



Service Provider: _____

Phase 2: Functionality Evaluation
Points allocated (between 1 and 5) per criteria: = to the percentage for the category

Nr	CRITERIA DESCRIPTION	%		Scoring Rating				
				1	2	3	4	5
		Weight	Allocation of points	Poor (No points scored)	Average	Good	Very Good	Excellent
1	<p>Company Profile:</p> <p>On-campus supplier must be an established business with an excellent track record for dependability and must be a supplier of large tertiary institutions with registered student populations of at least 30 000 students.</p> <p>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 populations of at least 10 000 students.</p>	15%	<p>5 points = 15%</p> <p>4 points = 11,25%</p> <p>3 points = 7,5%</p> <p>2 points = 3,75%</p> <p>1 point=0%</p>	No information provided/less than 1 year of experience	1-3 years experience. They have an average company profile at service institutions with at least 5 000 students	4-6 years experience. They have a good company profile and service institutions with at least 10 000 students	7-9 years experience. They have a very good company profile and service institutions with at least 20 000 students	More than 10 years experience. They have an excellent company profile and service institutions with at least 30 000 students
2	<p>Stock levels and support staff:</p> <p>On-campus supplier The <u>on-campus supplier</u> must be able to render a comprehensive service which includes:</p> <p>(i) hiring of academic attire; and</p> <p>(ii) sales of academic attire; and</p> <p>(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</p> <p>(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</p> <p>(v) supply academic attire for approximately 80 University staff members for purposes of and use during graduation ceremonies; and</p> <p>(vi) shall ensure that academic attire for University Management is maintained properly and made available to staff timeously.</p> <p>The ratio of hiring and sales is expected to be approximately 90% to 10%, respectively.</p> <p>The <u>on-campus</u> supplier staff requirements</p> <p>(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</p> <p>(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</p> <p>(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.</p> <p>The same service must be rendered to multiple ceremonies per day, namely 9:30, 13:00 and 16:30 respectively.</p>	30%	<p>5 points = 30%</p> <p>4 points = 22.5%</p> <p>3 points = 15%</p> <p>2 points = 7.5%</p> <p>1 point = 0%</p>	The Service Provider do not meet any of the criteria	The Service Provider meets some of the criteria (has an average service and support)	The Service Provider meets some of the criteria (has good service and support)	The Service Provider meets most of the criteria (has a very good service and support)	The Service Provider meets all of the criteria (has an excellent service and support)

	Off-campus supplier The <u>off-campus supplier</u> 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. The <u>off-campus supplier</u> 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.							
3	Reference reports: Both <u>on-campus</u> and <u>off-campus</u> Suppliers 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.	25%	5 points = 25% 4 points = 18.75% 3 points = 12.5% 2 points = 6.25%, 1 point = 0%	No Reference reports or Testimonials provided	At least 1 x Reference report or testimonial from previous clients for comparable services offered	At least 2 x Reference reports or testimonials from previous clients for comparable services offered	At least 3 x Reference reports or testimonials from previous clients for comparable services offered	4 and more Reference reports or testimonials from previous clients for comparable services offered
4	Systems and processes: On-campus suppliers: Pricing and Payment arrangements (i) UJ promotes a “no cash on campus” policy. Any cash transactions on campus should thus be limited to the extreme minimum 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 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. Off-campus suppliers Pricing and payment arrangements 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). (vi) 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. (vii) The Suppliers shall provide a pricelist for the sale of the different gowns and other academic wear.	30%	5 points = 30% 4 points = 22.5% 3 points = 15% 2 points = 7.5% 1 point = 0%	The Service Provider do not meet any of the criteria	The Service Provider meets a small part of the criteria	The Service Provider meets half of the criteria	The Service Provider meets all of the criteria	The Service Provider exceeds all of the criteria
Total Points (Minimum Points required to pass this phase = 70%)		100.00%						
NOTE: a) Tenderers must score a minimum of 70 points (70%) to progress to the quality of gowns evaluation and site visits. b) Failure to meet this threshold will lead to disqualification of the tenderer, irrespective of the competitiveness of the tender price submitted. The University reserves the right to disqualify any tenderer who fails to obtain the minimum assessment score for any of the stated criteria irrespective of the competitiveness of the tender price submitted A minimum of 70% is required by any supplier to be considered for Phase 3								

Phase 3: Quality of Gowns Evaluation and Site Visit

Points allocated (between 1 and 5) per criteria: = to the percentage for the category

1	<p>Quality of Gowns Evaluation Both <u>on-campus</u> and <u>off-campus</u> suppliers must have the gowns on hand that meet the criteria below.</p> <p>Quality of gowns (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.</p> <p>(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).</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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).</p> <p>(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).</p> <p>(ix) Faculty Colours Faculty colours must comply with the British Colour Council Dictionary to ensure continuity and colour fastness.</p> <table><tr><th>FACULTY</th><th>COLOUR</th><th>CODE</th></tr><tr><td>FACULTY OF ART, DESIGN AND ARCHITECTURE</td><td>SILVER GREY</td><td>BBC P159C</td></tr><tr><td>FACULTY OF EDUCATION</td><td>HONEY BIRD</td><td>BBC P7474C</td></tr><tr><td>FACULTY OF ENGINEERING AND THE BUILT ENVIRONMENT</td><td>WHITE</td><td>WHITE</td></tr><tr><td>FACULTY OF HEALTH SCIENCES</td><td>ROYAL PURPLE</td><td>BBC P519C</td></tr><tr><td>FACULTY OF HUMANITIES</td><td>ADONIS</td><td>BBC 7459C</td></tr><tr><td>FACULTY OF LAW</td><td>UNION JACK</td><td>BBC P200C</td></tr><tr><td>JOHANNESBURG BUSINESS SCHOOL</td><td>MAROON</td><td>PANTONE 202C</td></tr><tr><td>COLLEGE OF BUSINESS AND ECONOMICS</td><td>ROYAL BLUE</td><td>BCC 197</td></tr><tr><td>FACULTY OF SCIENCE</td><td>BUTTERCUP</td><td>BBC P124C</td></tr></table> <p>• LINING: SATIN = 100 % POLYESTER (WEIGHT 120 g/m2)</p>	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	50%	5 points=50% 4 points = 37.5% 3 points = 25% 2 points =1 2.5% 1 point = 0%	The Service Provider do not meet any of the criteria	The Service Provider meets a small part of the criteria	The Service Provider meets half of the criteria	The Service Provider meets all of the criteria	The Service Provider exceeds all of the criteria
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																																				
2	<p>Site visits: Location, premises, staff, stock, systems and procedures to render the service</p> <p>On-campus suppliers: Site Visits (i) Proven Staff compliment. (ii) Suitable location that can hold adequate stock and premises within 30km of the UJ APK campus. (iii) Proven Systems and Procedures (iv) Adequate front office and reception facility to assist a large number of clients at once.</p> <p>Off-campus suppliers: Site Visits (i) Proven Staff compliment. (ii) Stock warehouse location within 100km of the UJ APK campus. (iii) Proven Systems and Procedures (iv) Adequate front office and reception facility to assist clients.</p>	50%	5 points = 50% 4 points = 37.5% 3 points = 25% 2 points = 12.5% 1 point=0%	The Service Provider do not meet any of the criteria	The Service Provider meets a small part of the criteria	The Service Provider meets half of the criteria	The Service Provider meets all of the criteria	The Service Provider exceeds all of the criteria																														