



## **JEPPE HIGH SCHOOL FOR BOYS**

### **TENDER DOCUMENT FOR THE SCHOOL CLOTHING SHOP**

**JANUARY 2024**

#### **School Shop Tender**

Jeppe High School for Boys invites tenders from parties interested in running a school clothing shop.

Previous retail experience and experience in the design, manufacture and/or sourcing from suppliers and the running of a shop is important and of advantage to the applicant.

Jeppe High School for Boys intends to enter into an agreement with the service provider who is selected to provide the required services.

#### **Scope**

To manufacture or source, stock and sell clothing items relative to the school in the school shop located at Jeppe High School for Boys. The clothing range is to include both school uniform and sportswear.

To stock and sell the comprehensive range of supporter's gear in association with the school and the Jeppe Boys Association and sell said items in the school shop.

To develop the required range for school staff and sports coaches and sell said items in the school shop.

To sort and donate/sell second-hand school clothing in the school shop. Process to be determined by the school and provider.

While not essential, extending the services of the shop to house and provide/sell stationery and second-hand school text books and school books would be a useful consideration.

### **Market**

- 1020 School boys
- 1600 Parents
- 120 Staff and coaches
- Jeppe Boys Association – old boys
- Visitors

### **Duration of the contract**

- The intended start date for the new contract is July 2024
- The initial terms of the contract will be for the period of 3 years with the option for extension. Jeppe High School for Boys reserves the right to renew or re-advertise for a new service provider at the end of this period
- Either party may cancel the contract at any given time by giving 180 days' notice in writing to this effect.

### **Monthly Rental**

The rental will be negotiated based on a percentage of turnover and will be payable quarterly. Investment in the fitting and refurbishment of the shopfront to be offset against rental

### **Operating hours**

Monday to Friday, standard operating hours 08h00 – 16h30

Official school events taking place over weekend and holidays – in agreement with the school of Jeppe Boys Association

### **Equipment**

- All fixed equipment will remain the property of Jeppe High School for boys upon expiry of the contract
- The service provider will be responsible for the necessary and appropriate shopfitting to ensure an enjoyable customer experience

### **Legal Framework**

- The operation and management of the school shop should be efficient, professional and in accordance with the relevant legislative bylaws including the consumer protection act
- Subletting – the service provider may not sublet any part of this contract without the written permission of the School Governing Body.

### **Monitoring and control**

The following monitoring parameters to be included in the service level agreement

- All designs to be approved by a school management representative before resale
- Maintenance and look of storefront to be approved and maintained
- The service provider is responsible for the receiving and controlling of all stock and may not involve staff or learners from the school
- Financial statements to be shared with school management on a monthly basis

### **Tender proposal**

The following tender proposal models will be considered

- \_\_\_Manufacturers to use the Jeppe School Shop and a storefront. Models where uniform is sold by alternate resellers off-site will be considered.
- \_\_\_Resellers to source and sell appropriately priced quality school and sportswear
- Hybrid model where the school shop supplier acts as both a manufacturer and reseller.
- Salaried shop manager who would be responsible for sourcing quality stock at appropriate cost levels, with Jeppe High School for Boys owning the stock

Interested parties are invited to submit a tender proposal considering the following:

- Clearly indicate the service provision model and approach to running the store, this will include
  - o Sourcing/manufacturing of required school uniform items including boarder clothing items
  - o Sourcing/manufacturing of required school sports kit in conjunction with school – stock various brands
  - o Sourcing/manufacturing of school-related items – eg flags, various promotional-type items
  - o assist with the design and sourcing /manufacturing of the Jeppe Boys Association supporter's kit
  - o assist with the design and sourcing /manufacturing of relative school staff clothing items and that of sports coaches

- Describe an appropriate implementation plan for the handover from the current shop service providers, ensuring continuity of service for customers
- Product and price proposition indicating the items to be sold and the respective price points. This is to be informed by the current provision list which is included in the annexure.
- development of an ordering process, online sales facility, and stock system
- all items sold must meet the approval of the school management
- the successful applicant to give serious consideration to taking into their stock existing stock that is still applicable
- Jeppe High School for Boys to supply electricity and wifi to the school shop

#### **Information to be included in the tender proposal**

- Copy of company registration document
- certified copies of ID documents
- police clearance certificates
- shop staff details and related documents
- insurance cover
- full contact details of service provider
- Copy of the business's VAT registration document (if any).
- Please include your staff support organogram in your tender proposal.
- Please submit your tax clearance, BBBEE certificate, and letters of good standing from the Department of Labour and your bankers.
- Please submit proof of having the relevant insurance cover.
- References and details of running similar ventures

#### **Deadline for submission**

- the deadline for the submission of tenders is 20 March 2024

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- All tender applicants must attend a site meeting with the Deputy Headmaster: Co-curricular before submitting the tender proposal to discuss the various aspects of the proposal in context
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- tenders should be emailed to [jtee@jeppeboys.co.za](mailto:jtee@jeppeboys.co.za) with the subject line School Clothing Shop Tender

The school reserves the right not to accept any bid and reserves the right to accept the whole or part of the bid or reject the bid and cancel the notice to tender.

## ANNEXURE

### Current price list of items to be sold in the Jeppe School Shop

#### School Uniform

Blazer	R1099-1899
S/s shirt	R199-220
L/s shirt	R199-220
Sleeveless Jersey	R279-329
Full Jersey	R289-349
Long trousers	R279-320
Belt	R159
Socks	R79-99
School Shoes	R399-999
Tracksuit	R650-899
Tekkies	R499-799
School Bag	R699
Kit bag	R499
Cap	R110
Tie	R110
PE T-shirt	R159-179
PE Shorts	R169-220
Water Polo costume	R499-799
Swimming Towel	R399
Swimming cap	R99
Cricket shorts	R169
Basketball Kit	R750
Rowing/Football shirt	R299
Rugby - Match Jersey	R550-599
Rugby Practice Jersey	R499
Athletics vest	R330
Sport socks	R99-110
House T-shirt	R99
Cricket shirt	R299
Cricket Cap	R399
Other items to be included	
Hockey Shirt	???
Rowing trisuit	???
Padded jacket	???
Fleece top	???
Golf shirt	???

### **Staff clothing**

Golf Shirts	Vault Marketing	R356.00
Mens Chino Shorts	Vault Marketing	R333.00
Ladies Chino Shorts	Vault Marketing	R517.00
Mens Formal Shirts	Vault Marketing	R374.00
Ladies Blouse		R350.00
Black Training Shorts	Vault Marketing	R215.00 to R250.00 depending on size
Hoodies	Vault Marketing	R448.00
Outdoor Hats	Barron Trading	R93.00
Caps	Vault Marketing	R218.00
Coaching T-Shirts	Barron Trading	R107.00
Softshell Jackets	Vault Marketing	R604.00

### **Supporters gear**

Wave design black t-shirt	R250-00
Black supporters golf shirt	R350-00
Premium golf shirt	R450-00
Long sleeve black t-shirt	R350-00
Black soft shell jacket	R800-00
Black puffer jacket	R1 000-00
Striped socks	R250-00
Patterned socks	R250-00
Black or grey peak cap	R200-00