

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

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
Fabric Type	Moisture, performance polyesters (or polyester + elastane blends)
Breathability	Mesh ventilation panels (under arms, back or side panels)
Durability	Double stitching + reinforced seams
Weight Range	130g–200g GSM depending on the sport
Printing	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
Jersey	100% polyester performance knit, mesh side panels	130–150 GSM	Light, breathable, quick-dry, raglan sleeves for mobility
Shorts	Polyester or poly-spandex blend	140–160 GSM	Elastic waistband, drawcord, no pockets (competition rule)
Socks	Nylon/polyester + elastane	—	Cushioned foot + arch support, ribbed

RUGBY

Jersey + Shorts + Socks

Item	Material	GSM (weight)	Notes / Specs
Jersey	Polyester + elastane (4-way stretch), tight-fit	220–260 GSM (heavy duty)	Reinforced panels, anti-tear stitching, sublimation recommended
Shorts	Poly-cotton twill or polyester elastane	240–260 GSM	Strong + tackle resistant; reinforced seams
Socks	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
Netball Dress	Polyester + spandex (stretch fit)	180–200 GSM	A-line or straight fit, mesh ventilation, Velcro patches for bibs
Bib Velcro	Soft touch hook & loop	—	Strong hold, won't damage dress fabric

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

BASKETBALL

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

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

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

General sport top / running

Item	Material	GSM (weight)	Notes / Specs
Top	100% Polyester Moisture-Wicking Fabric / Quick-Dry	160 GSM	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 (Utility Bill, Lease Agreement or Title Deed as proof)

Technical Mandatory Criteria	
Tenderers must submit:	
1.	References: 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 (minimum 200 units) 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 commitment letter 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. *Physical samples will be required only from shortlisted suppliers*
3.	Tenderer to submit cv and qualification of an in-house or outsourced kit/uniform designer , 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). 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
<p>1. References: Provide a maximum of 3 (three) to 5 (five) reference letters for design, manufacturer, supply and delivery for apparel/uniform, sportwear 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)</p>	Maximum 30 Points
<ul style="list-style-type: none">Provided 3 reference letters where similar implementation of the proposed supply and delivery of similar contracts of apparel/uniform, sportwear and merchandise has been conducted (References within the last 5 years) for apparel/uniform, sportwear and merchandise. Attach proof of a Client Reference Letters where similar contract was provided.	15
<ul style="list-style-type: none">Provided 2 reference letters where similar implementation of the proposed supply and delivery of similar contracts of apparel/uniform, sportwear and merchandise has been conducted (References within the last 5 years) for apparel/uniform, sportwear and merchandise. Attach proof of a Client Reference Letters where similar contract was provided.	12
<ul style="list-style-type: none">Provided 1 reference letter where similar implementation of the proposed supply and delivery of similar contract of apparel/uniform, sportwear and merchandise has been conducted (References within the last 5 years) for apparel/uniform, sportwear and merchandise. Attach proof of a Client Reference Letters where similar contract was provided.	10
<ul style="list-style-type: none">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.	5
<ul style="list-style-type: none">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, sportwear and merchandise contract.	10

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"> 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, sportwear and merchandise. Attach a list of clients indicating the scope of work delivered, contract value and contract period. 	10
<ul style="list-style-type: none"> 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, sportwear and merchandise. Attach a list of clients indicating the scope of work delivered, contract value and contract period. 	5
3. Competency & Capacity	Maximum 20 points
<ul style="list-style-type: none"> Tenderer to attach their own company's contract management, ordering procedure, returns, invoicing and after sales procedural documents = 5 points 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 	10
<ul style="list-style-type: none"> Turnaround times for ordering and delivery = 2.5 points 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 	5
<ul style="list-style-type: none"> 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"> Within 3 to 5 days = 2.5 points Preventative Action Process (measures taken to prevent re-occurrence of problems previously identified) = 2.5 points Anything out of the above would be zero (0) points 	5
4. Tenderers will be required to submit Product Catalogue	Maximum 10 points
<ul style="list-style-type: none"> Tenderer to submit product catalogue to provide products offered. If, outsourced please attach agreement with Supplier. Tenderer to ensure at presentation that each item (as per the catalogue) will be presented. <p>*Physical samples will be required only from shortlisted suppliers</p>	10
5. Compliance and Support of Local Industry	Maximum 10 Points
<ul style="list-style-type: none"> Compliance with DTI local content 100% threshold requirement. Manufacturer to provide evidence of local production. Provide evidence-showing compliance to this requirement or 	10

<ul style="list-style-type: none"> 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. 	
6. Risks, Contingency plans, Back-ups, dependencies, exclusions	Maximum 10 Points
<ul style="list-style-type: none"> 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. 	10
7. Local Infrastructure	Maximum 10 points
<ul style="list-style-type: none"> Office/s located in same City as a EDUVOS campus (Attach Lease Agreement/ Utility Bill, Ward Councillor /Chief letter) = 10 points Office/s located in same Province as a EDUVOS campus (Attach Lease Agreement/ Utility Bill Ward Councillor / Chief letter) = 5 points 	10
8. Branded Portal & Brochure	5
<ul style="list-style-type: none"> 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) 	5
Total Points	100

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

TENDER PU5310/019

