

REQUEST FOR TENDER (RFT)

TROPHIES AND AWARDS

INTRODUCTION

Capital Football is the peak organisation for the management and coordination of football (soccer) in the ACT and surrounding area.

Capital Football also manages A-League Women's club Canberra United, ACT representative teams across both junior and senior competitions, and the Kanga Cup which is largest junior international participation tournament in the southern hemisphere.

With over 16,000 individual players, and over 35,000 individuals engaged with the sport in competitions, programs and events, football is the largest participation sport in the region.

INVITATION TO TENDER

Capital Football has previously engaged a wide variety of suppliers on an ad-hoc basis to deliver our trophies and awards needs.

We are seeking to appoint a single organisation to fulfil our extensive requirements as outlined in the Needs Analysis – Appendix 1.

This will include Capital Football's requirements for trophies and awards across all programs, including those not specifically mentioned in this document, ad-hoc orders and additional opportunities to tender for partnership with 3rd party organisations where possible (Clubs).

The successful organisation will have the experience, systems and commitment to quality assurance to ensure Capital Football items are designed, ordered, manufactured and delivered to the highest standard.

Local, interstate, national and international businesses with the capacity and expertise to successfully supply Capital Football are invited to respond to this RFT.

KEY DATES

Tender Document circulated to all parties	4 February 2022
Evaluation Period	4 February 2022 – 1 March 2022
Notifications to all Tender Providers	4 March 2022

**Capital Football may require additional time to evaluate submissions pending variety and volume*

TENDER INCLUSIONS

The following detail is required as part of this RFT:

- Cover letter providing a summary of the business information:
 - o Business name / trading name
 - o ABN
 - o Background / history of organisation
- Statement on:
 - o Capacity and ability to deliver requirements of this tender
 - o Personnel
 - o Quality assurance measures
 - o Lead times:
 - Periods of heightened business requiring longer lead times
 - Any known delivery issues (international shipping, COVID-19 etc) and how risk is mitigated
 - o How orders are to be processed:
 - Online Portal opportunity
 - Invoice terms
 - o Delivery costs and method
 - o Packaging model (bagged, etc)
- Pricing against items in Capital Football Program Needs Analysis document

PARAMETERS OF ARRANGEMENT

Capital Football would look favourably upon tenders that addressed the following:

- A single organisation to drive all requirements¹
- Minimum three (3) year deal
- Inclusion of significant cash component paid upfront annually
- Inclusion of significant value-in-kind (VIK) to be utilised throughout the calendar year
- Increasing values (cash and VIK) annually
- Remedies for any orders that fail to be delivered in line with expectations

SUBMISSION

Please send documentation (including tender bids) and any queries to commercial@capitalfootball.com.au

¹ Tenders for part-rights may be considered – please contact prior to submitting proposal

APPENDIX 1 – NEEDS ANALYSIS (ESTIMATED)

Competition / Program	Requirement	Expected Volume	Medallion / Trophy
Junior League			
Domestic Competition	Medallions for Runners Up	240	Medallion
	Medallions for Winners	240	Medallion
	Minor Premiership	240	Medallion
	Championship Winner	240	Medallion
	Premiership	1440	Medallion
	Club Championship Trophy	2	Trophy
	Fair Play Awards	2	Trophy
	Referee Grand Final Medals	48	Medallion
	Junior Coach of the Year	1	Trophy
Kanga Cup	Medallions for Winners	650	Medallion
	Medallions for Runners Up	650	Medallion
	Medallions for Referees	140	Medallion
	Championship Trophy	70	Trophy
Senior League			
Domestic Competition	Medallions for Runners Up	400	Medallion
	Medallions for Winners	400	Medallion
	Minor Premiership	400	Medallion
	Championship Winner	400	Medallion
	Club Championship Trophy	2	Trophy
Pre-Season Tournament	Medallions for Runners	80	Medallion
	Medallions for Winner	80	Medallion
	Perpetual Trophy	4	Trophy
Charity Shield	Medallions for Runners Up	20	Medallion
	Medallions for Winners	20	Medallion
	Referees	4	Medallion
Federation Cup	Medallions for Runners Up	40	Medallion
	Medallions for Winners	40	Medallion
	Referees	4	Medallion
Capital Premier League	Medallions for Runners Up	120	Medallion
	Medallions for Winners	120	Medallion
	Minor Premier	120	Medallion
	Championship	120	Medallion
	Club Championships	2	Trophy
National Premier League	Medallions for Runners Up	220	Medallion
	Medallions for Winners	220	Medallion
	Minor Premier	220	Medallion
	Championship	220	Medallion
	Club Championships	4	Trophy
	Fair Play	4	Trophy
	Golden Boot		
	NPL Team of the Year	30	Medallion
	NPL Player of the Year	11	Medallion
	Coach of the Year	2	Medallion
Futsal			
Winter Futsal	Medallions for Winners	200	Medallion
	Medallions for Runners Up	200	Medallion
Summer Futsal	Medallions for Winners	200	Medallion
	Medallions for Runners Up	200	Medallion
Programs			
Walking Football	Participation Medallions	150	Medallion
Canberra United Academy	Player of the Year	5	Medallion
	Coaches Award	5	Medallion
Canberra United Awards Night	Variable		

DISCLAIMER

This document outlines the scope of historic purchasing made by Capital Football and its' related entities. These documents represent the programs that Capital Football is intending on operating over the next multi-year period and is not a guarantee of expenditure.