



EXPRESSION OF INTEREST SUBMISSION FORM

CORPORATE STAFF UNIFORM

INTRODUCTION

Housing Authority is seeking Expressions of Interest from suitable uniform suppliers for the design and provision of corporate staff uniforms for both its male and female employees.

The HA is looking at providing a variety of different uniforms conducive to weather, taking into account our **corporate colours (lower/outer garments: black and navy blue) and (upper garments: light blue and dark blue)** these maybe negotiable depending on the fabrics in stock that matches the corporate colours.

The proposed period of this contract agreement will be from 2024 – 2026 (two years).

UNIFORMS REQUIRED

The successful company will need to supply the following garments:

WOMEN	MEN
<ul style="list-style-type: none"> • Shirts (short/3/4 sleeve blouses) • Skirts • Trousers/pants • Dresses • Bula Blouse 	<ul style="list-style-type: none"> • Shirts (short/long sleeve shirts) • Trousers/pants • Sulu vakataga • Bula Shirt

These will all be required to be embroidered with the HA logo and this should be included in any costing estimates.

ASSESSMENT

Application will be assessed on the following criteria:

1. Price
2. Style/design
3. Affordability (e.g., package options)
4. Variety
5. Before and after sales service
6. Supply timeframes
7. Fabric – polyester-cotton blend for upper garments and polyester-viscose/polyester for lower garments. Sample swatches must be provided for evaluation as part of the submission.

TIMETABLE

1. Expressions of interest closes 6th December 2024.
2. Initial shortlisting of suppliers (2 weeks) – (20th December 2024)
3. Possible presentation by shortlisted suppliers to Uniform Committee (2 weeks)
4. Decision made and supplier engaged.
5. Unsuccessful suppliers notified.

RESPONSE TO THE EXPRESSION OF INTEREST

Suppliers responding to this expression will need to detail their response on the Expression of Interest form attached to this brief.

3. Cost:

4. Before and After Sales Service (including fittings)

5. Packaging Options

6. Supply Times (including alterations)

7. Referees

8. Additional Information

Signature: _____ Date: _____

Expressions of Interest must be in a plain sealed envelope, on which are printed only the words:

“EOI 37/24 – FOR THE DESIGN AND SUPPLY OF CORPORATE UNIFORMS”

The EOI should be addressed to:

The Chief Executive Officer, Housing Authority, P O Box 6472, Nasinu; or placed in the Tender Box located on Level 5, Housing Authority Building, Valelevu, Nasinu.

Tenders close on Friday 4.00pm, 6th December 2024 and late tenders would not be accepted.

Any lobbying or liaison with employees, prior to consideration of the expression of interest by HA, will lead to the rejection of your submission.