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**FROM : REGISTRAR'S OFFICE**  
**SUBJECT : REQUEST FOR PROPOSAL FOR SUPPLY OF ACADEMIC ATTIRE**  
**FOR MANGOSUTHU UNIVERSITY OF TECHNOLOGY GRADUATES**

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Mangosuthu University of Technology (MUT) invite proposals for the provision and supply of academic attire for graduation ceremonies to be held at Mangosuthu University of Technology, for a period of 3 years, starting in April 2025- May 2027.


## **PROPOSAL DESCRIPTION**

### **1. Background**

In December 2019 MUT launched a new Corporate Identity and in line with the University's new look and feel we seek the services of a reputable supplier of academic attire to supply MUT approved graduation academic attire in line with the university's corporate colours, faculty specific colours and differentiated MUT qualification levels.

### **2. Eligibility criteria / Mandatory Requirements**

- 2.1 Applicants must have a proven track record in the supply of academic attire, with at least 10 years' experience.
- 2.2 Must be innovative and provide the graduation attire that align to the MUT look and feel in accordance to the MUT's Corporate Identity Manual available from [www.mut.ac.za/publications](http://www.mut.ac.za/publications), with proof of having served at least 3 institutions of higher learning within the past 10 years.
- 2.3 Have sufficient resources to manufacture and supply the required sizes, correct colours, and quantities required for all graduation ceremonies.
- 2.4 Must have resources and personnel to serve graduates on-campus prior and on the date of each ceremony throughout the University's graduations (please provide evidence).


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- 2.5 Must have a system for online administration of orders, payments and coordination of the graduation supply process to the more than 3 000 graduates annually (please provide evidence).
  - 2.6 Have fully trained staff to attend to queries and sufficient stock to meet demands including emergency last minute orders and requests (please provide evidence).
  - 2.7 Provide convenient address for graduates who wish to collect at the supplier's premises (please provide evidence of premises within 20km radius of MUT Main campus).

### **3. Nature of the request for proposals**

The RFP does not create an obligation for MUT to purchase services from the applicant / service provider or to appoint an applicant to the University. This RFP will be subject to successful signing of a written contract failing which the University reserves the right to withdraw the contract. The successful service provider will be appointed on terms and conditions determined by MUT and acceptable to both parties.

### **4. Supplier / Applicant obligations**

#### **4.1 Eligibility**

- 4.1.1 Application documents to this RFP to be accompanied by garment samples or information in line with each of the MUT qualification levels and faculties.
  - 4.1.2 Applicants must provide documentary evidence to proof their expertise and competencies in providing same or similar service.
  - 4.1.3 MUT will visit the site of shortlisted service providers on a date and time determined by MUT and agreed upon by both parties.
  - 4.1.4 The applicant is welcome to undertake site inspection of the MUT graduation venues to acquaint themselves with access route and nature of the spaces provided to them to as a service provider to the graduates.
  - 4.1.5 Information submitted in response to this FRP is accepted as being true and accurate. False declaration, misrepresentation or omissions may disqualify the applicant.
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### **5. Pricing schedule**

- 5.1 Applicants must complete the attached pricing schedule indicating their rates for both hiring and purchase of various items.
- 5.2 The pricing offered must take into account price fluctuations and escalations, the price offered to be fixed.

**6. Insurance and liability**

The successful applicant shall take insurance coverage in respect of all claims made arising from the rendering of services, damage to property or premises on campus where the services will be rendered.

**7. Contract period**

The contract with the successful applicant shall run from date of appointment for a period of three (3) years.

**8. Rights reservation**

Mangosuthu University of Technology (MUT) reserves the right amend this RFP and the applicants shall comply with such amendment.

**9. Scope of work**

The scope of work included in this call for proposals includes the following:

- 9.1 Provide academic attire for each qualification in line with the MUT Corporate Identity.
- 9.2 Manufacture and supply gowns, hoods and caps for undergraduate and post graduate qualifications.
- 9.3 Sale and hiring of specific gowns, hoods and caps to graduates prior to each ceremony.
- 9.4 Various services related to the management and coordination of the above services.

**10. Graduation statistics**

Currently MUT hosts one graduation season over a period of three days (two sessions each day) with the total number of ± 3000 graduates. These numbers are estimates based on previous years, MUT may not guarantee the number of graduation ceremonies or the number of graduates each year.

Graduation breakdown estimates

<b>FACULTY</b>	<b>DIPLOMA</b>	<b>ADVANCED DIPLOMA</b>	<b>B.TECH</b>	<b>POSTGRAD DIPLOMA</b>	<b>MASTERS</b>
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Faculty of Engineering	785	50	24	-	-
Faculty of Management Sciences	1053	170	31	25	-
Faculty of Natural Sciences	323	61	49	15	6

### 11. Faculty colours

Engineering	Management Sciences	Natural Sciences
GOLD	TURQUOISE	BURGUNDY
C25 M45 Y100 K0	C100 M55 Y40 K0	C60 M100 Y100 K0
R201 G145 B21	R0 G98 B129	R129 G43 B41
#c79025	#006280	#7f2c2b
Pantone 7555 C	Pantone 7707 C	Pantone 491 C