



# REQUEST FOR TENDER (RFT)

## TROPHIES AND AWARDS

### INTRODUCTION

Capital Football (CF) 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 3<sup>rd</sup> 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

<b>Tender Document circulated to all parties</b>	12 January 2024
<b>Evaluation Period</b>	12 January 2024 – 9am, 5 February 2024
<b>Notifications to all Tender Providers</b>	By 16 February 2024

*\*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 requirements<sup>1</sup>
- Minimum two (2) year deal
- Inclusion of a cash component paid upfront annually
- Inclusion of 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

## **BENEFITS TO THE SUPPLIER**

Successful supplier will receive the following benefits:

- Designation of the Preferred Supplier of Trophies and Medallions for CF
- Promotion to Clubs associated with CF
- Acknowledgement at CF events
- Advertisement in NPL Grand Finals program

---

<sup>1</sup> *Tenders for part-rights may be considered – please contact prior to submitting proposal.*

## **SUBMISSION**

Please send documentation (including tender bids) and any queries to [tej.sapate@capitalfootball.com.au](mailto:tej.sapate@capitalfootball.com.au)

## APPENDIX 1 – NEEDS ANALYSIS (ESTIMATED)

Competition/Program	Requirement	Expected volume	Medallion/Trophy/Plaque
<b>Junior League</b>			
<b>Domestic Competition</b>	Premiers	306	Medallion
	Champions	144	Medallion
	Runners Up	144	Medallion
	Player of the Match	8	Medallion
	Match Officials	24	Medallion
	Premiers	8	Replica Trophy
	Champions	8	Replica Trophy
	Fair play Award	4	Plaque
	Coach of the year	1	Plaque
<b>Kanga Cup</b>	Cup - Champions	208	Medallion
	Cup - Runners Up	208	Medallion
	Cup - Referees	56	Medallion
	Plate - Champions	192	Medallion
	Plate - Runners Up	192	Medallion
	Plate - Referees	52	Medallion
	Shield - Champions	54	Medallion
	Shield - Runners Up	54	Medallion
	Shield - Referees	16	Medallion
	Cup	14	Trophy
	Plate	13	Trophy
	Shield	1	Trophy
	POTM	31	Trophy
<b>Senior League</b>			
<b>Domestic Competition</b>	Premiers	414	Medallion
	Champions	414	Medallion
	Runners Up	414	Medallion
	Player of the Match	23	Medallion
	Match Officials	69	Medallion
	Premiers	23	Replica Trophy
	Champions	23	Replica Trophy
	Coach of the year	3	Plaque
<b>Charity Shield</b>	Winners	20	Medallion
	Runners Up	20	Medallion
	Match Officials	4	Medallion
<b>Federation Cup</b>	Winners	40	Medallion
	Runners Up	40	Medallion
	Match Officials	4	Medallion
<b>Capital Premier League</b>	Premiers	120	Medallion
	Champions	120	Medallion
	Runners Up	120	Medallion
	Player of the Match	6	Medallion
	Match Officials	24	Medallion

	Team of the Year	11	Medallion
	Premiers	6	Replica Trophy
	Champions	6	Replica Trophy
	Club Champions	2	Plaque
	Player of the Year	6	Plaque
	Coach of the Year	1	Plaque
	Referee of the Year	1	Plaque
	Fair play Award	2	Plaque
	Golden Boot	6	Plaque
<b>National Premier League</b>	Premiers	220	Medallion
	Champions	220	Medallion
	Runners Up	220	Medallion
	Player of the Match	11	Medallion
	Match Officials	44	Medallion
	Team of the Year	22	Medallion
	Premiers	11	Replica Trophy
	Champions	11	Replica Trophy
	Club Champions	4	Plaque
	Player of the Year	11	Plaque
	Coach of the Year	2	Plaque
	Referee of the Year	2	Plaque
	Fair play Award	4	Plaque
	Golden Boot	11	Plaque
<b>Futsal</b>			
<b>Summer Junior Futsal</b>	Champions	348	Medallion
	Runners Up	348	Medallion
	Match Officials	87	Medallion
	Participation	360	Medallion
	Player of the Match	29	Replica Trophy
	Premiers	60	Replica Trophy
	Champions	29	Replica Trophy
<b>Summer Senior Futsal</b>	Champions	120	Medallion
	Runners Up	120	Medallion
	Match Officials	20	Medallion
<b>Capital Futsal League</b>	Champions	56	Medallion
	Runners Up	56	Medallion
	MVP	4	Medallion
	Match Officials	16	Medallion
	Champions	4	Replica Trophy
	Golden Boot	4	Plaque
<b>Winter Senior Futsal</b>	Champions	84	Medallion
	Runners Up	84	Medallion
	Match Officials	14	Medallion
<b>Program</b>			
<b>Walking Football</b>	Participation	120	Medallion

**Total Medallions – 6095, Trophies/Replica Trophies – 277, Plaques – 64**

## **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 order quantity or expenditure.*