



International School
Sport Federation



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CALL FOR TENDER: Subcontracting for merchandising and sportswear's items for the event ISF She Runs – Active Girls'Lead

About the International School Sport Federation (ISF):

Based in Brussels (BEL), the International School Sport Federation (ISF) is an international non-profit sport organization that sets up grassroots sport event and competitions as well as educational events for primary and secondary school students aged between 6 to 18 years old. ISF was founded in 1972 as the umbrella organization and governing body for national school sport organizations and currently gathers 132 national members associations on 5 continents. Recognized by the International Olympic Committee since 1995, the ISF promotes the values of education through sport.

With more than 30 sports in its competition programs, the ISF organizes 4 different categories of events: Multisport Games (Summer & Winter Gymnasiade, Combat Games); World Schools Championships, World School Cups and Educational events. Each year the ISF coordinates more than 12 international sport and education event around the world.

Call for tender background:

- The International School Sport Federation (ISF) will organize from 7 to 12 March 2022 in Brussels, Belgium the She Runs – Active Girls'Lead event. This event aims at promoting health, empowerment, and leadership for schoolgirls from the world, aged between 12-18 years old through sport.
- Supported by the European Commission - Erasmus Plus Sport programme, the ISF will gather 3500 participants including schoolgirls, schoolteachers, and coaches of the participating delegation as well as ISF official representatives, staff, and volunteers to implement the event.
- The ISF aims to provide each of the event stakeholders mentioned above with sports equipment which will be wear during the event to participate in the different activities.
- More information about the event and its activities can be found on www.sheruns.eu
- Therefore, the ISF will select a subcontracting company who will be in charge of producing sports material and sportswear items



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Deliverables:

Item	Gender	Quantities
Tee shirt event	Unisex	2500
Tee shirt	Women	595
Tee shirt	Men	65
Polo	Women	884
Polo	Men	36
Hoodie	Women	435
Hoodie	Men	15
Wind Jacket	Unisex	575
Bags	Unisex	540

Explanation of deliverables:

- The tee-shirt event* shall be in polyester
- The other tee-shirt shall be in 100% cotton
- The polo & Hoodie shall be 100% cotton
- The bag shall be a sport backpack of regular size
- The wind jacket shall also be protective for rain and exterior humidity

*the "Tee-shirt event" shall be made for running

Criteria to apply:

- To be a company based in a European Union country.
- To be a sport merchandising company or subsidiaries and distributors.
- To be represented in more than 20 countries in the world.
- To justify having already partner or cooperate with international sports organization or events or National Olympic Committees and Sport Federations.
- To justify the capacity and the plan of company to promote the event and its message.
- To demonstrate the capacity of the company to produce and deliver the material in Belgium in respect to the due dates.

Payments and standard contracts:

The contract will be drawn up between International School Sport Federation and the company.

Payments will be made in three instalments:

The first payment of 30% will be paid upon signing the contract. The second payment of 30% will be paid at the delivery of the material and a final payment of 40% will be made 30 days after the delivery of the material.

Duration of the contract:

The subcontractor will be engaged to perform the above-mentioned tasks from November 22nd, 2021, the 31st October 2022.



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Price:

For the financial proposal the company shall include all costs with and without VAT in euros (including unit costs of each product).

The financial proposal shall include also:

- The printing of up to 4 logos in color on the running tee-shirts and 1 logo on the other items.
- The delivery of the materials in Brussels (Belgium)

Provisional calendar of implementation:

Phase 1: 11th-22nd November 2021: Call for tender

Phase 2: 22nd-29th November 2021: Selection process and contract finalisation.

Phase 3: From 1st December 2021: Design and launching of production.

Phase 4: Latest 1st March 2022: Delivery of the materials in Brussels-Belgium

Award criteria:

The contract will be awarded on the basis of the company that submits the bid demonstrating the best value for money and considering all the criteria to apply described.

One of the key criteria will be that the company propose a visual identity and graphic designed which fits the event spirit of the run and the values of the event for the different stakeholders.

Content and presentation of the bids:

The bids should set out clearly under specific headings how the contractor meets each of the criteria to apply plus a clear financial offer for each of deliverables plus total price with and without applicable taxes.

The company shall provide the proof for each of the criteria to apply, including the administrative justification that the company is register in EU.

Presentation of the bids:

The bids should be submitted by email latest by the 22nd November 2021 until 12h00 pm CET to email admin@isfsports.org