

Request for Proposal (RFP)

Clothing Apparel and Trophies Supplier

Issued by: Chilliwack Minor Hockey Association (CMHA)

Issue Date: July 16th, 2025

Submission Deadline: August 8th, 2025

1. Introduction

The Chilliwack Minor Hockey Association (CMHA) is soliciting proposals from qualified local suppliers to provide **clothing apparel** and **trophies/awards** for the upcoming hockey season. We invite interested vendors to submit a detailed proposal and pricing for the items listed in this RFP.

The goal is to establish a partnership with a reliable supplier who can offer quality products, competitive pricing, and timely delivery.

2. Scope of Work

2.1. Clothing Apparel

CMHA requires the supply of branded clothing for players, family members, coaches, and staff. This may include, but is not limited to:

- Hoodies (youth & adult sizes)
- T-shirts (short & long sleeve)
- Shorts
- Golf Shirts
- Jackets
- Toques and caps
- Track Suits
- Team bags

2.2. Trophies & Awards

CMHA requires trophies and awards for various year-end team and individual recognitions, including but not limited to:

- Team trophies (for recreation league and rep divisions)
- Individual player awards (e.g., MVP, Most Improved, Sportsmanship)
- Referee awards
- Coach and volunteer recognition plaques or gifts

- Participation medals (if applicable)
 - Team banners
 - Pop up banners
 - Tournament signs
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3. Proposal Requirements

Vendors must include the following in their proposal:

- Company profile and relevant experience
 - Product catalogue with images (or links to sample items)
 - Price list (including quantity discount options)
 - Branding/embroidery/screen-printing capabilities and costs
 - Delivery timelines and shipping costs (if any)
 - Return/exchange policy
 - References from similar clients (preferably minor sports organizations)
 - Any value-added services offered (e.g., online team stores, fundraising programs)
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4. Evaluation Criteria

Proposals will be evaluated based on:

- Quality and variety of products
 - Pricing and overall value
 - Local availability and customer service
 - Community Involvement
 - Delivery and turnaround times
 - References and relevant experience
 - Flexibility and responsiveness
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5. Submission Details

- **Deadline for submission:** August 8th, 2025 12:00 PM
- **Submission method:** Email proposals in PDF format to: 2ndvicepresident@chilliwackminorhockey.com
- **Subject line:** “RFP Submission – Clothing & Trophies – [Your Company Name]”

Late submissions may not be considered.

6. Contact Information

For questions or clarifications, please contact:

Chase Porter

Equipment/Apparel Coordinator

Chilliwack Minor Hockey Association

Email: 2ndvicepresident@chilliwackminorhockey.com

Phone: 604-791-1843

7. Additional Notes

- CMHA reserves the right to accept or reject any or all proposals.
- The lowest-priced bid may not necessarily be selected.
- 15 minute presentation will be granted to shortlisted companies
- The successful vendor(s) may be awarded a contract for the 2025–2026 season, with the possibility of extension based on performance.