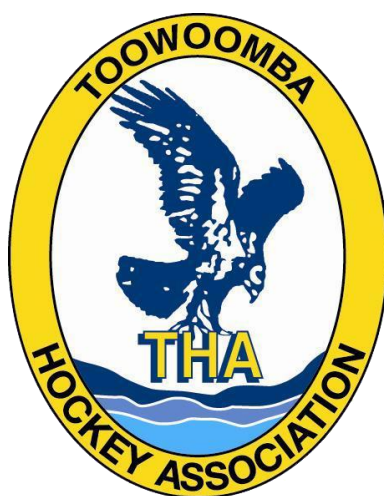


Toowoomba Hockey Association



Representative Program Uniforms

Invitation to Tender



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1 TENDER SUMMARY

Toowoomba Hockey Association (THA) is the largest regional Hockey Association in Queensland. The organisation runs junior development, social, representative, and elite level programs under the THA banner. To ensure our Association remains at the forefront of the sport, we are seeking to develop a relationship with a company who can provide for all representative and supporters apparel to the Association until the conclusion of the 2028 season. At the conclusion of the 2028 season, both parties will discuss the continuation of the agreement beyond this point.

1.1 Project Goals and Objectives

Our objectives and goals with this tender include:

- Development of a relationship with our preferred uniform supplier, including a representative based in South-East Queensland.
- Set up of a user-friendly online ordering platform.
- Provision of all representative playing uniforms and walk out gear (polo shirts, hoodies, tracksuit jacket and pants).
- Supplier to commit to a 4-week turnaround on uniform delivery (including any sublimation work)

1.2 Purpose of this Invitation to Tender

The purpose of this document is to enable organisations that are capable and interested in supplying all representative uniforms and supporter gear to the Association to be provided with standard information on the Association's requirements, and to provide organisations with the opportunity to tender in a structured process.

1.3 Form of Tenders

Tenders can be submitted by the due date listed below and should address the key requirements outlined in this invitation to tender.

1.4 Procurement Timetable

The procurement process timeline is summarised below:

| | |
|---|--|
| 3 rd March, 2025 | Invitation to Tender is made publicly available |
| 28 th March, 2025 | Tenders due by COB Friday 28 th March |
| After THA Board Approval, online platform must be active within 4 weeks | |

Please note that late tenders may not be accepted by the organisation.





While the Association reserves the right to contact potential suppliers during the tender evaluation process, it is strongly recommended that all suppliers put forward their best offer as part of their submission.

1.5 Tender Evaluation

Tenders will be evaluated against the following criteria:

- Quality of proposed uniforms,
- Production and delivery timeliness,
- Cost,
- Flexibility of service, and
- Supplier track record or history in industry.

While additional partnership opportunities to enhance the benefit of the relationship between the organisation and supplier are of interest, they will not form part of the formal evaluation of the tender.

Please note that this is an open tender process.

2 BACKGROUND

2.1 Association's Background

Toowoomba Hockey Association (THA) is one of Queensland's leading community sports organisations. We have strength in all aspects of our hockey department, with our Representative program being one of our leading focus points.

In 2024, THA fielded 32 representative outdoor teams across the season, from U12 through to Masters age. In addition to this, 10 teams were sent to Indoor State Championships across November and December.

Our representative teams are selected from a pool of players who represent 5 clubs in our Association: Past High, Newtown, Northern Suburbs, Rangeville, and Red Lion. These clubs have illustrious backgrounds and have all boasted Queensland and Australian representatives over their history. Our clubs include members of all ages and abilities, with lifelong enjoyment and participation as players, umpires, technical officials, managers, coaches and volunteers being our primary aim.

THA had both player and umpire representation at the recent Olympic games in Paris. As a part of the strategy towards 2032, our pool of elite representative players is continually being developed by our Coaching Manager to create the best chance of having a host of players who will push for selection in our own backyard at the Brisbane Olympics.

We currently have over 1,500 members of the Toowoomba community involved with our hockey clubs, as well as over 22,000 social members who frequent Club Glenvale, our association's sporting social club.

Our home is at Clyde Park - a five pitch facility (2 synthetic, 3 grass) in Glenvale, only 6km west of Toowoomba's CBD.





3 DETAILED REQUIREMENTS

The detailed requirements of this tender are outlined below.

The successful supplier will be able to provide the following items (as a minimum) to the Association:

- An online ordering platform that allows members to purchase THA representative uniform items including playing shirts, singlets, shorts, socks, goalkeeper smocks and winter apparel (tracksuit pants, tracksuit jacket, hoodies) and walkout/social shirts.
- Sublimation on playing shirts (names, logos), and for these items to be completed and delivered within 4 weeks from ordering.
- All uniforms must be shipped directly to the purchaser's selected delivery address, with a fixed shipping and handling fee applied for all orders.
- Any errors or omissions will be rectified, at the supplier's cost, as soon as possible.
- The online ordering platform must be set up and available for use by 12 May 2025.

Further points for consideration:

- The sole ordering process and checking will be undertaken by the supplier. No payment or debt collection is the responsibility of THA.
- THA can sell any existing stock in the remaining sizes we hold.
- Existing THA members with their own uniforms can continue using these.
- THA will not require the supplier to hold any stock.
- **THA is considering new designs for the Association's walkout gear (tracksuits and walkout shirts).** No other uniform re-designs are currently necessary.

As part of the tender response, please include a breakdown of potential costs for these items and confirmed timelines for delivery.

The Association will also require samples of the proposed uniforms to be provided as part of the process on request to confirm the proposed style and quality of the proposed uniforms.

These samples can be mailed to the Hockey Manger, Toowoomba Hockey Association - 564 Boundary Street, Toowoomba, QLD 4350.

4 COST INFORMATION REQUIRED

Please note that “best offer” tenders are requested.

Detailed information on the costings of all aspects of the requirements, for example printing costs, online store, packing, and freight/shipping (if applicable) are to be included.

If costs are listed on a per-unit basis for any merchandise options, please specify which products correspond to those prices..

Where a response includes a proportion of merchandise or cost in the form of a sponsorship or in-kind opportunity, this must be clearly outlined.



5 SUPPLIER INFORMATION REQUIRED

5.1 General Information

Please ensure that your offer contains general business information, such as your business name, address, ABN/ACN, quality assurance systems, and other standard business details

5.2 Evidence of Capacity to Deliver Contract Requirements

Please ensure that your offer includes a statement outlining your capacity and ability to deliver on the requirements including information on similar arrangements you have successfully delivered.

5.3 Other

Please also include details of your standard terms and conditions if it is likely you will desire the Association to sign up to these as part of any agreement.

6 INSTRUCTIONS TO SUPPLIERS

Please provide one copy of your tender submission in writing via email to THA Hockey Manager Jessie McCartney at hockeymanager@toowoombahockey.com.au. Please ensure your subject heading identifies the company submitting and the tender title.

Submissions must be received by 6pm on Friday 28th March, 2025.

Any questions regarding the requirements or additional opportunities should be directed to Hockey Manager Jessie McCartney at 0422 792 488 or hockeymanager@toowoombahockey.com.au during the inquiry period from 1 March 2025 to 21 March 2025.





7 SPONSORSHIP AND VALUE IN KIND

Please note that the Association is willing to negotiate all or part of the requirements with suppliers as either sponsorship or a goods-in-kind arrangement. Where this is the case, we kindly request that potential suppliers note in their tender response their proposed sponsorship proposal and requirements. For any items listed in the requirements that would not form part of such an arrangement we request that you include your standard pricing as per the Cost Information Required.

8 CONFIDENTIALITY

All offers submitted, and any questions received that are of a commercial in confidence nature, will be stored on file and will not be shared with any other party unless required to by law. The Association reserves the right to store submitted tenders. However, if you request any or all of your tender information to be destroyed, please advise the Association as part of your submission and these documents will be destroyed at the completion of the tender process.



APPENDIX

SAMPLE UNIFORM IMAGES

Please see below for our current uniform image designs:



