

**REQUEST FOR PROPOSAL**

**Reference number:**

RFP 1617/2018-JJ

**Compulsory Briefing**

2 FEBRUARY 2018 AT 11 AM

**Closing Date and Time:**

19 FEBRUARY AT 16H00

**Subject:**

DESIGN OF UNIVERSITY ACADEMIC ATTIRE (GOWNS)

**PLEASE NOTE THAT THIS DOCUMENT TO BE COMPLETED AND SUBMITTED AS THE PROPOSAL**

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## 1. BACKGROUND

Nelson Mandela University officially launched its new name on 20 July 2017 as part of the next phase in its journey of becoming a great African university. The new name also saw the introduction of a new brand for the university. The official name change to the Nelson Mandela University presents an ideal opportunity for revisiting the traditions and rituals that are reflected in graduation ceremonies to ensure that these are informed by and embedded in the ethos and values of Nelson Mandela.

The transformation of graduation ceremonies is also an opportunity to engage with the prevailing context of higher education in South Africa which has changed considerably. The national student protests under the umbrella of #FeesMustFall pivoted on core demands to radically transform the higher education landscape, including the decolonisation of the curriculum, the academy, the form and content of symbols, celebrations, and rituals and indeed the sector as a whole.

The new brand requires that the graduation attire be re-designed to reflect the brand, to align with the vision of the University, as well as to incorporate the ethos of African and de-colonial symbolism, recognising, respecting and honouring, in accordance with the South African Constitution, all people and cultures of the country, in ways that resonate with the values and ethos of Nelson Mandela, the university's namesake.

Design companies and individual designers are invited to submit costed proposals, at risk for the design of new graduation attire for Nelson Mandela University.

Payment will be made to the successful service provider only.

## 2. Standard Conditions of Tender

### 2.1 Questions

Please direct all questions regarding this RFP to:

<b>CONTACT FOR ENQUIRIES</b>	<b>TELEPHONE NUMBER</b>	<b>E-MAIL</b>
Jakes Jacobs	041 5042071	Jakes.Jacobs@mandela.ac.za

Questions will only be entertained up to the 12<sup>th</sup> of February 2018.

### 2.2 Responses to RFP

2.2.1 Service Providers are requested to initial the bottom of each page in the Space provided.

Additional information can be attached to this Request for Proposal.

- 2.2.2 RFP to be deposited in the Tender Box at the Procurement Office, Building 15, South Campus, University Way, Summerstrand, Port Elizabeth, in a sealed envelope, clearly endorsed with the above RFP number and the words: **DESIGN OF UNIVERSITY ACADEMIC ATTIRE** or can be e-mailed to jakes.jacobs @mandela.ac.za before the closing date of this RFP. The RFP can also be couriered to the Nelson Mandela University.
- 2.2.3 If responses are received after the closing date and time as stipulated herein, such responses will be considered non responsive and will not be considered
- 2.2.4 Service Providers are to provide their respective email addresses as all correspondence will be conducted by email
- 2.2.5 The responses to this RFP will not be opened publicly.
- 2.2.6 The university shall not disclose any confidential details pertaining to the proposal / information received to any other company, i.e., concept, design, delivery, etc. The names and location of the Service Providers may however be divulged to other Service Providers.
- 2.2.7 The response to the RFP must follow the format set out in this RFP document as far as possible and any additional information / conditions must be embodied in an accompanying letter.

## 2.3 Communication

Service Providers will be disqualified should any attempt be made by the Service Provider/ their partners, either directly or indirectly, to canvass any employee of the University, in respect of a response, between the closing date and the date of the award of the development.

## 2.4 Service Provider Contact Details

Service Providers are required to provide the contact particulars of a person who is authorized to communicate and/or negotiate on behalf of their company / consortium.

## 2.5 Compliance

All Service Providers shall be expected to be in full compliance with any and all applicable Laws and Regulations, in particular but not limited to the University Supply Chain Policy.

## 2.6 Additional Notes

The person or persons signing the proposal must be legally authorized by the Bidding Company or Consortium to do so. The parties acknowledge that the successful Service Provider shall only be confirmed as such after the terms and conditions of a comprehensive agreement have been agreed to with the University. The University reserves the right to reject any or all offers.

***FAILURE TO OBSERVE ANY OF THE ABOVEMENTIONED REQUIREMENTS MAY AT THE SOLE DISCRETION OF THE UNIVERSITY RESULT IN THE PROPOSAL NOT BEING CONSIDERED.***

## 2.7 Disclaimer

Service Providers are hereby advised that the University is not committed to any course of action as a result of its issue of this RFP and/or its receipt of a proposal in response to it. In particular, please note that:

- The University may change portions of the Bid and request all Service Providers to re-bid on those specific changes.
- The University may reject any proposal which does not conform to instructions and specifications, which are issued herein.
- The University may reject all proposals, if, in its sole discretion, there are reasonable and justifiably compelling reasons to do so.
- The University will not reimburse any Service Provider for any preparation costs or other work performed in connection with this proposal, whether or not the Service Provider is awarded the contract;
- The University accepts no responsibility for any loss incurred by any person(s) due to the events or actions taken as a consequence of the preparation or dissemination of this document;
- The University accepts no responsibility for the misinterpretation of information provided herein by any Service Provider, such misinterpretation which may result in errors, omissions or misstatements, negligent or otherwise, made by a Service Provider responding to this proposal; and
- Response to this RFP does not guarantee any work with the University

<b>SERVICE PROVIDER'S CONTACT DETAILS</b>	
Name of contact person	
Telephone	
Cell	
Fax	
E-mail address	

**2.9 Value-added tax (VAT)**

All prices and/or rates Tendered shall be deemed to be **INCLUSIVE** of Value Added Tax.

**3. DEFINED TERMS**

In this RFP, the following terms shall bear the meanings ascribed to them, unless clearly inconsistent with the context:

- 3.1 Service Provider: The person or entity submitting a Proposal in response to this RFP.
- 3.2 University: Nelson Mandela University
- 3.3 Project Plan: The plan setting out the work to be done by the Project Team setting out the timelines, budgets and deliverables for the delivering of the proposal.
- 3.4 Project Team: The team of Professionals and management staff to be appointed by the Service Provider to carry out functions of the RFP.

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- 3.5 Proposal: The proposal by the Service Provider to undertake the works, in response to this RFP.
- 3.6 Master Contract: The written agreement to be concluded between the University and the successful Service Provider for the execution of the RFP.

#### **4. INFORMATION REQUIRED IN BID DOCUMENT**

The documents listed below must be included in the Proposal, or accompany the Proposal. These documents need to be COMPREHENSIVELY COMPLETED / PROVIDED by all Service Providers responding to this RFP:

- 4.1 Valid BEE Certificate / EME (Exempted Micro Enterprise-Turnover less than R10M per annum. Affidavit from Auditors to confirm turnover.
- 4.2 Tax Clearance Certificate
- 4.3 VAT Registration Certificate
- 4.4 Letter from bank confirming bank details (new creditors only)
- 4.5 Company profile
- 4.6 Summary of previous design work undertaken by the design company/designer

#### **5. SPECIFIC TERMS AND CONDITIONS**

##### **5.1 Non-acceptance of Proposal**

The University reserves the right, in its sole discretion without being obliged to provide reasons therefor, to accept all, some, or none of the Proposals submitted, either wholly or in part, and is not obligated to accept the Proposal that achieved the highest score or the lowest price.

The submission of the Proposal does not confer any right or expectation to any Service Provider that the University shall accept its Proposal, either in whole or in part.

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##### **5.2. Confidentiality**

The Service Providers are required to submit their Proposal in accordance with the requirements of the RFP. No discussion, negotiations or correspondence will be entered into with any Service Provider in this regard except as provided for in Clause 1.1 above. Neither the Service Provider nor the University shall disclose the content of the Proposal to any other Service Provider, without the written approval of both the University and the Service Provider.

### **5.3 Variation**

The University may at its own discretion, by notice in writing to all Service Providers, supplement or update terms, content and conditions of this RFP without being obliged to give reasons therefore.

### **5.4 No Guarantee**

A call for Proposals in terms of this RFP does not guarantee any Service Provider development rights and does not constitute a valid offer to the Service Provider. The call for RFPs shall constitute an invitation by the University to the Service Provider to submit an offer to the University, capable of acceptance by the University.

### **5.5. Further Amendments and Submissions**

Upon submission by the Service Provider of its Proposal, and after the closing date and time for the submission of Proposals, no further amendments or submissions in relation to a Proposal shall be accepted by the University unless simultaneously requested from all the Service Providers by the University or unless agreed upon by University in writing.

### **5.6. Compensation**

The University is not obliged to compensate any Service Provider for any costs or losses arising out of the submission of the Proposal, or the submission of any further requested information, under any circumstances whatsoever.

### **5.7. Cancellation of Rights**

The University may in terms of applicable legislation, or policies, refuse, suspend or cancel any rights conferred on the Service Provider, if it is found that such Service Provider has provided false or misleading information to the University, whether or not the provision of



such information was intentional or negligent, and regardless as to whether the information had any direct influence on any decision by the University in relation to the award of the Tender.

### **5.8. Good Faith**

In their dealings with the University and other relevant persons in the RFP process, the Service Providers are expected to observe the utmost good faith; to give full effect to the intent and purpose of this RFP; not to do anything nor to refrain from doing anything which may in any way prejudice or detract from the rights, property or interests of the University.

### **5.9. No Binding Agreement**

The Proposal from a successful Service Provider does not constitute a binding contract, until accepted in writing by the University, and communicated in writing to the successful Service Provider.

## **6. Conflict of interest**

Any situation in which a member or connected person has an actual or potential interest that may impact negatively on the integrity or objectivity of the University, thereby causing prejudice to the University or undue or improper benefit to the individual, including situations where:

- a position of authority may be used to influence or to make decisions that lead to any form of financial or personal gain for that member or for his or her relations;
- Financial or other personal considerations may compromise, or may have the appearance of compromising, a member's professional judgement in conducting or reporting research.

Interest: Includes but is not limited to:

- Commercial interest: Partnerships, firms, companies, close corporations, businesses or other organisation in which a pecuniary interest, fiduciary responsibility, personal participation or any other form of interest is substantial enough to be of significance, for example, holding the position of Executive Director or having more than 5% control (where 'control' means right to direct the affairs of a company as a shareholder, a member of the board of directors, by agreement or otherwise).

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- Financial Interest: Anything of non-trivial monetary value, including, but not limited to, pay, commission, consultancy fees, equity interests, forgiveness of debt, property, royalties, intellectual property rights, gifts, discount, hospitality and services.
- Non-financial interest: This includes, but is not limited to, enhancement of a career, education or professional reputation, access to privileged information or facilities.
- Relationship interest: A partner, a close personal friend and any other person with whom the member has a relationship which is likely to appear to a reasonable person to influence his/her objectivity.

Any member or any connected person of such member may not conduct business, either directly or indirectly with the University in the event of there being a conflict of interest, unless the approval of MANCO is obtained, and MANCO having considered the following facts:

- the goods, products or services offered are unique;
- the supplier is the sole provider; and
- it is in the best interest of Nelson Mandela University to conduct such business.

Council members, members of sub committees of council and incumbents falling within peromnes level 1 – 4, may not conduct any business directly or indirectly with the University irrespective of whether a conflict of interest exists or not, due to the nature of the positions they occupy.

Any person who has transgressed the paragraphs above will in future, without prejudice to any other remedy or recourse which the University may be excluded from rendering goods and services to the Nelson Mandela University.

**Please complete the document below to ensure compliance.**

Connected Person - A person is deemed to be a “Connected Person” using the consanguinity and affinity linear diagrams and being within four degrees of connectivity.

Member - Any person permanently employed or under contract to the University, registered students, council members, members of sub committees of council as well as any other persons engaged in activities on behalf of the University.

No, I am not connected.

Name: \_\_\_\_\_

\_\_\_\_\_ Signature

Position in your company: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

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Yes, I am connected.

Name: \_\_\_\_\_  
 \_\_\_\_\_

Signature

Position in your company: \_\_\_\_\_

Date: \_\_\_\_\_

Other particulars:  
 \_\_\_\_\_  
 \_\_\_\_\_

Linear Consanguinity Diagram	Please indicate with tick ✓
<b>4<sup>th</sup> Degree</b>	
Great Great Grandparents	
Great Aunt/Uncle	
First Cousin	
Great Nephew/Niece	
<b>3<sup>rd</sup> Degree</b>	
Great Grandparents	
Aunt/Uncle	
Nephew/Niece	
Great Grandchild	
<b>2<sup>nd</sup> Degree</b>	
Grandparent	
Brother/Sister	
Grandchild	
<b>1<sup>st</sup> Degree</b>	
Parent	
Child	
<b>MEMBER (As defined above)</b>	
Linear Affinity Diagram	Please indicate with tick ✓
<b>MEMBER (As defined above)</b>	
<b>1<sup>st</sup> Degree</b>	
Spouse	
<b>2<sup>nd</sup> Degree</b>	
Parent-in-law	
Daughter/Son-in-law	
<b>3<sup>rd</sup> Degree</b>	
Grandparent-in-law	
Brother/Sister-in-law	
Grandchild-in-law	
<b>4<sup>th</sup> Degree</b>	
Great Grandparents-in-law	
Aunt/Uncle-in-law	
First Cousin-in-law	
Niece/Nephew-in-law	

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Great Grandchild-in-law	
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Please provide us with the person's name and surname as indicated above:

Name of staff member/connected person	Relationship

I the undersigned (name) \_\_\_\_\_ certifies that the information furnished above is correct.

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed at .....on this .....day of .....20...

Signature..... Capacity of signatory.....

Registered name of Service Provider.....

Email address.....

Address.....

Telephone number.....

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## 7. SCOPE OF WORK (REQUIRED PROPOSAL)

### 7.1 Design Brief

The proposed design for the attire must be informed by and reflect the various aspects described below, namely:

- Design conceptualisation
- Design process and product
- Style of Attire
- Attire fabric specifications

### 7.2 Design Conceptualisation

The design conceptualisation should contribute to building social cohesion and inclusion at the University and inspire present and future generations and should reflect the location of the University in the Eastern and Southern Cape, South Africa and Africa.

The design proposal must include a descriptive exposition explaining how the designer has interpreted each of the five elements described below and how these are reflected and incorporated into the designs. Should the design include components that are embedded in cultural and heraldic symbolism, such as beading, these need to be true to the original anthropological and social meanings, and this must be set out in the descriptive exposition.

The following elements should inform and be reflected in the proposed designs for the attire.

#### **a) Ethos of the University Namesake: Nelson Mandela**

As befitting an institution of higher education named after one of the greatest global icons of the 20<sup>th</sup> century, the design needs to embody the ethos of Nelson Mandela's revolutionary leadership to change the world for the good of all humanity.

#### **b) Nelson Mandela University**

Graduation attire needs to reflect the vision, mission and values of the Nelson Mandela University.

***Vision:***

To be a dynamic **African** university, recognised for its leadership in generating cutting—edge knowledge for a sustainable future.

***Mission:***

To offer a diverse range of life-changing educational experiences for a better world.

***Values:***

Transformation

Diversity

Social justice and equality

Ubuntu

Integrity (including responsibility and accountability)

Respect for the natural environment

**c) University Brand**

The design must be aligned to and in accordance with the branding specifications set out in the university’s Graduation website page.

**d) Constitution of the Republic of South Africa**

In accordance with the South African Constitution, graduation attire should interpret and reflect the Constitutional values of human dignity, redress, equality, non-discrimination and social inclusion.

**e) The Higher Education Context**

The significant role that higher education plays in society in general, and in the development of individuals, and the personal and collective achievement that graduation signifies, must underpin the conceptualisation of the attire design.

**7.3 Design Process and Product**

The design process for the graduation attire has two phases to it. The first phase is designing differentiated attire for the officiating hierarchy: Chancellor; Chair of Council; Vice-Chancellor; Deputy Vice-Chancellors; Executive Directors (Finance and Human Resources (HR)); Registrar; Deans of Faculties, Deans of Students and Teaching and Learning;); Senior Director; Director; Council Members;.

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A different design is required for each of the 11 office bearers delineated above. There are seven Faculties at the university. Each Dean of Faculty would require the same attire but each reflecting the unique colour of the specific Faculty. Faculty colours are available on the following link: <http://www.mandela.ac.za/students/graduation>.

The second phase will be the design of graduation attire for graduandi, differentiating level of qualification and Faculty. It will be expected of the successful service provider to work with two design students from the Mandela University during phase 2.

The manufacturing of the attire will be done by a separate service provider. The design company/individual will only price for the design of Phase One and Phase Two of the attire, each Phase being costed separately.

### **7.3 Style of Attire**

The proposed attire should take cognisance of African styles of designs and adornment that have historically symbolised and acknowledged social achievement. It should result in a re-imagined graduation gown that will be embraced across diverse South African communities to celebrate academic achievement.

### **7.4 Attire Fabric Specifications**

The proposed fabric for the attire should reflect the gravitas of graduation as the pinnacle of a student's academic journey. The proposal must specify the type of fabric that the attire will be sewn from. The fabric should be light-weight, as garments are worn for a number of hours by officiating members, in venues that are confined with ventilation constraints. The incorporated adornments (for example beading; edgings; embroidery; linings etc) should also be elaborated.

The fabric should preferably be easily available in South Africa, with due consideration for local manufacture.

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## 7.5 Design Approach

In arriving at the final design of the attire, the selected service provider will be required to work consultatively with the Graduation Transformation Working Group, (which is spear-heading this process) and the university management in fine-tuning the proposal in order to arrive at a decision on the design.

## 8 PROJECT TIME-LINES

<b>Date</b>	<b>Deliverable</b>
2 February: 11am	Briefing meeting ( <b>compulsory</b> )
19 February (16:00)	Submission of proposal to the University
26 Feb – 2 March	Engagement, feedback and finalization of design in consultation with university management
5 March	Final design submitted to manufacture

## 9. DELIVERABLES

- Service Providers are requested to provide a portfolio including sketches, PowerPoint presentations and swatches.
- Descriptive exposition

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## 10. EVALUATION CRITERIA

Proposed designs from Service Providers will be assessed by Senior Management as well as the Graduation Transformation Work Group.

Criteria for the evaluation of the proposals submitted	
Does the design reflect the ethos of the University Namesake: Nelson Mandela	10– fully compliant 5 – partially compliant 0 – none compliant
Does the Graduation attire reflect the vision, mission, values and brand of Nelson Mandela University?	10 – fully compliant 5 – partially compliant 0 – none compliant
Does the design align with the brand of Nelson Mandela University?	10 – fully compliant 5 – partially compliant 0 – none compliant
Does the style of attire reflect African design and adornment?	10 – fully compliant 5 – partially compliant 0 – none compliant

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**11 PRICE SCHEDULE**

<b>PRICE SCHEDULE</b>	
<b>PHASE 1</b>	<b>TOTAL PRICE VAT INCL</b>
Officiating hierarchy	<b>R</b>
<b>PHASE 2</b>	
Attire for Graduandi	<b>R</b>
<b>TOTAL</b>	<b>R</b>

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