



## REQUEST FOR PROPOSALS — PROMOTIONAL MATERIAL JEUX DE LA FRANCOPHONIE CANADIENNE 2017

**Date of issue:** Wednesday, Jan 25, 2017

**End date:** Friday, February 24, 2017, 5 pm (EST)

*Submissions can be sent by email or fax. Only the successful candidate will be contacted.*

**Please reply to:**

Caroline Bujold  
JeuxFC National Coordinator

✉ [caroline@fjcf.ca](mailto:caroline@fjcf.ca)  
☎ 780.463.0888  
📠 613.562.3995

The following criteria have been defined by the Fédération de la jeunesse canadienne-française (FJCF) to retain the services of a supplier to produce the promotional material for the Jeux de la francophonie canadienne 2017 (Canadian Francophone Games). This includes, but is not necessarily limited to, coats, t-shirts, bags and luggage tags.

**In order to be considered, please submit your written proposal before Friday, February 24, 2017, 5 pm (EST), to:**

**Caroline Bujold, National Coordinator**  
Fédération de la jeunesse canadienne-française  
Telephone: 780.463.0888  
Fax: 613.562.3995  
Email: [caroline@fjcf.ca](mailto:caroline@fjcf.ca)

Proposal letters must be sealed and clearly labelled as follows: **Request for proposals – Promotional material Jeux de la francophonie canadienne**. Proposal letters received after the closing time will unfortunately not be considered.

## 1. OVERVIEW AND GOALS

The Fédération de la jeunesse canadienne-française (“French-Canadian Youth Federation—FJCF”) is a national organization managed by and for youth, made up of eleven youth associations from nine provinces and two territories. It contributes to the sociocultural and identity development of young Canadians aged between the ages of 14 and 25 years through youth employment and pan-Canadian events.

The Canadian Francophone Games are among the largest gatherings of Canada’s French-speaking youth. In addition to encouraging hundreds of young people to exercise their talents in one of three sectors (art, leadership and sport), the Games showcase cultural pride, self-confidence and leadership abilities in a friendly, competitive setting. Since the first Games in 1999, no fewer than 20,000 people have been involved. The Games provide extraordinary encounters; an exciting francophone experience; and a schedule rich in festivities.

The Canadian Francophone Games are a Fédération de la jeunesse canadienne-française (French Canadian Youth Federation—FJCF) initiative, supported financially by Canadian Heritage.

The goal of this request for proposals is to find a supplier that can produce the promotional material offered by the FJCF to the various delegations taking part in the Jeux de la francophonie canadienne 2017 in Moncton-Dieppe, from July 11 to 15 2017.

## 2. SCOPE OF REQUEST FOR PROPOSALS

For the JeuxFC 2017, the FJCF will require the following items:

### **Custom Sublimated jacket (1350)**

- Design customized in colour to reflect various provinces. Fourteen (14) designs total.
- Sizes available XSmall—XXLarge
- 100% polyester microfibre fabric or similar.
- Full zip front
- Side seam pockets



### **Ecofriendly t-shirt (1300)**

- Sizes available XSmall—XXLarge
- One (1) solid colour
- Made of recycled or ecofriendly material
- 2 colour full front screen printed logo—Ten (10) different designs
- 1 colour small back screen printed logo

### **Drawstring Knapsack (2500)**

- 1 colour printed logo on front of knapsack.

### **Luggage tags (2800)**

- Coloured tag—Thirteen (13) different colours
- Black logo printed on coloured tag

## **3. EVALUATION AND SELECTION CRITERIA**

Please submit a rate card for the requested items, including any volume discounts, as well as any additional costs that could arise. Your submission should include the costs for the items and the production times. Please also state if you are able to provide sizing kits for the various delegations. **Please note that all material must be delivered by June 15, 2017.**

The service providers for this request for proposals will be judged on the following four decision factors:

#### **A. Cost**

As a not-for-profit organization, the FJCF is looking to work with the supplier that can provide the best value for services provided, while respecting established budgets.

#### **B. Availability**

It is important for the FJCF to be able to communicate with the person or people in charge of our file. An ability to reply promptly is an important criterion for the FJCF.

#### **C. Quality control**

It is essential for the FJCF that the selected supplier pays special attention to quality control.



**D. Partnership potential**

The FJCF is interested in developing a partnership with the service provider. A visibility exchange within the FJCF's events is possible for a service provider that provides a significant rate reduction as a form of sponsorship.

**E. Eco-friendly**

The FJCF favours, as much as possible, the use of recycled materials and sustainable practices in the fabrication of the products.

Please note that preference will be given to candidates that can provide service in French throughout the entire process.

## 4. REQUEST FOR PROPOSALS DEADLINE

**The necessary information, along with any accompanying documents relating to this request for proposals, must be received by the Fédération de la jeunesse canadienne-française before Friday, February 24 2017, at 5 pm Eastern Standard Time.**

Please submit your proposals to:

Caroline Bujold  
National Coordinator  
[caroline@fjcf.ca](mailto:caroline@fjcf.ca)

All questions regarding this request for proposals can be submitted in writing to Caroline Bujold, National Coordinator, by email at: [caroline@fjcf.ca](mailto:caroline@fjcf.ca).

Only requests submitted in writing will be considered.

Submissions received after the deadline will unfortunately not be considered.

## **5. GENERAL TERMS AND CONDITIONS SUBSEQUENT TO THE REQUEST FOR PROPOSALS**

- a. The Fédération de la jeunesse canadienne-française (FJCF) reserves the right to retain the services of one or none of the suppliers that offered their services in regards to this request.
- b. The FJCF reserves the right to modify the requirements presented in this request for proposals at any given time.
- c. Payment will be carried out following the issue of a proper invoice, based on the suggested prices in the proposal or a price estimate accepted by both parties.
- d. The conditions of a possible future agreement will be final. Any modification will have to be negotiated and confirmed, in writing, by both parties.
- e. The FJCF is open to the possibility of offering a visibility exchange within its events according to the value of the proposed discount.