Call for tender

**EuroVelo merchandise**

**Introduction and purpose of tender**

- Founded in 1983, the European Cyclists’ Federation (ECF) is a Brussels-based independent non-profit association dedicated to achieving more and better cycling for all in Europe. One of ECF’s flagship initiatives in the coordination of EuroVelo – network of 17 long distance cycling routes that cross and connect the entire continent.
- Individuals can support the development of EuroVelo network through monetary donations available on EuroVelo.com, for which they can receive certain items (e.g. cycling clothing merchandise). ECF (hereinafter: Tenderee) is seeking proposals from relevant manufacturers (hereinafter: Tenderer) for the supply of some of these items.

**Condition to participate and invitation**

- **Location**: strong preference for Europe-based supplier, but North America and Asia suppliers are welcome to bid
- **Invitation of tender**: For the design and manufacturing of EuroVelo merchandise, in accordance with conditions and specifications disclosed in this document
- **Basis of tender**: the bid needs to be submitted for the whole of the tender (i.e. at least Option 1 as set out below in Annex 1 – Pricing sheet), any bids for part only will not be accepted

**Information cost and expenses**

- Tenderer shall be responsible for obtaining all information necessary for preparing its Tender and shall bear all the costs, expenses and liabilities incurred in connection with its preparation and delivery.
- The Tenderer must provide a list of subcontractors proposed to be engaged in respect of the Contract for approval by the Tenderee. However, the Tenderee reserves the right to refuse approval of any proposed subcontractor.
- By submitting its Tender, the Tenderer represents and warrants to the Tenderee that it has calculated its Tender price, including all taxes, duties, charges, VAT, licences, and other costs.

**Tender requirements**

A tender must include:
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Detailed pricing information (using the template provided Annex 1 – Pricing sheet)
Detailed design information
References, including previous experience (portfolio)

Tenders should be submitted in writing or email and should address the key requirements outlined in this invitation to tender. Integral part of this tender is Annex 1 – Pricing sheet, which Tenderers must complete and attach while submitting the application.

Optional: Tenderers could send physical samples or other relevant material, addressed to: Ivan Ratkovic, Avenue des Arts, 7-8, 1210, Brussels, Belgium.

Timetable after submission of bid

- 2 May 2022 - Period for request information open
- 10 June 2022 – Tenders must be submitted by this date
- 24 June 2022 – Evaluation period start
- 30 June 2022 – Decision

Late tenders may not be accepted by the Tenderee.

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

Scope of products and budget

Tenderee currently offers a cycling jersey (unisex), cycling cap and cycling socks. Any tender must include these items as a minimum. Tenderee is open to additional lines of products, such as:

Clothing: Cycling shorts, cycling shoes, cycling trousers, short sleeve t-shirt, long sleeve t-shirt, undershirt, tank top, cut-off socks, shorts, jacket (bomber, windbreaker, light), poncho/cloak, sweatbands, headbands, neck warmers, sneakers, trousers (shoulder to toes), overshoe cover.

Accessories: Sunglasses, seat cover, saddle bags, cycling helmet, water flasks.

Miscellaneous: mugs, limited edition artwork, stickers, pens, durable notepads for cyclists.

Tenderer commits to making a minimum order in the amount of €2,000 per year for three years under the terms of a contract with exclusivity.

Additional service (optional): Tenderer can propose an option to handle the sending of the abovementioned items directly to the EuroVelo donors by post (through a web platform and landing page).

Evaluation criteria

- Portfolio (previous work) – 20%
- Reputation (clients, references, awards, certificates, etc) – 10%
- Value of the offer (price, discount, flexibility) – 40%
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- Quality of the offer (designs, specifications, production/delivery pipeline) – 30%

Tenderee is not bound to accept the lowest of any tender and reserves to itself the right at its absolute discretion to accept or reject any tender.

Tenderee reserves the right to withdraw or modify this call for tender. Acceptance of a tender by the Tenderee shall be communicated digitally to the successful Tenderer and the contract shall be made and become binding.

All tenders must be submitted to eurovelo@ecf.com with the subject line “EuroVelo merch tender 2022”

Contact information

For additional inquiries and questions related to this tender please contact:

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