

HOËRSKOOL BRACKENFELL HIGH SCHOOL

Hoërskool Brackenfell
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Tender Invitation: School Clothing Shop Service Provider for Brackenfell High School

Brackenfell High School is inviting reputable and experienced service providers to submit formal tenders for the set-up, management and operation of our official **on-site School Clothing Shop**.

We are looking for a partner who shares our commitment to excellence and can provide our learners and parents with high-quality uniforms, exceptional service and Value for Money.

The contract will commence on 01 August 2026. The duration of the contract will initially be for a period of three (3) years with an option to extend for a further two (2) years.

Scope of Requirements

The successful bidder will be responsible for the end-to-end retail operation, including but not limited to:

- **Inventory Management:** Sourcing, stocking, and selling of all official school uniform items and branded sports apparel and Supporters Merchandise.
- **Operational Excellence:** Maintaining consistent shop hours and providing professional customer service.
- **Branding & Signage:** The service provider is required to supply and install all necessary shop branding and external signage.

Specific Branding Mandates

To maintain the prestige and visual integrity of the school, the following conditions apply:

- **Brand Identity:** All signage and promotional materials must strictly adhere to the **Brackenfell High School Brand Identity Guide** (including specific colour codes, typography, and logo usage).
- **Co-Approval Process:** No branding or signage may be fabricated and/or installed without the **explicit written co-approval** of the School Management Team (SMT) and the School Governing Body (SGB).

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Submission Criteria

Interested parties should submit a comprehensive proposal including:

1. **Company Profile:** Evidence of experience in school wear retail.
2. **Financial Stability:** Proof of capacity to manage inventory levels.
3. **Branding Proposal:** A preliminary concept of how the shop frontage and interior will reflect the school's brand.
4. **References:** Contact details of at least three current or former clients (preferably schools).

Please ensure you allow sufficient time to send your submission documents prior to the deadline as late submissions will be deemed non-compliant and will not be considered further.

Terms and conditions of submission

- The school shall not be under any obligation to accept any submission.
- The school shall not be under any obligation to accept the lowest proposal.
- The school reserves the right to cancel the entire tender process at any time.
- The school has no liability to settle any cost incurred by the supplier associated with, or as a result of this tender process.
- The submission must be based upon the terms, conditions and specification(s) set out in this document, otherwise it may be rejected on the basis of being unsuitable and non-compliant.
- The school reserves the right to make changes to the tender documentation. Tenderers will be informed of any changes.
- Suppliers will be notified of the outcome of their submission within 15 working days of the deadline date shown below.
- No submission will be deemed to have been accepted unless such acceptance has been notified to the supplier in writing.
- In case a submission appears to be abnormally low in relation to the services to be provided, the school will request a clarification in writing and/or explanation concerning its elements. The school reserves the right to exclude a submission, if after a verification process based on the

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explanations and evidence received, it comes to the conclusion that the submission is abnormally low.

Uniform Specifications

The school has specific uniform specifications, and the supplier will be provided with the specification of the particular uniforms to be provided during the contract period.

Girls School Uniform typically consist of the following, as a minimum:

- Dress
- Normal White School Shirt
- Jersey
- Pullover (Sleeveless)
- Rain Jacket
- White school socks

Boys School Uniform typically consist of the following, as a minimum:

- Trouser
- White Shirt with school emblem
- Jersey
- Pullover (Sleeveless)
- Rain Jacket
- Grey school socks

The specifications for the branded sports apparel and supporters merchandise will be made available on an as when required basis.

A sample of all material to be used shall be submitted to the school for approval. This is regardless of whether it is for uniforms, sports apparel or supporter merchandise.

School Scope of Supply

The school will provide the facility for the set-up of the clothing shop.

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Evaluation Criteria

The following evaluation criteria will be used for the tender:

ASPECT	CRITERIA	POINTS RANKING	VERIFICATION METHOD
Experience in Supply and Delivery of School Uniforms.	Company with 5 or more customers of school uniforms	3	An appointment letter or proof of supply agreements with 5 customers and evidence of satisfactory delivery
	Company with 3 to 4 customers of school uniforms	2	An appointment letter or proof of supply agreements with 3 to 4 customers and evidence of satisfactory delivery
	Company with 1 to 2 customers of school uniforms	1	An appointment letter or proof of supply agreements with 1-2 customers and evidence of satisfactory delivery
Availability of uniforms	Uniforms available within 1–2 weeks	3	Proof of previous supply or statement from existing customers.
	Uniforms available within 2–4 weeks	2	Proof of previous supply or statement from existing customers.
	Uniforms available within 4–6 weeks	1	Proof of previous supply or statement from existing customers.

Note:

- The school reserves the right to require of a tenderer, either before the tender is adjudicated or at any time subsequently, to substantiate any claim in regard to the submission, in any manner required by the school.

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Pricing

- The evaluation of prices will be at the sole discretion of the school.
- If the school suspects that there has been an error in pricing of the tender, the school reserves the right to seek clarification as it considers necessary from that supplier only.
- Any submission should make clear any variations from the school's current uniform specification, including the brand of each garment proposed.
- Pricing shall remain fixed for the first 12 months of the contract. Any increases in prices by suppliers above CPI (Consumer Price Index) during the life of the contract will be assessed on a case-by-case basis between the school and the supplier.

Important Dates & Contact Information

Detail	Information
Tender Issue Date	26 June 2026
Compulsory Site Briefing	Wednesday 15 July 2026 at 09:00
Closing Date for Submissions	Friday 10 July 2026 at 12:00
Submission Method	Sealed envelope to the Front Office of the School

Invitation to Tender Issued by: R Hamman

Date:

Signature:

R Hamman