



REQUEST FOR PROPOSAL

TO SUPPLY CLOTHING APPAREL

TO THE WESTERN PROVINCE PROFESSIONAL

CRICKET (PTY) LTD

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REQUEST FOR PROPOSAL: CLOTHING APPAREL FOR WP TEAM



RFP number:	RFP-APPAREL-2/2021
Nature of service:	Design, manufacture, supply and deliver clothing apparel when required to WPPC
Nature of the proposal:	To appoint a clothing apparel supplier
Date of issue:	23 July 2021
Closing date for proposal submission:	30 July 2021 at 12:00

1. INVITATION FOR PROPOSAL

Western Province Professional Cricket (PTY) Ltd (“WPPC”) invites your company to submit proposals for the design, manufacture, supply and deliver clothing apparel when required to WPPC.

VALIDITY: Offer to be valid for 90 days from the closing date of the proposal

DURATION: Completion by **xxx** 2021

The successful proposer will be required to enter into formal agreements with WPPC.

Proposal documents will only be received via email to brooked@cricket.co.za

Proposers should ensure that proposals are emailed before the closing date and time to the correct address.

If the proposal is late, it will not be accepted for consideration.

2. BACKGROUND

- 2.1 WPPC runs the professional team and has its home base at Six Gun Grill Newlands.
- 2.2 WPPC need to enlist the services of an experienced service provider/s to design, manufacture, supply and deliver clothing apparel when required.
- 2.3 The contract is for a period of 24 months and is anticipated to commence 1 August 2021.

3. SUBMISSION REQUIREMENTS

3.1 All submissions should, as a minimum, contain the following information:

- a) A profile of the service provider;
- b) Relevant information about the proposer to enable the WPPC to assess the competency of the service provider;
- c) Statement of service provider's design philosophy and capabilities;
- d) A quotation for the items listed as per DESIGN BRIEF, accompanied with drawings of the items listed in the quotation;
- e) Capacity of the proposer to execute the required service;
- f) Company registration certificate;
- g) Broad-Based Black Economic Empowerment credentials of the proposer (A copy of the B-BBEE contribution level from accredited verifying agent must be attached) A firm with a level 3 B-BBEE rating or better;
- h) A detailed statement on the independence of the service provider, including a declaration of any conflict of interest and any threats to independence that may exist and how these threats will be mitigated;
- i) Details of three prior clients of the bidder, including the contact details of the references;
- j) A valid original tax clearance certificate;
- k) A copy of the VAT registration letter from the South African Revenue Services; and
- l) Standard terms and conditions of the engagement.

3.2 Changes to a respondent's submission will not be considered after the closing date.

3.3 Proposals in which firm prices are quoted for the duration of the contract may receive precedence over prices which are subject to adjustment.

3.4 All prices must be inclusive of VAT.

3.5 Disclaimers

WPPC reserves the right to:

- a) Modify the RFP's services and request respondents to rebid on any changes
- b) Reject any proposal which does not conform to instructions and specifications which are detailed herein
- c) Disqualify proposals submitted after the stated submission deadline
- d) Not necessarily accept the lowest priced proposal
- e) Reject all proposals, if it so decides
- f) Award a contract in connection with this proposal at any time after the RFP's closing date
- g) Split the award of the contract between more than one supplier
- h) Make no award of a contract
- i) As this is a purchase by WPPC, there is no branding rights on offer on the provided kit but both parties agree that negotiation can take place post the award of the tender in exchange for branding opportunities
- j) Not reimburse any respondents for any preparatory costs or other work performed in connection with this proposal, whether or not the respondent is awarded a contract.

3.6 Compliance

The successful supplier shall be in full and complete compliance with any and all applicable National and Local Laws and Regulations.

4. SCOPE OF REQUIREMENTS

4.1 Specifications for the design, manufacture, supply and delivery of the following items should be detailed in the proposal.

4.2 Each item is to be priced separately in a comprehensive price schedule.

4.3 Professional team

- a) The squad for the Western Province Professional Team, comprises 17 players, a coach and 5 team management staff
- b) Each player and team management would receive a travel kit and practice kit
- c) Each player would receive a playing kit
- d) The team participates in 4 competitions, namely CSA T20 Knockout, Momentum One Day Cup, Mzansi T20 and CSA 4 Day Franchise Series. These competitions are subject to change during the contract period. It is noted that the team will play in the Momentum One Day Cup kit for the CSA T20 knockout tournament

KIT REQUIREMENTS: ITEM DESCRIPTION-COMPETITION	QUANTITY
TRAINING (40)	
SHORT SLEEVE SHIRTS	160
LONG SLEEVE SHIRTS	80
VESTS	40
ZIP UP TOPS	40
HOODIES	40
TRACK TOPS	40
TRACK BOTTOMS	40
TRAINING PANTS	40
SHORTS	160
TRAINING CAPS	80
TRAINING BIBS	12
4DAY SERIES (30)	
S/S PLAYING SHIRTS	60
L/S PLAYING SHIRTS	60
S/S PULLOVER KNITTED	30
L/S PULLOVER KNITTED	30
PLAYING TROUSERS	90
NAVY BLUE WOOL BAGGY CAPS	30
WHITE BRIM HATS	42
MODC (30)	
S/S PLAYING SHIRTS	60
L/S PLAYING SHIRTS	60
S/S PULLOVER	30
L/S PULLOVER	30
PLAYING TROUSERS	90
UFLEX CAPS 1 each(Includes management)	42
BLUE BRIM HATS	42

MZANSI T20 CHALLENGE (30)	
S/S PLAYING SHIRTS	60
L/S PLAYING SHIRTS	60
S/S PULLOVER	30
L/S PULLOVER	30
PLAYING TROUSERS	90
UFLEX CAPS 1 each(Includes management)	42
BLUE BRIM HATS	42

TRAVEL/LEISURE WEAR	
GOLF SHIRT	84
JACKET	42
BACKPACK	42

4.4 Additional requirements

The service provider should be available to make additional apparel for unscheduled tournaments, at short notice, as well as for gifts for Executive members and Directors when required.

4.5 Risk

Respondents must elaborate on the control measures put in place by their company, which mitigate the risk to WPPC pertaining to potential non-performance by a supplier in relation to quality of service provided. Timely delivery is a key need in this tender and guarantees will be required from providers.

5. EVALUATION CRITERIA

5.1 WPPC will utilise the following criteria in choosing a supplier, if so required:

- a) Pricing – while not the sole factor, competitive pricing will be critical
- b) Service level guarantees
- c) Kit supply must be part of their core business.
- d) Current infrastructure to facilitate online merchandise sales
- e) Compliance – completeness of your responses and content of the proposal
- f) References
- g) Fixed price for at least one year
- h) BBBEE status of company

5.2 Notification of award of RFP

As soon as possible after approval to award the contract(s), the successful supplier will be informed of the acceptance of its proposal.

6. CONFIDENTIALITY

All confidential information provided during the proposal process must be kept confidential. To ensure the protection of such information, and to preserve any confidentiality it is agreed that:

- The proposer shall limit disclosure of confidential information within and outside its own organisation to its directors, officers, partners, members, employees and/or independent contractors (related parties) having a need to know. The proposer and any of its related parties will not disclose the confidential information obtained from the discloser unless required to do so by law.
- Any information provided to proposers during the proposal process is confidential between the WPCA, its associated entities and the proposer and shall not be disclosed to anyone else.

7. CONTACT PERSONS

Any queries must be directed to David Brooke – on email brooked@cricket.co.za.

8. CLOSING DATE AND PROPOSAL SUBMISSION

The closing date for the submission of proposals is **30 July 2021 at 12:00**. Proposals received after the deadline date and time will not be considered.

9. GENERAL INFORMATION

1. Name of tendering entity:

2. Contact details

Address: _____

Tel no: (_____) _____

Email: _____

3. Legal entity: Mark with an X.

Sole proprietor	
Partnership	
Close corporation	
Company (Pty) Ltd	
Joint venture	

4. Registration number: _____
(Submit a certified copy of the company's registration certificate)

5. Income tax reference number: _____
(In the case of a joint venture, provide for all joint venture members)

6. VAT registration number: _____
(In the case of a joint venture, provide for all joint venture members)
Respondents are required to forward a valid copy of their company's Tax Clearance Certificate with their proposal.
Indicate tax clearance certificate expiry date: _____

7. Provide a bank stamped confirmation of banking details

10. DECLARATION

I/We the undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, certifies that the items mentioned in part of the foregoing certificate qualifies/qualify for the preference(s) shown and acknowledge(s) that:

The information furnished is true and correct.

In the event of the contract being awarded as a result of preference claimed as shown above, the contractor may be required to furnish documentary proof to the satisfaction of the WPPC that the claims are correct.

If the claims are found to be inflated, the WPPC may, in addition to any other remedy it may have, recover from the contractor all cost, losses or damages incurred or sustained by the WPPC as a result of the award of the contract and/or cancel the contract and claim any damages which the WPPC may suffer by having to make less favourable arrangements after such cancellation.

All information related to a subsequent contract, both during and after completion, is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from provision of the services, which is either directly or indirectly related to WPPC and its entities business, written approval to divulge such information will have to be obtained from the WPCA and its associated entities.

Signature of Tenderer(s)

Signed at _____ on _____ day of _____ 2021.

For the Contractor/Service Provider

WITNESSES:

1. _____