

Tender: Uniforms for NZ World and Oceania Artistic Roller Sports Team

INTRODUCTION

The New Zealand Roller Sports Artistic Committee (*"The Committee"*) has identified a need for updated uniforms to be worn by the New Zealand World Artistic Roller Sports, and New Zealand Oceania Artistic Roller Sports teams.

The purpose of this tender is to procure a Contractor (*"Contractor"*) to design and manufacture a new World Team and Oceania team uniform.

The Committee requires the selected Firm/Individual Contractor be the sole supplier of such uniforms for a minimum period of five (5) years from the date of acceptance with a possible right to renewal of two (2) periods each of three (3) years.

The designs must be submitted to The Committee by 5:00 pm on 28 February 2019. The Committee then has one (1) month after receiving such design to approve the design and must inform the Contractor of approval or rejection.

The manufacturing of the approved uniforms must be arranged and maintained by the Contractor whether the Contractor produces the uniforms themselves or invites a third party to produce the uniforms on their behalf. If arranging a third party to manufacture, the contractor is required to provide all details of pricing, shipping timeframes etc. References for the third party manufacturer will also need to be provided.

A sample of the full and complete uniforms must be manufactured and provided to The Committee by the successful bidder by 5:00 pm on 30 April 2019.

INVITATION AND CONDITIONS OF TENDERING

Invitation to tender

Tenders are invited for the design and manufacturing of uniforms in accordance with the attached conditions and specifications.

Basis of Tenders

Tenders must be submitted to the whole of services. Tenders for part only of the services will not be accepted.

Information, Costs and Expenses

The Tenderer is responsible for obtaining all information necessary for preparing its Tender and shall bear all costs, expenses and liabilities incurred in connection with its preparation and delivery.

Research and Investigation

The Tenderer may write to Janine Price (*"The Agent"*) at artistic.secretary@gmail.com as agent of The Committee to request any reasonable information or raise any query relating to the Tender. Any such request or query must be received no later than seven (7) days

before the date specified as the date for the return of tenders to allow The Agent to respond. The Agent shall endeavour to provide such information or clarify such query and shall advise all Tenderers of any information provided to a Tenderer as a result of any such request.

Tenders

A tender must include:

- (a) Detailed Pricing Information
- (b) Detailed Design Information
- (c) References including previous experience

Delivery and Due Date

Tenders must be submitted to The Agent via email by 5:00 pm on 31 January 2019. Any Tender submitted after that time on that date may not be considered.

The Tenderer must keep its tender valid for acceptance for one (1) month from the date set out above.

REQUIREMENTS OF TENDER

Skate New Zealand (New Zealand Federation of Roller Sports) have been sending athletes to international competitions since 1955. For many of New Zealand's top skaters, being named to the New Zealand Artistic Oceania Championship team represents the pinnacle of achievement in a skating season. Our uniform should reflect the pride that our skaters and team management take in representing New Zealand on the world stage.

The uniform items required by The Committee must include, but are not limited to:

- Leotard
 - o Singlet strap
 - o Alternative long sleeve (masters & figure skaters)
 - o Pants - Male and Female
- Tracksuit
 - o Jacket
 - o Short sleeve shirt
 - o Pants
- Long sleeve fitted zip-up jersey
- Shorts (mid-thigh length)
- Singlet (wide strap)

Timetable

Issue of Tender Documentation – January 2018

Tenderers to submit completed Tender response – 5:00pm, 8 February 2019

Evaluation by NZ Roller Sports Artistic Committee and notification of shortlisted suppliers – February 2019

Interviews/Presentations by shortlisted tenderers including samples/designs – February 2019

Appointment of provider – by 5:00pm, 28 February 2019
 Unsuccessful tenderers will be notified by – 5:00pm, 28 February 2019
 Mobilisation/initiation meeting – March 2019 (Date TBD)
 Supplier provides samples – 30 April 2019

EVALUATION

Tenders will be evaluated against the following criteria:

Criteria	%
Compliance of uniform items against requirements	
Ability to meet supply requirements	
Design of uniform items, including colour and motif	
Price	

Scoring criteria	Scores
Excellent, exceeds requirements	5
Meets all requirements	4
Meets requirements with some omissions	3
Meets some requirements	2
Major omissions	1

ACCEPTANCE OF TENDER

A contract will be awarded to the most economically advantageous tender, applying criteria of financial and economic standing, technical ability, references, quality of supplied clothing samples and/or design documents, delivery and cost.

The Committee is not bound to accept the lowest or any Tender and reserves to itself the right at its absolute discretion to accept or not accept any Tender.

An acceptance of a Tender by the Committee shall be in writing and sent to the successful Tenderer and the Contract shall then be made and become binding.