



## **South African Rugby Union**

### **Appointment of a Textile Clothing Printing and Embroidery Service Provider**

**– Brief –**

**Date of issue:** 29 April 2016

**Issuing Company:** South African Rugby Union (SARU)

**Contact Person:** Rudlyn Barnes

## **PURPOSE**

SA Rugby wishes to appoint a Textile Clothing Printing and Embroidery service provider to deliver high quality, cost effective and efficient textile printing and embroidery to all National teams on a non-exclusive basis for the period May 2016 to April 2019, extendable for a further period of two years at SA Rugby's discretion.

## **BACKGROUND AND SCOPE**

SA Rugby takes great pride in providing all National teams with high quality, comfortable and reliable playing kit ahead of all major Tournaments and Competitions.

SA Rugby will provide interested service providers with a necessary logo design to create the following samples in addition to their written proposal:

- Screen printing sample
- Embroidered sample

## **BUDGET**

Market related service rates will be considered favourable. Budget specifications will be provided to appointed service providers.

## **PROPOSAL OUTLINE**

Proposals should be straightforward, clear, well organised, easy to understand and concise; and should include the following:

- Covering letter
- Executive Summary
- Company information
- BBBEE status
- Brief company background
- Quick overview of services and capabilities
- Contact information
- Proposed rates and/or fees

## **PROPOSAL EVALUATION**

SA Rugby will evaluate each proposal and samples received on how well it meets or exceeds our brief and requirements. SA Rugby in its sole discretion will determine which proposal and sample is best considering the following evaluation factors:

1. The ability of the proposer (service provider) to provide a textile clothing printing and embroidery service of a high standard, quality, favourable market related rates (fees) within a specified production timeframe as determined by SA Rugby.

2. The completeness and quality of the proposal and how well it meets SA Rugby's requirements.
3. The BBBEE status of the proposer/service provider.
4. And any other matters that SA Rugby's panel consider relevant.

We will create a shortlist of proposers'/service providers with whom we will enter into discussion around the submitted proposal and samples.

SA Rugby may cancel this brief, or may reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous.

## **COMMUNICATIONS REGARDING THIS RFP**

It is the interested company's responsibility to inquire about and clarify any requirement of the brief that is not clearly understood. All questions must be in writing and submitted by 16:00 no later than five (5) working days prior to the proposal due date. All inquiries should be submitted by email to: rudlynb@sarugby.co.za

## **FURTHER INFORMATION**

The requirements specified in this brief reflect those presently known. SA Rugby accepts no liability (including in contract, tort, including negligence or otherwise) to anyone in the event of an error in, or alleged misinterpretation of, any statements made or information provided during the briefing process. SA Rugby reserves the right to vary, in detail, the final requirements.

Proposals will be valid for at least three months, and may not be withdrawn or changed without SA Rugby's prior consent in writing. SA Rugby may treat your proposal as your best proposal without and despite any further enquiry.

Proposals are submitted in reliance on the proposer's own knowledge, skill and independent advice and not in reliance on any information provided, or representation made by SA Rugby.

No contact is to be made with any of the SA Rugby's management or personnel in connection with this brief without the express authorisation of the interim GM: Commercial and Marketing of SA Rugby. All queries must be made via email unless of an urgent nature in which case they should be telephoned and confirmed via email. SA Rugby reserves the right to distribute any questions with SA Rugby's reply to all proposers without indicating the source of the inquiry, if it deems appropriate. SA Rugby does not guarantee all questions and responses.

You must not directly or indirectly provide any form of inducement or reward to any employee of SA Rugby in relation to this process.

This proposal and any subsequent arrangement are independent of any other contracts or other arrangements with SA Rugby.

## **TIMELINES**

The following steps will be used to complete this process:

- |   |                        |
|---|------------------------|
| a) Brief issued to potential respondees     | April 29, 2016         |
| <b>b) Submission deadline</b>               | <b>May 13, 2016</b>    |
| c) Shortlist identified                     | May 16, 2016           |
| d) Presentations/discussions with shortlist | May 19, 2016           |
| e) Decision communicated to respondees      | May 20, 2016           |
| f) Contract commences                       | Immediately thereafter |

This schedule is subject to change and active proposers will be notified of changes.

## **PROPOSAL PACKAGING AND SUBMISSION**

In order to be considered for selection, interested companies must submit a complete response to this brief (inclusive of samples and CADS). Every proposal must include the name of the person to whom SA Rugby may address any questions relating to the proposal. Proposers must provide an electronic copy that requires only products within the range the Microsoft Office range to read it. Proposals must be submitted before 12:00 on 13 May 2016 to:

Rudlyn Barnes  
South African Rugby Union  
SARU House  
Tygerberg Park  
163 Uys Krige Drive  
Platteklouf

Or by email to [Rudlynb@sarugby.co.za](mailto:Rudlynb@sarugby.co.za)