



TENDER REFERENCE # CDMHA-2024/25

CALEDONIA AND DISTRICT MINOR HOCKEY ASSOCIATION

100 Haddington Street, Unit 4

Caledonia, ON

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Request for Quotation (RFQ) – Local League Jerseys and Socks

Overview:

The Caledonia and District Minor Hockey Association is seeking proposals from vendors interested in supplying jerseys and socks for the 2024-2025 season. The successful bidder will be the approved supplier of choice for the term of the contract.

Bidder Instructions:

All communications regarding the Request for Quotation (RFQ) must be directed to Corry Bentley, Equipment Manager at equipment@caledoniathunder.ca

Violation of this directive may result in the disqualification of the Supplier from the RFQ process. Please acknowledge by email your intention to provide a proposal by Wednesday 22, May 2024 and provide contact information.

All proposals are to be submitted by Friday May 31, 2024.

All suppliers that submit a tender will receive an email indicating acknowledgement of receipt. Selected proposals will be contacted to arrange a presentation with the tendering committee. All questions and answers during the RFQ will be communicated by email with their primary contact. Responses to questions will be distributed to all of the Suppliers who emailed their intent to bid by the deadline above, through the Suppliers primary contact, in a timely fashion.

Please note that in all cases, we will not necessarily select the quote with the cheapest prices. We will be considering price, quality, design, desirability of the style and service.

Contract:

The successful bidder will enter into a one year contract with CDMHA for the 2024-2025 season.

CDMHA reserves the right to break the above said contract on the grounds of poor quality of service.

Prices are to remain in effect for the complete 2024-2025 season.

Services:

- A willingness to collaborate with the CDMHA to provide the best service, quality, and value possible.
- All pricing must be in Canadian funds and must include all costs other than those asked to be excluded. This includes set up fees, foreign taxes or import fees and any other costs associated with completing this tender.



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- CDMHA asks that all invoicing be itemized with details of the items being shipped and ONT and federal taxes to be listed separate.
- This tender will be asking for the accepting Supplier to provide pricing for up to 5 consecutive years. The CDMHA reserves the right to extend this contract from a one-year contract to a multiyear contract.
- Guaranteed delivery date of **Friday September 20, 2024** for all local league jerseys.

Please provide the following information with your tender:

- Identify cost savings if more than a certain quantity is purchased.
- For all jerseys and socks, please provide manufacturer, style information and photos or drawings.

Terms and Conditions:

- CDMHA is not responsible for any expenses incurred by Supplier(s) in preparing and submitting a response to this RFQ.
- Quotes that are submitted late or hand written will not be accepted.
- Any modifications or withdrawal of tender must be done so in writing prior to the tender close date.
- Suppliers should provide a description of their delivery schedule including lead time required for future orders.
- Suppliers will package and ship by team/group to ensure easy distribution to the membership. All boxes must be labelled accordingly.
- If successful Supplier does not meet agreed upon delivery dates, 5% of the total invoice will be held back from final payment.
- Suppliers must guarantee availability of replacement jerseys and socks for the term of the contract. If extra needs to be added on to the original order, the extra will be priced at the volume pricing and NOT as an individual price. CDMHA will do their best to avoid this situation.
- CDMHA reserves the right to make the changes on the specifics of the tender.
- The selected bid will not be awarded solely on costs but all aspects that are in the best interest of the CDMHA including quality, design, service and desirability of the membership.
- CDMHA is not under any obligation to award a contract and reserves the right to terminate the RFQ process prior to award.
- The Suppliers may be asked to provide samples. These samples will be retained by the CDMHA until the selection process is over.
- The successful Supplier will be required to provide sizing jerseys and socks for the membership.
- The successful Supplier will make themselves available for sizing the membership, should this be required.
- For the successful Supplier the payment for the jerseys and socks will be retained until the final delivery of all items.
- The successful Supplier shall not assign or sub-contract any portion of its contract without written consent of the CDMHA.
- All submissions must be signed by an authorized company representative.
- If the successful Supplier fails to carry out the agreement satisfactorily, CDMHA will, by giving written notice, specifying the default requiring remedy. If the specified default is not remedied within two (2) weeks from giving notice, CDMHA reserves the right to terminate the agreement immediately.
- CDMHA cannot guarantee minimum purchase volumes.



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Appendix A – Jersey and Sock Requirement

Local League	U8 – 3 teams	18 Skaters and 2 Goalies each team
(1 set per team)	U9 – 3 teams	18 Skaters and 2 Goalies each team
	U11 – 3 teams	18 Skaters and 2 Goalies each team
	U13 – 3 teams	18 Skaters and 2 Goalies each team
	U15 – 3 teams	18 Skaters and 2 Goalies each team
	U18 – 3 teams	18 Skaters and 2 Goalies each team

High quality sublimated jerseys designed to last, CDMHA logo on the front and possibly on the sleeves.

Sponsor on the back of the jersey.

Regulatory requirement Stop sign and Canada Flag on jersey.

Socks – Pro style or sublimated (no knit socks) to match jerseys. 22 sets per team.

C’s and A’s one set of each for each team (dark for light jerseys and white for dark jerseys).

Please note that jersey and sock sizes will be dependent on the age of the teams and therefore the bid will include if applicable pricing for both Youth and Adult size jerseys and socks as the order will include both.

Warranty:

The Supplier warrants that the Goods supplied under the contract are new and unused and of the most recent models and incorporate all recent improvements in design and materials. The Supplier shall further warrant that none of the jerseys or socks have any defect arising from design, materials or workmanship. This warranty shall remain valid for a period of one year.

CDMHA will promptly notify the supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, with all reasonable speed, replace the defective Goods, without cost to CDMHA.

If the Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, CDMHA may proceed to take such remedial action as may be necessary, at the Supplier’s risk and expense and without prejudice to any other rights which the CDMHA may have against the Supplier under the contract.



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TENDER SUBMISSION FORM

This form must be completed and attached with the submission and all other pertinent information you would like the CDMHA to consider as part of the tender review.

Date: _____

To: Caledonia District Minor Hockey Association

We the undersigned, declare that:

- (a) We have examined and have no reservations to the Tender Documents, including the Appendix A;
- (b) We understand that this tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (c) We understand that you are not bound to accept the lowest evaluated tender or any other tender that you may receive.

Company Name: _____

Authorized Representative (Print Name): _____

Signature: _____