for acceptability and relevancy. At minimum 1 of the reference(s) must show a volume of 1000 academic attires for hire for one day's events where multiple graduation sessions are held. Information to be provided in Annexure B. Note at least one reference must be deemed as relevant and acceptable. References should be recent and must be within the last three(3) years.
12.	Must meet all mandatory requirement in the Annexure D: Compliance Schedule
13.	Has the capability and capacity to efficiently and effectively manage high volumes of graduation ceremonies, for example able to manage hiring related to 15 ceremonies in a week's period encompassing an estimated 4500 graduands. Provide evidence and indicate that a minimum of 100 spare PhD attire/gowns must be available for emergencies. Provide evidence and indicate your compliance as per Annexure D: Compliance Schedule
14.	Must be able to communicate online. Email option is compulsory (email contact details), Provide information as per Annexure D: Compliance Schedule
15.	Provide details of your electronic payment option, as well as any other online payment. Any other means of online payment are acceptable. EFT, Cash and Credit Card facility (on-site & off-site) is a mandatory requirement. Indicate your ability and compliance hereof in Annexure D: Compliance Schedule
16.	Need to show that they have insurance cover for their goods or show commitment to have the appropriate insurance in place at time of contract if awarded with no impact on submitted pricing.
17.	Must provide OHS Act Protocol document that is in line with the OHS Act Legislation (e.g. SOP= Standard Operating Procedure, Risk Register, Disaster Management Protocol)
18.	Must provide a completed and detailed Annexure C: Pricing schedule
No.	Other Criteria that is not mandatory but considered as part of the evaluation
19.	The Tenderer to submit a valid B-BEE certificate or Affidavit as per Department of Trade and Industry requirements

1.5.2 V @ ^ Á V ^ } á ^ | ^ | q • Á æ c c ^ } pre-qualification criteria which requires the Tenderer to provide the necessary evidence (please refer to Annexure B: Returnable Schedules and Documents) in order to be eligible, failure to do so will result in disqualification.

1.5.3 Despite the above, the University reserves the right to request additional information (which must be responded and/or provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail and Tenderer differentiation.

1.6 Tender Terms and Conditions

1.6.1 The [Tender Terms & Conditions](#) apply to and form an integral part of this Tender.

Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>

1.6.2 Words and phrases defined in the Tender Terms & Conditions shall also apply in the interpretation of the same words and phrases in this Tender, save where specifically otherwise indicated.

PART B: KEY INFORMATION

2 TENDER TIMELINE

2.1 The table below lists key events, dates and periods applicable to this Tender:

No.	Description	Date / Period
1.	Invitation to Tender notice release via print media	13 Oct 2024
2.	Ú ~ à ã & æ c ã [} Á [~ Á V ^ } á ^ Á æ ç æ ã æ à ^ Á [}	14 Oct 2024
3.	Due date for Tenderer to submit its intention to respond	21 Oct 2024
	NON-COMPULSORY REGISTRATION	23h59
	Note that any amendments related to this tender will be made available on	

