



**REQUEST FOR QUOTE  
(THIS IS NOT A PURCHASE ORDER)  
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## **REQUEST FOR QUOTE**

### **1. INTRODUCTION**

#### **Request for Quote**

**This Request for Quote (“RFQ”) is an invitation to suppliers to put forward a non-binding offer (“quote”) for the provision of goods to the Peterborough Girls Hockey Association (“the PGHA”). Other suppliers may also have been invited to put forward quotes for these goods.**

This process is subject to the Terms of Reference set out in Part 7 of this Invitation. This Invitation is not intended to create a formal legally-binding procurement process and shall not give rise to the legal rights or duties applied to a formal legally-binding procurement process

If you plan to submit a quote, please notify the PGHA by December 20th, 2019 at 5:00pm at [repvp.pgha@gmail.com](mailto:repvp.pgha@gmail.com)

### **1.2 The Goods**

Information about the PGHA and its requirements are set out in Appendix A (PGHA’s Information and Requirements).

### **1.3 Contract Award**

The selected supplier will receive an official purchase order from the PGHA that will constitute a legally binding offer from the PGHA to enter into a contract with the selected supplier.

### **1.4 Interpretation**

All references to days in this Invitation are to Business Days, unless expressly set out otherwise. All references to days in any quote submitted shall also be to Business Days.

"Business Day" means any working day, Monday to Friday inclusive, excluding statutory holidays, namely: New Year's Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Christmas Day; Boxing Day.



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**2. GENERAL INFORMATION AND INSTRUCTIONS**

**2.1 Timetable**

The following is the schedule for this RFQ:

<b>Issue Date of RFQ</b>	[December 3rd 2019]
<b>Requested Submission Date</b>	[January 13th, 2020 5:00pm]

This timetable is tentative only and may be changed by the PGHA at its sole discretion. The PGHA may also, in its sole discretion, choose to consider quotes that are submitted after the Requested Submission Date set out above.

**2.2 Parties Shall Bear Their Own Costs**

The parties will bear their own costs associated with or incurred through this process, including any costs arising out of or incurred in: (a) the preparation and issuance of this Invitation; (b) the preparation and making of a quote; or (c) the conduct of other activities related to this Invitation process.

**2.3 Inquiries**

All inquiries regarding this should be directed by email, to the PGHA at [repvp.pgha@gmail.com](mailto:repvp.pgha@gmail.com) as set out in Appendix A (PGHA's Information and Requirements). [***"All inquiries"***]

**3. SUBMISSIONS**

**3.1 Submissions Made Only in Prescribed Manner**

To be eligible for consideration, complete and submit the Submission Form set out in Appendix B (Submission Form), and thereby acknowledge your acceptance of the terms and conditions of this RFQ.

Other than inserting the information requested and signing the Submission Form, you should not make any changes to the format of the Submission Form or qualify in your quote the acknowledgements contained in the Submission Form. Submissions containing any such qualifications, whether on the face of the Submission Form or elsewhere in a submission (including the cover page or email), may not be considered by the PGHA.

You should provide your Submission Form by e-mail to the PGHA Representative. Any unaltered Submission



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Forms submitted by email to the PGHA Representative are deemed received once the email has entered into the e-mail inbox of the PGHA Representative.

Quotes are to be directed only to the PGHA Representative. The PGHA Representative will confirm receipt of all Submission Forms at the PGHA's discretion. If you do not receive confirmation of receipt of your Submission Form, it is your responsibility to ensure that the PGHA Representative has properly received your Submission Form. The PGHA shall not be responsible for any email delivery issues or any other technical problems with regard to the submissions.

**3.2 Acceptance, Revocation and Rejection of Quotes**

The PGHA may accept or reject all, or any part of a quote. Adjustments to quotes will not be considered. Should a supplier wish to alter their quote, they must withdraw it and submit a new quote using the form provided in Appendix B before the submission date.

**3.3 Evaluation of Submissions**

Quotes will be evaluated on the basis of the supplier's response to all the information requested in this Invitation, including but not limited to the proposed pricing, the timeframe proposed for delivery of the goods, and any other requirements specified by the PGHA in subsection Part 2 of Appendix A.

**4. EXECUTION OF PURCHASE ORDER**

**4.1 Selection of Supplier**

Upon selecting a supplier, the PGHA Representative will notify the selected supplier by contacting the Supplier's Representative as specified in the supplier's Submission Form (Appendix B).

The PGHA will issue a purchase order to the selected supplier. The issuance of a purchase order from the PGHA to the selected supplier will constitute a legally binding offer to enter into a contract.

**4.2 Failure to Execute the Purchase Order**

The selected supplier is expected to execute the purchase order within the Timeframe for Delivery set out in section 5 of the Submission Form (Appendix B) to be completed by the supplier. The failure to do so may result in the selection of another supplier.



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**5. CONFLICT OF INTEREST**

If, at the sole and absolute discretion of the PGHA, a supplier is found to be in a Conflict of Interest, the PGHA may, in addition to any other remedies available at law or in equity, choose not to consider the quote submitted by the supplier.

**6. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

Information provided by a supplier may be released in accordance with the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c.F.31, as amended. Any information in a quote or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the PGHA should be identified. The confidentiality of such information will be maintained by the PGHA, except as otherwise required by law or by order of a court or tribunal. Invited suppliers are advised that their quotes will, as necessary, be disclosed on a confidential basis, to the PGHA's executive retained for the purpose of evaluating or participating in the evaluation of this submission.

A supplier that submits a quote consents to the PGHA's collection of the information as described under this request for the uses contemplated under this request.

**7. TERMS OF REFERENCE**

These provisions apply to this RFQ:

- neither party shall have the right to make claims against the other with respect to this process, the selection of any supplier, the failure to be selected to receive the purchase order, or the failure to honour submissions prior to the issue of a purchase order;
- no legal relationship or obligation regarding the procurement of any goods shall be created between any supplier and the PGHA prior to the issue of a purchase order;
- the terms and conditions of the purchase order are non-negotiable;
- the quantities detailed in Appendix A represent the estimated requirements of the PGHA at the time this request is issued, and the PGHA may, at its sole discretion, vary the quantity before issuing a purchase order to the successful supplier;
- the PGHA may make public the names of any or all suppliers;
- the PGHA may elect not to consider a supplier whose submission contains misrepresentations or any inaccurate, misleading or incomplete information; goods must be produced and manufactured in accordance with Canadian laws and where possible made in Canada.
- the PGHA may cancel this process at any time;
- the supplier agrees to all of the terms set out in this invitation.

[Appendix A follows this page.]



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**APPENDIX A - PGHA'S INFORMATION AND REQUIREMENTS**

**1. PGHA CONTACT INFORMATION**

PGHA Representative	Todd Rogers
Title	2nd VP of Rep & Coach Development
Phone Number	705-761-5543
E-mail Address	vprep.pgha@gmail.com

**2. PGHA'S REQUIREMENTS**

**2.1 Description and Quantity of Goods to be Acquired**

1. Vendor must set up in cooperation with the PGHA sizing time(s) where all players and coaches will be properly fit for uniforms and have the option to order extra items.
2. Vendor will have available all sizes for suggested items (all products must be available in the PGHA colours white, maroon, black, grey)
3. Suggested Items:

- Home and away jerseys (design/ style to be discussed)
- Game Day Jacket
- Game Day Pants
- Game Socks
- Helmet sticker packs
- T Shirt (short and long sleeve)
- Shorts
- Warmup pants/jacket
- Toques
- Ball Hats
- Hockey Bags
- Jersey Bags
- Practice jerseys and socks
- Team water bottles
- Bench Staff Attire
- Other suggested items
- Hoodies

**2.2 Target Date**

The PGHA expects to hold sizing time(s) in May 2020 with an expected delivery date of August 1<sup>st</sup>, 2020. There will be several teams (novice and atom) that will not be established until mid-September therefore there will be a minimal time frame for orders.



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**APPENDIX B - SUBMISSION FORM**

**INSTRUCTIONS TO SUPPLIERS: Please complete this Submission Form and return this Submission Form to the PGHA Representative by the date specified in section 2.2 of Appendix A.**

Quote Number:

To: **The Peterborough Girls Hockey Association**

**1. Supplier Information**

- a. The full legal name of the Supplier is:
- b. Any other relevant name under which the Supplier carries on business:
- c. The Supplier's address, telephone and facsimile numbers are:
  - Address:
  - Telephone:
  - Fax:
- d. The name and title of the Supplier's Representative:
  - Name:
  - Title:
- e. The mailing address, phone number and e-mail address of the Supplier's Representative:
  - Address:
  - Telephone:
  - E-mail Address:

**2. Submission Requirements and Accuracy of Information**

The Supplier accepts the terms as set out in this RFQ. While the quote in this Submission Form is provided for evaluation purposes only and is not legally binding, the supplier hereby confirms that the information provided is accurate.



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**3. Description of Goods and Quote**

Total Price Quotes shall be provided in Canadian funds, inclusive of all applicable duties and exclusive of the Harmonized Sales Tax (HST), as applicable.

Applicable taxes will be added to the **Total Price Quote** below when an official purchase order is issued by the PGHA.

A	Description	
B	Quantity	
D	Unit Price	
E	Total Price (B x D)	
F	Delivery Cost (if applicable)	
G	Discount (if available)	
H	<b>Total Quote H = (E + F) - G</b>	

Please refer to Section 2.1 of Appendix A to complete items A, B and C of this table.

**4. Other Requirements**

Describe in the box below how the supplier's quote meets the other requirements (if any) that the PGHA set out in Section 2.3 of Appendix A. If there are no other requirements set out in Section 2.3 of Appendix A, write "None".

Other Requirement	Supplier's Response
Must be ready for delivery by August 1st, 2020.	



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**5. Timeframe for Delivery**

Upon receipt from the PGHA of a purchase order, the goods as described in Section 3 of Appendix B - Submission Form can be delivered within \_\_\_\_\_ Business Days.

**[INSTRUCTIONS: SET OUT THE FULL LEGAL NAME OF THE SUPPLIER]**

I acknowledge that providing my name on the line below in electronic form will constitute a signature for the purposes of the *Electronic Commerce Act, 2000*, S.O. 2000, c. 17.

I have authority to bind the Supplier.

Per: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_