



Invitation to Tender

Operation of License for the Design, Supply, and Distribution of Branded Merchandise and Sportswear for Athletics Leinster

Introduction

Athletics Leinster is the regional governing body for the sport of athletics in the province of Leinster. It promotes a series of development and championship events throughout the year, in the various disciplines of the sport of athletics. For juvenile athletics, Leinster is defined as the counties of Leinster except Dublin and Longford.

Athletics Leinster seeks tenders from suitably qualified tenderers for the operation of a license for the design, supply, and distribution of branded merchandise and sportswear products, on-site; on-line; and via other appropriate distribution channels.

Athletics Leinster is not bound to award any license under this tendering process.

The license will be awarded based on overall value for money, taking into consideration the weightings indicated under Evaluation Criteria.

The license is intended to commence on 1st January 2020. The proposed license will be for an initial 2-year period, with the option for further 3 extensions of 1-year duration each, subject to satisfactory performance. In any event, the contract will terminate on 31st December 2024, unless previously terminated. Athletics Leinster reserves the right to terminate the license, or any extension, for unsatisfactory performance at any time. Either party may terminate the license arrangement by giving 60 days' notice in writing.

Scope of Contract

The successful tenderer will be expected to:

- Provide a design service for branded merchandise and sportswear.
- Supply branded merchandise and sportswear in an appropriate range of sizes and prices to cater for those competing in and attending Athletics Leinster events throughout the year.
- Distribute on-site at Athletics Leinster events held in various locations around the province.
- Provide appropriate online and other distribution channels for the branded merchandise and sportswear.

Evaluation of Tenders

Tenders must satisfy the pre-qualifying criteria for their tender to be accepted for consideration:

Pre-Qualification Criteria

- Tender documents received before close of tender submission deadline.
- Completeness of tender documents.
- Stated acceptance of all the terms and conditions of this tendering process.
- Declaration of any known conflicts of interest existing between the tenderer and Athletics Leinster.



- Statement that suitable insurance cover will be put in place to indemnify Athletics Leinster, its volunteers, service suppliers, venues, and insurers, against all claims arising out of the operation of this license. Such insurance cover to be put in place prior to the signing of any license issued under this tendering process.
- Statement that the tenderer is in possession of a current Tax Clearance Certificate.
- Stated and demonstrated ability of the tenderer to satisfy all elements of the proposed license.

Evaluation Criteria

- Range of merchandise and sportswear products proposed. [30%]
- Past performance in operating similar license arrangements. [20%]
- Value for money of merchandise and sportswear products proposed. [20%]
- Proposed licensing payment to Athletics Leinster. [20%]
- Range of distribution channels proposed. [10%]

Submission of Completed Tender Documents

Complete tender should be emailed to Philip Cogavin at Philip.cogavin@gmail.com, under the Subject Line: "**Branded Merchandise and Sportswear Tender – Athletics Leinster**", to whom any queries about this tender should be addressed. **Tender submission deadline is midnight on Monday 28th October 2019.** Please submit completed tender documents in good time to avoid any last-minute technical issues. Tender submissions received after the tender submission deadline will not be accepted.



Indicative Schedule of Athletics Leinster Events

Date	Event	Attendees	Duration
January	Masters, Intermediate Championships, and Juvenile Cross-Country Relays	Juveniles from 8 years of age, parents/guardians of same, adults from age 20 upwards	1 day
February/March	Indoor Track and Field Championships	Juveniles from 11 years of age, parents/guardians of same, adults from age 19 upwards	4 days spread over 2 or 3 weekends
May/June	Outdoor Track and Field Championships	Juveniles from 8 years of age upwards, parents/guardians of same, adults from age 19 upwards	6 days spread over 4 or 5 weekends
October/November	Adult and Juvenile Cross-Country Championships	Juveniles from 8 years of age upwards, parents/guardians of same, adults from age 19 upwards	2 days spread over 2 weekends

For juvenile athletics, Leinster is defined as the counties of Leinster except Dublin and Longford.

Indoor track and field championships are usually hosted in Athlone Institute of Technology, Athlone, Co. Westmeath and National Indoor Arena, Abbottstown, Blanchardstown, Co. Dublin

Outdoor track and field championships are hosted in Tullamore Harriers Stadium, Tullamore, Co. Offaly and at other venues around the province.

Cross-country championships are hosted in different locations around the province.



Indicative Numbers of Attendance at Athletics Leinster Championship Events

Leinster Cross Country - Number of Juvenile Competitors by Age Group - 2016, 2017, 2018

2018									
	u/11	u/12	u/13	u/14	u/15	u/16	u/17	u/18 & 20	u/19
Girls	130	133	134	110	83	54	44	46	23
Boys	112	97	102	89	78	67	53	61	32
total	242	230	236	199	161	121	97	107	55

2017									
	u/11	u/12	u/13	u/14	u/15	u/16	u/17	u/18 & 20	u/19
Girls	150	151	165	114	74	69	44	57	27
Boys	138	124	132	95	75	71	62	58	24
total	288	275	297	209	149	140	106	115	51

2016									
	u/11	u/12	u/13	u/14	u/15	u/16	u/17	u/18	u/19 & 20
Girls	142	135	134	100	99	53	47	36	23
Boys	127	112	109	80	77	77	50	45	40
total	269	247	243	180	176	130	97	81	63

Track & Field Championships 2019

Outdoor

The Outdoor T&F Championships had 4298 juveniles competing over 4 days during May and June 2019.

Indoor

Days 1 & 2 - 750 athletes per day

Day 3 – Junior/Senior/Masters - 600 athletes

Day 4 – Juvenile Relays - 700 juvenile athletes