

## **2 TECHNICAL SPECIFICATIONS AND SCOPE OF WORK**

### **3.1 INTRODUCTION**

EDUVOS is a private higher education institution with 12 campuses nationally. As part of our strategic vision for 2026, we are standardising all sports kits, institutional apparel, and supporter merchandise under a unified national brand identity.

### **3.2 SCOPE OF WORK**

EDUVOS seeks to enter into a partnership with a service provider who is experience in design, production, and delivery of the following:

Custom sport team kits for:

Netball, Football (Soccer), Rugby, Basketball, Cheerleading, Cricket, and E-Sports. Institutional apparel and merchandise such as multi-purpose sports tops, hoodies, T-shirts, caps, shorts, and bags.

In addition, a branded online portal for direct student and staff orders, nationwide delivery to all campuses, and design team collaboration for EDUVOS branding.

### **3.3 CONTRACT PERIOD**

The contract term shall be thirty-six (36) months, with an option for renewal subject to performance.

### **3.4 QUANTITIES & BUDGET FRAMEWORK**

EDUVOS estimates a demand of approximately 200 units per product line per campus (12 campuses). Pricing should remain reasonable and accessible to students while maintaining quality and consistency.

### **3.5 KEY REQUIREMENTS**

EDUVOS requires a service provider capable of delivering a complete end-to-end e-commerce solution that supports the design, manufacture, ordering, payment processing and delivery of all national sports kits and staff apparel. In addition to core requirements, EDUVOS will also introduce future categories, such as branded marketing items, corporate gifts, and expanded retail merchandise. The supplier must provide high quality, durable sports kits for all codes listed, a standardised staff apparel range with room for expansion, and a supporter and retail merchandise range that can grow over time. The e-store must be easy to access, efficient, and able to manage high order volumes with minimal waiting times. Preference will be given to suppliers offering eco-friendly, ethical and sustainable product options across all ranges.

Proposals should include product and design capabilities, online portal functionality, sample policy, turnaround times, pricing, nationwide delivery, and any potential sponsorship or value-add opportunities.

## Apparel Strategy

Core Range (all students and staff)	Supporters' Range (family, alumni, fans)	Premium branded outerwear (jackets, track tops)
T-shirts (short/long sleeve) Polo shirts Hoodies and sweaters Caps and beanies Backpacks and laptop Sleeves Sport bags	Replica sport jerseys	Limited edition event merchandise

### KIT BREAKDOWN

Sport Code	Essential Items	Optional/Extras
<b>Soccer</b>	- Match jersey (home & away) - Shorts - Socks	- Bibs
<b>Netball</b>	- Match dress - Undershorts - Socks	- Bibs printed with positions
<b>Rugby</b>	- Match jersey - Shorts - Socks	- Scrum caps
<b>Basketball</b>	- Match vests - Shorts - Socks	
<b>E-Sports</b>	- Branded team T-shirt (or jersey-style shirt)	
<b>Cheerleading</b>	- Cheer top (vest or long sleeve) - Cheer skirt/shorts - Socks - Hair bow/ribbon in team colours - Pom-poms	
<b>Cricket</b>	- Match shirt (long/short sleeve) - Match trousers	
<b>Tennis</b>	- Tshirt	
<b>Running</b>	-	

### THE QUANTITIES LISTED IN THE TABLE BELOW ARE ESTIMATES AND ARE NOT GUARANTEED.

Team	Description	Total
Football	Jersey	192
Football	Short	192
Football	Socks	192
Football	Bibbs	192
Netball	Netball Dress	108
Netball	Tights	108
Netball	2Pack Sock	108
Netball	Bibbs with Printed Positions	108
Rugby	Jersey	204
Rugby	Short	204
Rugby	Socks	204
Basketball	Vest	144
Basketball	Shorts	144
Basketball	2Pack Sock	144

Esports	Replica Jerseys	144
Cheerleading	Top	240
Cheerleading	Skirt	240
Cheerleading	2Pack Sock	240

### **GENERAL MATERIAL GUIDELINES (ALL KITS)**

Quality Factor	Requirement
<b>Fabric Type</b>	Moisture, performance polyesters (or polyester + elastane blends)
<b>Breathability</b>	Mesh ventilation panels (under arms, back or side panels)
<b>Durability</b>	Double stitching + reinforced seams
<b>Weight Range</b>	<b>130g–200g GSM</b> depending on the sport
<b>Printing</b>	Sublimation (best for longevity), screen print or embroidery for logos if needed

*GSM = grams per square metre (fabric weight). Higher GSM = thicker & more durable. Lower GSM = lighter & more breathable.*

### **FOOTBALL (SOCCER)**

#### ***Jersey + Shorts + Socks***

Item	Material	GSM (weight)	Notes / Specs
<b>Jersey</b>	100% polyester performance knit, mesh side panels	<b>130–150 GSM</b>	Light, breathable, quick-dry, raglan sleeves for mobility
<b>Shorts</b>	Polyester or poly-spandex blend	<b>140–160 GSM</b>	Elastic waistband, drawcord, no pockets (competition rule)
<b>Socks</b>	Nylon/polyester + elastane	—	Cushioned foot + arch support, ribbed

### **RUGBY**

#### ***Jersey + Shorts + Socks***

Item	Material	GSM (weight)	Notes / Specs
<b>Jersey</b>	Polyester + elastane (4-way stretch), tight-fit	<b>220–260 GSM</b> (heavy duty)	Reinforced panels, anti-tear stitching, sublimation recommended
<b>Shorts</b>	Poly-cotton twill or polyester elastane	<b>240–260 GSM</b>	Strong + tackle resistant; reinforced seams
<b>Socks</b>	Nylon/polyester + elastane	—	Compression-style ribbing, high stretch

*Rugby needs heavier, more durable fabric due to contact and scrums.*

### **NETBALL**

#### ***Dress (with Velcro for bibs)***

Item	Material	GSM (weight)	Notes / Specs
<b>Netball Dress</b>	Polyester + spandex (stretch fit)	<b>180–200 GSM</b>	A-line or straight fit, mesh ventilation, Velcro patches for bibs
<b>Bib Velcro</b>	Soft touch hook & loop	—	Strong hold, won't damage dress fabric

Stretch & comfort are key — fabric must allow full movement (shoulders & hips).

## **BASKETBALL**

<b>Vest + Shorts Item</b>	<b>Material</b>	<b>GSM (weight)</b>	<b>Notes / Specs</b>
<b>Vest</b>	100% polyester mesh (micro mesh)	<b>150–180 GSM</b>	Sleeveless, breathable holes, sublimated print
<b>Shorts</b>	100% polyester mesh	<b>150–180 GSM</b>	Longer length, 8–10 inch inseam, elastic waistband with drawcord

## **CHEERLEADING**

### ***Outfit (Top + Skirt or One-piece)***

<b>Item</b>	<b>Material</b>	<b>GSM (weight)</b>	<b>Notes / Specs</b>
<b>Cheer Outfit</b>	Polyester + spandex (lycra blend)	<b>180–220 GSM</b>	Stretch fabric, body-fit, reinforced seams, breathable panels
<b>Optional Add-ons</b>	Metallic accents / rhinestones	—	Ensure flexible enough for tumbling and lifts

### **General sport top / running**

<b>Item</b>	<b>Material</b>	<b>GSM (weight)</b>	<b>Notes / Specs</b>
Top	100% Polyester Moisture-Wicking Fabric / Quick-Dry	<b>160 GSM</b>	Stretch fabric, body-fit, reinforced seams, breathable panels, Unisex Performance Sport Top, XS – 4XL, Sublimation Print / Heat Press Vinyl

## **ADDITIONAL QUALITY FEATURES TO REQUEST FROM SUPPLIERS**

- Tagless interior (heat press label) – avoids irritation
- Flatlock seams – prevents chafing
- Anti-microbial treatment (optional for hygiene)

### **3.5.1 Additional and Future Requirements**

#### **Staff & Coach Apparel**

- Branded polo shirts
- Branded golf shirts
- Branded T-shirts
- Jackets / softshell jackets
- Hoodies
- Track pants
- Caps / visors

#### **Supporter / Fan Apparel**

- Branded polo shirts
- Branded golf shirts
- Branded T-shirts
- Jackets / softshell jackets

- Hoodies
- Track pants
- Caps / visors

### **Student Athlete Essentials**

- Kit bags / duffel bags
- Backpacks
- Training T-shirts
- Training vests/singlets
- Training shorts
- Training leggings / tights
- Training skirts / skorts (netball, cheer, etc.)
- Match-day jerseys / tops
- Match-day shorts / skirts
- Warm-up tops
- Track pants
- Hoodies
- Zip-up jackets
- Windbreakers
- Rain jackets
- Compression wear
- Base layers (winter)

### **Accessories (Wearable & Personal)**

- Caps
- Beanies
- Socks
- Wristbands
- Headbands
- Sweatbands
- Arm sleeves
- Lanyards
- Gym towels
- Shoe bags
- Drawstring bags

### **Bags & Carry Items**

- Backpacks
- Sports bags / duffels
- Laptop bags
- Cooler bags
- Tote bags
- Travel bags

### **Equipment-Branded Merchandise**

- Water bottles
- Shakers

- Sports bottles (per sport)
- Ice packs (branded)
- Resistance(bands
- Cones (branded)
- Balls (netball, football, cricket – branded)

### **Lifestyle & Everyday Merchandise**

- Notebooks
- Diaries / planners
- Pens
- Stickers
- Phone grips
- Phone covers
- Keyrings
- Mouse pads
- Mugs
- Travel mugs
- Tumblers

### **Event & Activation Merchandise**

- Event T-shirts
- Limited-edition kits
- House shirts
- House caps
- House wristbands
- Flags
- Banners
- Face paint

### **Premium / Corporate Merchandise**

- Golf shirts
- Jackets
- Premium backpacks
- Premium drinkware
- Gift boxes
- Sponsor co-branded items

### **Seasonal Merchandise**

- Winter hoodies
- Rain jackets
- Summer caps
- Sleeveless training tops

#### **3.5.2 Sustainable, eco-friendly etc.**

### 3.6 DELIVERABLES & TIMELINE

#### **Deliverable Deadline**

TBA: Partnership Confirmation & Rollout

#### **Apparel**

##### **Core Apparel**

Must feature institutional logo (front chest or sleeve).

##### **Colour combinations :**

Base in institutional colours.

Accent trims allowed in secondary palette.

**Fabric:** Breathable cotton-polyester blend for daily wear.

##### **Supporters' Range**

More design flexibility (e.g., slogans, graphic interpretations).

Seasonal/limited edition collections allowed.

Premium fabrics (performance blends, fleece, canvas) recommended.

##### **Sports Kits**

Standard Kit Layout (per code)

**Front:** Institutional logo on left chest, sport badge on right chest.

**Back:** Player number (mandatory), player name (optional, based on sport).

**Sleeves/Shorts:** Sponsor logos permitted but must not overpower institutional logo.

##### **Sponsorship and Co-Branding**

Sponsor logos allowed in designated zones:

- Sleeve (apparel)
- Back (below player number, sports kits)
- Lower front (supporters' items)

##### **Institutional logo must always remain dominant.**

Sponsorship colours should not clash with brand palette (monochrome versions acceptable).

##### **Quality Standards**

**Fabric and Materials:** Durable, ethically sourced, sustainable where possible.

**Production:** Centralised supplier with pre-approved quality checks.

**Packaging:** Branded tags, labels, and recyclable packaging.

## 4 EVALUATION PROCESS

### 4.1 MANDATORY REQUIREMENTS

#### PRE-QUALIFICATION/ SCREENING EVALUATION

The purpose of this pre-qualification evaluation is to determine which tender responses are compliant or non-compliant with the tender pre-qualification documentation as requested by EDUVOS as part of the tender process. It will entail a compliance check and the screening of mandatory documents, ensuring compliance thereof in respect of the following:

##### 4.1.1 PROCUREMENT MANDATORY DOCUMENTS:

Procurement Eligibility/Mandatory Criteria	
Tenderers must submit:	
1.	Payment of Tender Fees of R1150. 00
2.	Submit South African registration documents if a registered company. Only South African entities are eligible to participate (including but not limited to CIPC registration and directors, VAT registration, Memorandum of Association, and Certificate of Incorporation).
3.	Provide a valid, current tax clearance certificate, VAT certificate, or tax pin for tenders issued by the South African Revenue Services.
4.	Provide Letter of Bank Confirmation).
5.	A valid B-BBEE Certificate (i.e. SANAS accredited/ Sworn Affidavit).
6.	Correctly completed tender and signed by authorized signatories
7.	Respondents are requested to provide their initials at the bottom – right on each page of this document (or sign in full where indicated).
8.	Proof of Proxy/ Board Resolution (if applicable)
9.	Have a local South African Sales and Support office. Provide the physical locality/address of the company ( <b>Utility Bill, Lease Agreement or Title Deed as proof</b> )

Technical Mandatory Criteria	
Tenderers must submit:	
1.	<b>References:</b> Provide at least one reference letter for the supply and delivery of sportswear kit. Reference letters must not be older than five (5) years and the actual supply must have been done in the past five (5) years. The quantities ( <b>minimum 200 units</b> ) and supply must be similar to the requirements in this tender. The supply and delivery of sportswear kits additional references maybe considered as well in the functionality stage.
2.	Tenderer to submit <b>commitment letter</b> to provide samples of sportswear kits, uniform and merchandise to demonstrate capability. Tenderer to ensure at presentation that each item (as per specification) will be presented for quality review. <b>*Physical samples will be required only from shortlisted suppliers*</b>
3.	Tenderer to <b>submit cv and qualification</b> of an in-house or outsourced kit/uniform <b>designer</b> , who will be able to assist Eduvos with designing of kits, uniform and apparel/merchandise branding. CV - minimum 3 years' relevant experience for similar work and Qualification - relevant design qualification (Fashion Design, Sportswear / Performance Apparel Design Textile Design, Apparel Production / Merchandising etc)



Bids that do not meet the Pre-Qualification requirements will not advance to the next assessment stage. No points are allocated to this stage

Tenderers to submit only via the PURCO SA online (website: [purcosa.co.za/online-tender-submissions-guide](http://purcosa.co.za/online-tender-submissions-guide)). Note tender online submission must be on FINAL Submission. **NO DRAFTS WILL BE ACCEPTED**

## EVALUATION PROCESS CONTINUED

### PHASE 2: FUNCTIONALITY CRITERIA:

#### Stage 1: Functionality

**FUNCTIONALITY CRITERIA.** Proposers will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards. **Only Service providers scoring 70 percent and more will be considered for Price and B-BBEE.**

Functionality Criteria	Maximum Points Allocated
<b>1. References: Provide a maximum of 3 (three) to 5 (five) reference letters for design, manufacturer, supply and delivery for apparel/uniform, sportswear and merchandise. Reference letters must not be older than five (5) years and the actual supply must have been done in the past five (5) years. The quantities supplied and delivered must be similar to the requirements in this tender (minimum 200 units). Additional references maybe considered as well. (PPE references will not be accepted)</b>	<b>Maximum 30 Points</b>
<ul style="list-style-type: none"> <li>• Provided 3 reference letters where similar implementation of the proposed supply and delivery of similar contracts of apparel/uniform, sportswear and merchandise has been conducted (References within the last 5 years) for apparel/uniform, sportswear and merchandise. Attach proof of a Client Reference Letters where similar contract was provided.</li> </ul>	<b>15</b>
<ul style="list-style-type: none"> <li>• Provided 2 reference letters where similar implementation of the proposed supply and delivery of similar contracts of apparel/uniform, sportswear and merchandise has been conducted (References within the last 5 years) for apparel/uniform, sportswear and merchandise. Attach proof of a Client Reference Letters where similar contract was provided.</li> </ul>	<b>12</b>
<ul style="list-style-type: none"> <li>• Provided 1 reference letter where similar implementation of the proposed supply and delivery of similar contract of apparel/uniform, sportswear and merchandise has been conducted (References within the last 5 years) for apparel/uniform, sportswear and merchandise. Attach proof of a Client Reference Letters where similar contract was provided.</li> </ul>	<b>10</b>
<ul style="list-style-type: none"> <li>• Note: an additional 5 points will be awarded if one (1) of the references provided is from a higher education institution. Reference provided must be for similar implementation of the proposed manufacture and supply contract.</li> </ul>	<b>5</b>
<ul style="list-style-type: none"> <li>• Note: an additional 10 points will be awarded if one (1) of the references provided is of the service provider designing and manufacturing apparel/uniform, sportswear and merchandise contract.</li> </ul>	<b>10</b>

2. Company's Experience and Track Record as A Manufacturer or a Reseller (company profile and list of clients)	Maximum 10 points
<ul style="list-style-type: none"> <li>Tenderer to provide proof that the tendering company is a manufacturer or reseller with 5 years or more experience in supply and delivery of apparel/uniform, sportswear and merchandise. Attach a list of clients indicating the scope of work delivered, contract value and contract period.</li> </ul>	10
<ul style="list-style-type: none"> <li>Tenderer to provide proof that the tendering company is a manufacturer or reseller with a minimum of 3 years of experience in supply and delivery of apparel/uniform, sportswear and merchandise. Attach a list of clients indicating the scope of work delivered, contract value and contract period.</li> </ul>	5

3. Competency & Capacity	Maximum 20 points
<ul style="list-style-type: none"> <li>Tenderer to attach their own company's contract management, ordering procedure, returns, invoicing and after sales procedural documents = 5 points</li> <li>Describe the process from the time we request a quote to the time an order is placed, delivered and invoiced and the post-delivery protocol (after sales). Include the relevant role players.= 5 points</li> </ul>	10
<ul style="list-style-type: none"> <li>Turnaround times for ordering and delivery = 2.5 points</li> <li>Indicate the number of weeks you require in order to delivery on a high volume requirement. The Institutions expectation is that this will be within 6 weeks. = 2.5 points</li> </ul>	5
<ul style="list-style-type: none"> <li>Problem escalation procedure and corrective action process in the case of incorrect products delivered and/or not meeting agreed specifications, Provide your internal process document including roles and timelines related to response and resolving. Indicate the number of hours/days related to response and resolve timeframes <ul style="list-style-type: none"> <li>Within 3 to 5 days = 2.5 points</li> </ul> </li> <li>Preventative Action Process (measures taken to prevent re-occurrence of problems previously identified) = 2.5 points</li> <li><b>Anything out of the above would be zero (0) points</b></li> </ul>	5

4. Tenderers will be required to submit Product Catalogue	Maximum 10 points
<ul style="list-style-type: none"> <li>Tenderer to submit <b>product catalogue</b> to provide products offered. If, outsourced please attach agreement with Supplier.</li> <li>Tenderer to ensure at presentation that each item (as per the catalogue) will be presented.</li> </ul> <p><b>*Physical samples will be required only from shortlisted suppliers</b></p>	10

5. Compliance and Support of Local Industry	Maximum 10 Points
<ul style="list-style-type: none"> <li>Compliance with DTI local content 100% threshold requirement. Manufacturer to provide evidence of local production. Provide evidence-showing compliance to this requirement or</li> </ul>	10

<ul style="list-style-type: none"> <li>If the tenderer is not a manufacturer, then the reseller to submit evidence of the compliance of the above from the manufacturer that they are sourcing locally.</li> </ul>	
<b>6. Risks, Contingency plans, Back-ups, dependencies, exclusions</b>	<b>Maximum 10 Points</b>
<ul style="list-style-type: none"> <li>Tenderers to provide their Contingency plan in case of employees strike, transportation failure, discontinued material, delay in receipt of ordered material from the producer, and any other elements which the supplier deem necessary that contingency plan should be put in place.</li> </ul>	<b>10</b>
<b>7. Local Infrastructure</b>	<b>Maximum 10 points</b>
<ul style="list-style-type: none"> <li>Office/s located in same City as a EDUVOS campus (Attach Lease Agreement/ Utility Bill, Ward Councillor /Chief letter) = 10 points</li> <li>Office/s located in same Province as a EDUVOS campus (Attach Lease Agreement/ Utility Bill Ward Councillor / Chief letter) = 5 points</li> </ul>	<b>10</b>
<b>8. Branded Portal &amp; Brochure</b>	<b>5</b>
<ul style="list-style-type: none"> <li>Tenderer to submit proof/ evidence (screen shots ,picture, link ) of online branded portal/website address for direct student and staff orders (in the case where a tenderer has no portal and the tenderer is awarded, tenderer will be required to provide a portal within 3 months of appointment)</li> </ul>	<b>5</b>
<b>Total Points</b>	<b>100</b>

*Tenderers to Initial Each Page (Confirms Acceptance to Tender Terms and Conditions)*

*TENDER PU5310/019*

