



## **REQUEST FOR PROPOSAL BC Games Participant Shirt**

### **INTRODUCTION**

The BC Games Society is seeking proposals from clothing suppliers for a technical t-shirt for the participants of the 2014 BC Summer Games. The participant shirt is being provided as part of our Corporate Partnership with Coast Capital Savings and will be given to the participants as a souvenir memento that recognizes their achievement in participating at the BC Summer Games.

### **OVERVIEW**

The BC Games Society is the organization responsible for the BC Winter and BC Summer Games which are British Columbia's biennial celebration of sport and community. Since 1978, the BC Games have taken place in 38 communities and involved over 350,000 participants and volunteers and thousands more as spectators and supporters.

The BC Games bring together British Columbia's best emerging high performance athletes, trained coaches, and certified officials for four days of competition. This experience is an important development opportunity and stepping stone towards higher level sport competitions.

Held every two years, the BC Games are hosted in different communities around the province with thousands of volunteers responsible for the planning and staging of the Games.

### **SCOPE**

The objective of this project is to provide a custom design technical t-shirt to the athletes, coaches, and officials at the Nanaimo 2014 BC Summer Games. The goal of the project is to ensure a high quality and stylish shirt that recognizes the achievements of participants and provides exposure for the BC Games Society and Coast Capital Savings.

Up to 3900 athletes, coaches, and officials from across the province will attend the Nanaimo 2014 BC Summer Games from July 17 to 20. Athletes will compete in 19 different sports. The average age of the athletes is 14.5 years with a range from 10 to 19 years in able-bodied sports. Athletes with a disability are also included in athletics, equestrian, and swimming. Up to 580 coaches and 400 officials support the athletes.

## REQUIREMENTS

Quantity: 4000-4500 units

Shirt: Preference for technical fabric, short sleeved, blue colour, unisex style

Design: As per the design below.  
Screen print, 2 colours, 2 locations on shirt



*The design will be finalized by the BC Games Society and the successful company. If you have a unique application or design modification you would like to propose please include it with your submission. Ensure you detail any cost differences between the designs.*

Sizes: Range in unisex sizes XXS\*, XS, S, M, L, XL, XXL, XXXL\*.

*\*We anticipate there will be very few XXS and XXXL required so if those sizes are not available we can consider not including them.*

Sizing: The registration deadline for the BC Summer Games is June 16, 2014. We can provide a general breakdown of sizes required by May 23 with finalized sizing available by June 21.

Delivery: Shipped to Nanaimo for delivery on July 4, 2014

Budget: The budget range for the project is \$24,000 - \$30,000

Pricing: Outline the following prices:

- Price per unit
- Screening price per unit
- Set up and design costs
- Delivery to Nanaimo
- **Total price per unit**
- **Total cost including taxes and shipping**

## SUBMISSION

Please ensure your submission includes the following:

- Comprehensive pricing
- Description and/or sample of the proposed shirt
- Demonstration of the company background, history, capacity, timelines
- List of current related clients and contact info

## TIMELINE

RFP issued	March 26
RFP deadline	<b>April 14, 2014 4:00pm PDT</b>
Successful company confirmed	April 21
Contract signed	April 30
Design finalized	May 9
Generic sizing provided	May 23
Final sizing provided	June 21
Delivery to Nanaimo	July 4

## EVALUATION

The RFP will be evaluated according to the following criteria.

Cost per unit pricing	70%
Type and quality of shirt	20%
Ability to meet quantity, sizing and delivery timelines	10%
Past experience and references	10%

**Deadline for submissions is 4:00 pm PDT April 14, 2014.**

Submissions will be accepted by email or in hard copy:

BC Games Society  
200-990 Fort Street  
Victoria, BC V8V 3K2  
[info@bcgames.org](mailto:info@bcgames.org)

### Contact:

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