



10 July 2024

Our ref:

**RFP UJ 50/2024: APPOINTMENT OF A PANEL OF SERVICE PROVIDERS TO SUPPLY GRADUATION ATTIRE TO STUDENTS AT UJ GRADUATION CEREMONIES FOR A PERIOD OF THREE (3) YEARS.**

Dear Sirs / Madams

The University of Johannesburg (UJ) calls for suitable service providers for the Appointment of a Panel of Service Providers to Supply Graduation attire to Students at UJ Graduation Ceremonies for a Period of Three (3) Years.

**Only one service provider will be selected for on-campus gown supply. A maximum of three service providers will be selected for off-campus gown supply.**

Service providers that are interested in participating in the process and submitting a proposal for the aforementioned services, must please refer to the Tenders section on the UJ website to access the specification document (<https://www.uj.ac.za/support-services/tenders/>).

**A compulsory virtual tender briefing session will take place on 2 August 2024 at 10:00am to 12:00pm.**

Service Providers who would like to attend the tender briefing must send an email to [phillipz@uj.ac.za](mailto:phillipz@uj.ac.za) cc [imdlaose@uj.ac.za](mailto:imdlaose@uj.ac.za), in order to receive the MS Teams meeting link. Only bidders who attend compulsory tender briefing session will be permitted to participate in the tender process.

Any questions or comments must be forwarded to [phillipz@uj.ac.za](mailto:phillipz@uj.ac.za) cc [imdlaose@uj.ac.za](mailto:imdlaose@uj.ac.za) using ref RFP UJ 50/2024 on the subject line.

**The closing date for questions is 12 August 2024 at 12:00pm.**

**The Tender will close on 16 August 2024 at 12:00 noon.**

All tenders must be submitted on the UJ iCloud portal. The tender submission link is provided on the UJ website (*Please follow the instructions on how to register and respond to UJ tenders*).

**Note: Bidders are requested to register on Oracle iCloud Application portal before attending the briefing session to enable access to the tender documents. Registration link is on the UJ website at supplier management. I have attached a User Training Manual - Oracle Cloud Supplier Response that will assist you during registration process. Bidders who are already registered on UJ data base please make sure that your company documents are updated and valid to avoid being blocked on the system and not being able to access the tender pack.**

For registration, please click on below link and follow instructions.

<https://www.uj.ac.za/support-services/tenders/how-to-apply-to-be-a-uj-supplier/>

Enquiries regarding this Invitation to tender should be addressed to [phillipz@uj.ac.za](mailto:phillipz@uj.ac.za) cc [imdlaose@uj.ac.za](mailto:imdlaose@uj.ac.za).

Yours faithfully

Mr Z Zodwa

