

**Scottish Student Sport**

**Request for Proposal (RFP)**

**Supply of Branded Team Kit and Leisurewear**

**Issue Date: September 2024**



## Contents

This document attempts to provide relevant information about the organisation and project so that potential vendors can provide the best possible solution.

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## Objective

This RFP is issued by Scottish Student Sport (“SSS”) for development of a bulk purchase plan for leisurewear and team playing kit for a number of sports.

The aim of the project is to identify an official kit supplier who can:

- Provide SSS with a viable one-stop option for sports kit and leisurewear
- Promote the SSS brand through a corporate approach to National Squad kit
- Provide choice, reliability, quality and value

## Schedule of Events

Date of Issue:	25 <sup>th</sup> September 2024
Closing Date:	28th October 2024 17:00
Bid Presentation Date via Zoom	6 <sup>th</sup> November 2024
Vendor Selection:	by 25 <sup>th</sup> November 2024
Announcement:	December 2024
Project Start Date:	Phased approach with project starting June 2025

If necessary, SSS may extend the above deadlines. If so, this information will be communicated to all vendors. If the extension is as a result of an amendment to the RFP, then vendors that have already submitted their proposals will be allowed to submit a new, amended proposal.

If necessary, SSS may request shortlisted vendors to make an oral presentation to further clarify their proposal. The oral presentation will be made over Zoom. All proposals submitted prior to the stated deadline and in compliance with the stated requirements, will be carefully considered. SSS is not obligated to accept any of these proposals.

The successful vendor will be identified in communication to all vendors directly after the selection deadline.

## About SSS

We are Scottish Student Sport, a democratically constituted, innovative, membership organisation, comprising both students and professional staff from colleges and universities across the country. Led by our strategy, our vision is for Scotland to be a country where active health and sport are at the heart of the student experience.

Our values at SSS are:

**Sustainable**

Look after our resources and environment with care

**Inclusive**

Create opportunities where everyone is welcome and able to join

**Collaborative**

Work together, learn together, develop together

**Innovative**

Make space and time to explore and embrace new ideas

**Responsive**

Focus on listening, learning and adapting

**Ambitious**

Strive to be better than we were yesterday

Whilst representing over 44,000 students, we also engage with key partners, link effectively with SGBs and other national bodies, and strive to reflect and represent the role which Scotland's Universities & Colleges can play in the nation's future health, physical activity and sporting success.

Further information about SSS and its activities is available on our website [www.scottishstudentsport.com](http://www.scottishstudentsport.com) or upon request.



## Kit Requirements

### A) National Squad Playing Kit

There are National Squads in 8 sports within the SSS family, with selected students getting the opportunity to pull on the Scottish Students' jersey.

SSS is seeking to manage the purchase of playing kit for these sports and in so doing, to promote a professional, modern and co-ordinated image across all National Squads. Athletes who are selected to represent SSS will also be given the opportunity to purchase leisurewear from an available range.

The items required for the various sports are detailed in the appendix document.

### B) Leisurewear

In addition, SSS is eager to have access to a core leisurewear range which will be made available to staff and volunteers, but also on sale for students and friends of the sector. We deliver over 110 events in **ALL** weather and as such we are looking for items that are simple and slick, as well as prepared to withhold the Scottish weather...

*"There is no bad weather, only wrong clothes!"*

The items desired for this core range are:

- Outdoor **waterproof** & warm jacket
- T-shirt
- Polo-shirt
- Midlayer
- Tracksuit Bottoms
- Leggings
- Fleece

We would also love to hear about & explore other options in addition to the core range (e.g. bobble hats/bags etc). SSS will seek to keep the cost of these core items to a minimum and to sell them on at close to cost price.

### **C) Event Merchandise**

We are looking to increase sales of merchandise at SSS Events. We are looking for the ability to create individual ranges of branded or unbranded merchandise (T-shirts, Hoodies etc) to sell at SSS events. These items need to be at the most affordable price-point.

### Proposal Contents

#### **As a minimum, the proposal should detail the following:**

- Accurate description of proposed products
- Clear indication of lead times for each item
- Clear indication of different options for personalisation of kit, including costs
- Itemised costs for each item (including VAT as applicable)
- Project timelines through to completion
- Minimum quantities as appropriate
- Details of stock handling and online shop
- Guarantee that any proposed garments will be in stock for duration of the agreement
- Any other relevant information

#### **The following aspects are deemed to be desirable:**

- Provision of a dedicated account manager
- Stock held centrally and shipped directly to individual or SSS office upon purchase as appropriate
- Online shop managed by the vendor
- Simple monthly reconciliation and payment process
- The ability of the vendor to undertake sales at SSS events
- The ability of the vendor to supply artwork/ images for online promotion
- The ability of the vendor to promote the range using social media and other channels

## Evaluation

Vendors are advised to address each requirement in sufficient depth to allow a complete assessment. Proposals failing to adequately respond to the requirements will be excluded from further considerations.

Selected vendors may be invited to present their bids via Zoom on 6<sup>th</sup> November 2024.

Evaluation of bids will be overseen by the SSS Business Manager and panel consisting of SSS staff and volunteers. Each of the following categories will be independently scored by each panel member:

**Quality of products** - The products must be of a high quality. If we deem the product not to standard SSS has the right to source suitable unbranded alternative.

**Company values** – It is important that the successful vendor’s values, products and production method align with our organisational values, with sustainability playing a key role in our work.

**Style/design** - SSS is a modern organisation and wishes to embody this through the kit. We are looking for a simple but slick, consistent design across all products.

**Cost** - Unit costs must be as low as possible, without compromising on quality.

**Working arrangements** - It is important that SSS will be dealt with as a priority customer. Companies with excellent customer service, flexibility and quick turnaround time are preferred. Vendors are asked to provide references (reference name, title, organisation and email address) so that SSS can adequately measure the above.

**Ability to cover different sports** - It is recognised that not all companies will be able to cover all SSS sports. However, it will be to the advantage of the vendor to have as broad a scope as possible



## Agreement

The successful vendor is expected to provide its own agreement to establish the conditions of the project. SSS will review the proposed agreement and may negotiate changes with the vendor. SSS will aim to sign a two-year agreement based around identified core items, with room for non-core items to be added or removed during that time. Price of agreed core items to remain consistent for the duration of the agreement. If SSS and the successful vendor are unable to reach an acceptable agreement, then the opportunity may be provided to the vendor placing second in the evaluation.

## Sub-Agreementors

SSS does not object to the use of sub-agreementors; however, SSS does not accept any responsibility for any sub-agreementors. Sub-agreementors are entirely the responsibility of the successful vendor. Ultimate responsibility for the project itself lies entirely with the successful vendor. If sub-agreementors are to be used, this **must be** made clear during bidding process.

## Kit Branding

All SSS kit is available for branding as a corporate sponsorship opportunity.

## Proposal Format & Additional Information

Proposals & samples are to be received by **28th October 2024 17:00**. Vendors will be notified via email of selection by 25th November 2024.

Proposals must be sent to Julia Stenhouse and items posted to the SSS office.  
Please send any kit samples in a Women's Size 8 or 10 or 12 and a Men's Size M or L

## Contact & Questions

All enquiries, questions & submissions must be made to the following SSS Contact:

Julia Stenhouse  
Business Manager, SSS  
Address: 3<sup>rd</sup> Floor,  
48 Pleasance,  
Edinburgh  
EH8 9TJ

Email: [julia@scottishstudentsport.com](mailto:julia@scottishstudentsport.com)





## Documentation and Attachments

The following sports SSS have National Squads that compete each year and will need playing kit to wear when representing Scottish Student Sport.

<ul style="list-style-type: none"> <li>• Basketball</li> <li>• Cricket</li> <li>• Cross Country</li> <li>• Football</li> </ul>	<ul style="list-style-type: none"> <li>• Netball</li> <li>• Sailing</li> <li>• Shinty</li> <li>• Volleyball</li> </ul>
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Please see below our SSS Brand Guidelines. Where possible, kit proposals should use our primary brand colour (NAVY) as the main base colour of any kit. Light blue may be used as an additional secondary colour.

### Colour Reproduction

Wherever possible, the various permutations of the SSS identity should be reproduced in special pantone colour as noted alongside. When this is not possible, the colours should be converted to 4-colour process (CMYK) or RGB settings in the following proportions indicated.

### Corporate Colours

	<b>NAVY</b>	CMYK	RGB	Websafe	Pantone (solid coated)
	NAVY	C=100 M=92 Y=39 K=42	R=13 G=32 B=74	#0d204a	2768C
	<b>BLUE</b>	CMYK	RGB	Websafe	Pantone (solid coated)
	BLUE	C=68 M=0 Y=16 K=0	R=13 G=198 B=222	#0dc6de	311C

### Logos

In the "SSS Logo File Pack" you will find a selection of our logos (both square and long ways). Feel free to provide examples of kit using different versions of the logos, utilising both the front and back of the garment(s).