



REQUEST FOR PROPOSALS — PROMOTIONAL MATERIAL JEUX DE LA FRANCOPHONIE CANADIENNE 2020

Date of issue: Monday, January 20, 2020

End date: Friday, February 14, 2020, 5 pm (EST)

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

Please reply to:

Caroline Bujold
JeuxFC National Coordinator
@: caroline@fjcf.ca
Tel: 780.463.0888

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 2020 (Canadian Francophone Games). This includes, but is not necessarily limited to, jackets, t-shirts, bags and luggage tags.

**In order to be considered, please submit your written proposal before
Friday, February 14, 2020, 5 pm (EST), to:**

Caroline Bujold, National Coordinator
Fédération de la jeunesse canadienne-française
Telephone: 780.463.0888
Email: caroline@fjcf.ca

Proposal letters must be 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 (CFGames) 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. The Canadian Francophone Games are a Fédération de la jeunesse canadienne-française initiative, supported financially by the Government of Canada.

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 2020 in Victoria, from July 14 to 18 2020.

2. SCOPE OF REQUEST FOR PROPOSALS

For the CFGames 2020, the FJCF will require the following items:

Custom Sublimated Jacket (1350 units)

- Design customized in colour to reflect various provinces. Fourteen (14) designs total (see colours and quantities in Appendix).
- Sizes available XSmall—3XLarge
- 100% polyester microfibre fabric, recycled material or natural fibers.
- Full zip front
- Side seam pockets

Ecofriendly t-shirt (1300)

- Sizes available XSmall—3XLarge see colours and quantities in Appendix)

- Made of recycled or ecofriendly material
- This t-shirt will help divide participants into 20 teams. Colours of t-shirt and logos will help separate teams. The number of colours and logos are to be confirmed.

Ecofriendly bags (2500)

- 1 colour printed logo on front of knapsack – Tote Bag type.

Luggage tags (2800)

- Coloured tag—Thirteen (13) different colours
- Black or white 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, 2020.**

The service providers for this Request for Proposals will be judged on the following five 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. Ecofriendly

The FJCF favours, as much as possible, the use of recycled materials and sustainable practices in the fabrication of the products as well as products made or designed in Canada.

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 14 2020, at 5 pm Eastern Standard Time.

Please submit your proposals to:

Caroline Bujold
National Coordinator
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.

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 regard 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.

APPENDIX – DETAILS ON COLOURS AND QUANTITIES

Jackets – Team Colours Examples:



Quantities ordered in 2017:

Sizing request	XS	S	M	L	XL	2XL	3XL	TOTAL
AB	2	26	51	38	9	2	0	128
BC	1	21	47	19	6	1	0	95
PEI	5	23	45	20	4	1	0	98
MB	6	23	64	27	8	0	0	128
NB	2	30	56	30	6	2	0	126
NS	4	27	41	26	6	0	0	104
NU	0	0	4	1	1	0	0	6
ON	4	33	54	28	7	2	0	128
QC	1	24	59	30	6	2	1	123
SK	10	15	51	31	11	2	1	121
NFL	4	15	32	15	8	1	0	75
NWT	6	8	31	13	3	1	0	62
YK	1	11	25	6	3	0	0	46
jeuxFC	4	21	33	35	16	5	1	115
	50	277	593	319	94	19	3	1355

T-shirts – Concept Example:



Quantities ordered in 2017:

XS	S	M	L	XL	XXL	3XL	TOTAL
52	285	550	285	100	20	8	1300

Multiple logos will have to appear on the jacket and/or t-shirt:

