



**Glanbrook Minor Hockey Association
– Jerseys and Spirit Wear
Invitation to Tender (ITT)**

Tender close: August 12, 2024, 16:00h

Invitation to Tender (ITT) : Glanbrook Minor Hockey Association (GMHA) – Jerseys and Spirit Wear

1. Your organization, along with others, is invited to offer a tender for provision of the above, to the specification outlined in the attached documents:

Document 1 – Instructions and information on the tendering process.

Document 2 – Specification of the Requirement

Document 3 – Declaration and information to be provided by tenderer

2. Please read the instructions on the tendering procedures carefully. Failure to comply with them may invalidate your tender which must be returned by the date given below.
3. One copy of your tender to be sent to: vpoperations@glanbrookminorhockey.com and cc'd to secretary@glanbrookminorhockey.com no later than **August 12, 2024 16:00h (4:00pm EDT)**. Late tenders will **NOT** be considered.
4. If after having read the enclosed specification, you decide not to submit a tender, GMHA would be grateful if you could send your reasons (though you are under no obligation to do so) to vpoperations@glanbrookminorhockey.com and cc'd to secretary@glanbrookminorhockey.com with subject "No Tender". All feedback will be held in strict confidence.

INSTRUCTIONS AND INFORMATION ON TENDERING PROCEDURES

These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in Document 2 – Specification of Requirement.

Please contact: vpoperations@glanbrookminorhockey.com if you have any doubts as to what is required, or you have difficulty in providing the information requested. Pre-tender negotiations are **not** allowed.

Contract Period

The contract is to be for a period of **1 year**. Contract to begin after the tenderer is awarded.

Incomplete Tender

Tenders may be rejected if the information asked for in the ITT and Specification is not given at the time of tendering.

Receipt of Tenders

Tenders will be received up to the time and date stated. Those received before the due date will be retained, unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered no later than the appointed time. Tenders may be received in hard copy or digital format.

Hard copy tenders to be delivered no later than August 12, 2024; 16:00h to: Shelly Upson, GMHA Secretary, 75 Country Fair Way, Binbrook, ON L0R 1C0; please also send an email to: secretary@glanbrookminorhockey.com advising that your tender has been delivered/couriered in person.

Digital tenders to be emailed no later than August 12, 2024; 16:00h to: vpoperations@glanbrookminorhockey.com and cc'd to secretary@glanbrookminorhockey.com .

Acceptance of Tenders

By issuing this invitation Glanbrook Minor Hockey Association is not bound in any way and does not have to accept any tender.

Inducements

Offering an inducement of any kind in relation to obtaining this or any other contract with Glanbrook Minor Hockey Association will disqualify your tender from being considered and may constitute a criminal offence.

Confidentiality of Tenders

Please note the following requirements, you must not:

Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.

Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.

Make any arrangements with another organization about whether they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

In addition, Glanbrook Minor Hockey Association shall keep all tenders in strict confidence. Details of each tender shall only be shared with the evaluation committee, with the exception of the winning tender whose details will be shared with the Board of Directors as necessary to develop/fulfill the jersey and spirit wear vendor.

Costs and Expenses

You will not be entitled to claim from Glanbrook Minor Hockey Association any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

Evaluation Criteria

See Document 2 – Specification of Requirement

Basis of the Contract

The specification in Document 2, and declaration and information in Document 3, together with any special requirements, will form the basis of the contract between the successful tenderer and Glanbrook Minor Hockey Association.

Conclusions

Whilst every endeavour has been made to give tenderers an accurate description of Glanbrook Minor Hockey Associations' requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

SPECIFICATION OF REQUIREMENT

[The evaluation criteria will be based on a points system, considering factors such as quality of materials and workmanship, competitive pricing, delivery timelines, the vendor's experience, reputation and customer service policies. The detailed scoring and rationale will be disclosed to tenderers upon request after the final decision has been made.]

1 Primary scope of work**Supply GMHA league hockey jerseys and socks.**

- *must be available in a range of player and goalie fit and sizes (small to extra-large for youths and adults).*
- *application of custom player names and numbers*
- *inclusion of league logo, players name, number, sponsor name, small 50th anniversary logo/patch, stop sign on back, Canada flag on all jerseys (GMHA to approve all final design and placement of these items)*
- *have available samples for players to size and choose their number at a pre-season event (September 7, 2024 at Glanbrook Arena)*
- *All jerseys to be delivered complete to GMHA before October 11th, 2024.*
- *Glanbrook Minor Hockey Association will provide the tender winner with personalized jersey information by end of business day September 10th, 2024.*
- *GMHA will work with the successful vendor to determine dates for the provision of player names and numbers that work for both parties. Given the nature of the local league season start, and the fall tryout schedule for rep, flexibility and rush timelines will be an important service from the successful vendor.*

Please use the following criteria to provide your quote.

These details are based on GMHA's 2023-2024 season and have been used to ensure fair evaluation between all tender bids. Final numbers for ordering for the new 2024-2025 season will be provided to the successful vendor in September.

- Material: High-quality, breathable, and durable fabric.
- Design: Modern and functional design with reinforced stitching.
- Colors: Specific colors for different teams as per our color palette (details to be provided).
- U9 Kobe XJ5 Jersey and Knit socks (16 per team) white Rangers (Logo, numbers, sponsor, 50th logo, stop sign, Canada Flag, player name)
- U9 Kobe XJ5 Jersey and Knit socks (16 per team) blue Rangers (Logo, numbers, sponsor, 50th logo, stop sign, Canada Flag, player name)
- U13 Kobe K3G18H and Knit socks (16 per team) white Rangers (Logo, numbers, sponsor, 50th logo, stop sign, Canada Flag, player name)
- U13 Kobe K3G18A and Knit socks (16 per team) blue Rangers (Logo, numbers, sponsor, 50th logo, stop sign, Canada Flag, player name)
- U15 Kobe K3G18H and Knit socks (16 per team) white Rangers (Logo, numbers, sponsor, 50th logo, stop sign, Canada Flag, player name)
- U18 Kobe K3G18H and Knit socks (16 per team) white Rangers (Logo, numbers, sponsor, 50th logo, stop sign, Canada Flag, player name)
- U18 Kobe K3G18A and Knit socks (16 per team) blue Rangers (Logo, numbers, sponsor, 50th logo, stop sign, Canada Flag, player name)

2 Spirit wear (optional)

If interested in also bidding for spirit wear, please provide details regarding ordering process, minimum order numbers, quality, and type of spirit wear and accessories.

ie. toques, hats, sweaters, hoodies, sweatpants, sport jackets, sport pants, T-shirts – cotton and/or base layer style, helmet/hockey stick labels etc. for players, families and coaches.

Please indicate if individual ordering is available or if group ordering (by whole team or whole league) required.

Please note, options for spirit wear availability may enhance tender bids, but will not penalize tender bids should it not be included in a tender submission.

3 Delivery requirements

All jerseys and socks to be completed by October 11, 2024.

- Please indicate if there are additional delivery fees.
- Delivery location: Binbrook, exact location to be disclosed to successful vendor
- Packaging of jerseys and socks to be separated by team.

4 Submission requirements:

- Company profile, including previous experience with similar projects.
- Detailed quote including unit price, total cost, and any applicable taxes and service fees.
- Samples and/or images of proposed jersey designs. All samples will be returned following the tender process.
- Warranty, return and customer service policy details.
- One copy of your tender to be sent to:
vpoperations@glanbrookminorhockey.com and cc'd to
secretary@glanbrookminorhockey.com no later than **August 12, 2024 16:00h (4:00pm EDT)**. Late tenders will **NOT** be considered.

DECLARATIONS AND INFORMATION TO BE PROVIDED BY THE TENDERER

1 _____ (Name of tenderer) declares that we accept Glanbrook Minor Hockey Associations' standard terms and conditions and

2 declare that we have not communicated to any other party the amount or approximate amount of the tender price other than in confidence. The tender price has not been fixed nor adjusted in collusion with any third party, and

3 declare that the tender will remain valid until the evaluation has been completed, a contract issued and signed between the winning tenderer and GMHA, and

4 declare that we are not entitled to claim from Glanbrook Minor Hockey Association any costs or expenses incurred in preparing the tender or subsequent negotiations whether or not the tender is successful, and

5 declare that the tenderer will provide appropriate certifications and any insurance that is required.

signed on behalf of the tenderer _____

dated _____