



REQUEST FOR PROPOSAL

Team Sask Lapel Pins for the

**2022 Canada Summer Games
2023 Canada Winter Games**

BACKGROUND:

The Saskatchewan Games Council Inc. is pleased to invite proposals for the opportunity to supply lapel pins for Team Sask participants (athletes, coaches, managers, and mission staff) attending the 2022 Canada Summer Games in Niagara, ON and the 2023 Canada Winter Games in PEI.

Our anticipated team size is 475 participants for the 2022 Canada Summer Games and 375 participants for the 2023 Canada Winter Games.

The Canada Games are one of the largest amateur multi-sport events in Canada. The Games provide a focus for the growth and development of Canada's developing athletes as they prepare for future competitions at a National and International level.

The 2022 Canada Summer Games will be held from August 6 – 21, 2022 in the Niagara region of Ontario.

The 2023 Canada Winter Games will be held from February 18 – March 5, 2023 across Prince Edward Island.

FOR MORE INFORMATION PLEASE CONTACT:

Ashley Dennison, Games Services and Communications Lead

Saskatchewan Games Council Inc.
280 – 1870 Albert Street Regina, SK S4P 4B7

C: 306-570-2525

O: 306-780-9387

adennison@saskgames.ca

REQUIREMENTS:

1. 2022 Canada Summer Games

We will require approximately 6,000 pins and are considering the following:

Two or three different pin designs for all Team Sask participants (2,850 or 1,900 of each)

One pin design specific for Mission Staff (250)

OR a three-piece puzzle pin set (2,000 each)

2. 2023 Canada Winter Games

We will require approximately 5,000 pins and are considering the following:

Two or three different pin designs for all Team Sask participants (2,250 or 1,500 of each)

One pin design specific for Mission Staff (250)

OR a three-piece puzzle pin set (1,650 each)

SPECIFICATIONS:

- a) Pins should be a minimum of 1 inch to a maximum 1.5 inches in size;
- b) Colors on final product must match pantone colors of Team Sask:
 - a. Pantone 355
 - b. Pantone 109
- c. Additional Information:**
 - i. Our uniform colours are:
 1. Primary colours: Kelly Green and White
 2. Secondary colours: Black and Saskatchewan Yellow (Pantone 109)
 3. Please note the 2022 Canada Summer Games and 2023 Canada Winter Games Logos on the last page for inspiration
- c) Supplier is responsible for providing artwork/proof of each pin design;
- d) Supplier is responsible to provide a sample pin(s) they produced similar in size, material and quality as the ones being proposed; and,
- e) Proposals should reflect creativity, uniqueness, contemporary, flexibility, quality control and a consistent approach in design and manufacture.

TERMS AND CONDITIONS:

- 1.** In no event will the Saskatchewan Games Council be responsible for the cost of preparation of bids, sample pins, or the costs associated with attending interviews or presentations.
- 2.** Late bid submissions will not be accepted.
- 3.** The Saskatchewan Games Council reserves the right to accept, in whole or in part, the bid submission(s) that it deems most advantageous and the right to reject any or all bid submissions for any reason. The lowest or any bid submission will not necessarily be accepted.
- 4.** The submission of a bid, the receipt of a bid by the Saskatchewan Games Council, and the opening of bids do not in any way constitute a commitment to any bidder. The Saskatchewan Games Council may, at its sole discretion, elect to cancel the tender.
- 5.** The Saskatchewan Games Council may, at any time, terminate any resulting contractual agreement without cause, reason or liability by giving at least 30 days written notice specifying the effective date of termination. In the event of the termination of any resulting contractual agreement, payment by the Saskatchewan Games Council shall be limited to amounts payable in accordance with the contractual agreement for services provided to the date of termination.
- 6.** Suppliers must provide proof that they only use approved audited factories for production.
- 7.** Preference will be given to Saskatchewan based businesses.
- 8.** The SGC will work in close partnership with the selected company to design the Team Sask pins, which may include the SGC providing design input into the final pieces. The examples provided in your RFP may not be the final design concept. All design work must be included within the price quote.
- 9.** A company profile must be included which identifies any experience in meeting the needs of a project of this size and type.
- 10.** Provide a list of clients and at least three (3) client references complete with contact information.
- 11.** Provide the manufacturing timelines for production of the order (from date of order to delivery to client).
- 12.** Price quotes should be per unit less all discounts and taxes unless otherwise stated in the tender document. All unit prices should be extended and totaled. In case of a mathematical error, the unit price shall govern. Taxes should be shown separately. Additional charges such as handling, crating, cartage, or service, will not be accepted unless detailed and shown as a separate charge in the bid and agreed upon by the Saskatchewan Games Council.
- 13.** The payment terms/ requirements or payment schedule should also be outlined.
- 14.** Proposals should identify and describe the materials that will be used and the qualities of the materials.
- 15.** Due to our budgeting process, payment of the 2022 Canada Summer and the 2023 Canada Winter Games pins will happen after April 1, 2022.

16. The Saskatchewan Games Council reserves the right to enter negotiations with the supplier/manufacturer regarding sponsorship opportunities that may be of mutual interest to both parties.
17. Due to the current pandemic (COVID-19), and if the 2022 Canada Summer Games and or 2023 Canada Winter Games are postponed or cancelled, the Saskatchewan Games Council can cancel, delay, or alter the agreement prior to the supplier going into production. The supplier must enter into an agreement understanding these unique circumstances and be willing to work cooperatively with the SGC towards an acceptable outcome.

PROPOSAL DEADLINE:

Proposals detailing all the information requested above must be received by 4:00 PM. CST, February 28, 2022.

PROPOSED KEY DATES:

The following are the proposed timelines for this project:

January 14, 2022	SGC sends the RFP package to potential companies via email and posts on website and social media
February 28, 2022	Proposals are to be received at the SGC office or by email by 4:00 PM CST on February 28, 2022. Companies that do not respond by this date will not be considered.
Week of March 14, 2022	SGC selects and notifies the successful company, and communicates decision to all proposing companies
Week of March 21, 2022	SGC provides a supplier contract and is signed. Project development begins
Week of April 4, 2022	SGC provides final sign-off for 2022 Canada Summer Games pins
June 27, 2022	SGC receives final pin order for 2022 Canada Summer Games
Week of September 5, 2022	SGC provides final sign-off for 2023 Canada Winter Games pins
January 16, 2023	SGC receives final pin order for 2023 Canada Winter Games

PLEASE FORWARD PROPOSALS BY THE PRESCRIBED DEADLINE TO:

Team Sask Pin Proposal
c/o Mark Bracken
280 – 1870 Albert Street
Regina, SK
S4P 4B7
mbracken@saskgames.ca

Our intent is to notify those companies who submitted proposal during the week of March 14, 2022.

Thank you for all that apply, we appreciate your support.

