



Request for Quotations

For

Apparel

Request for Quotation No: 26-001

Issued: Friday, February 20, 2026

Submission Deadline: Friday, March 13, 2026 at 12:00pm

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1 INTRODUCTION

1.1 Invitation

This Request for Quotations (the “RFQ”) issued by Brantford Minor Hockey Association (“BMHA”) is an invitation to submit non-binding offers for the provision of clothing apparel as further described in Appendix A and support an e-commerce site as described under Appendix B. The respondent selected pursuant to this RFQ process will be informed in writing. Respondents not selected will also be informed in writing.

BMHA is a non-profit minor hockey organization, comprised of 44 house league teams, 8 rostered select teams, and 26 competitive representative teams. Its brand, the ‘99ers’, are well known throughout Southern Ontario, where teams often travel for various hockey tournaments and is synonymous with the hometown of “The Great One”, Wayne Gretzky.

The Brantford 99ers brand is a critical component to our success, therefore the quality of apparel and service provided by the successful supplier must be aligned with the BMHA high standard of excellence.

1.2 Type of Contract for Deliverables

The intention of this award is to achieve two goals:

1. for the supply and delivery of representative team apparel and;
2. the creation and maintenance of an e-commerce website to process custom orders for BMHA and its members. Items sold through the e-commerce website to be determined by BMHA and the selected Supplier.

The selected Supplier will enter into an agreement with BMHA for the provision of the Deliverables in the form attached as Appendix A and Appendix B to the RFQ. The term of the agreement is to be for a period of two (2) years, with an option in favour of BMHA to extend the agreement(s) on the same terms and conditions for two (2) additional terms of up to **one (1) year each**.

1.3 RFQ Timetable

Issue Date of RFQ	February 20, 2026
Deadline for Questions	March 11, 2026
Respondent Submission Deadline	March 13, 2026
Respondent Presentations	March 16 to 27, 2026
Award Date	April 3, 2026

The RFQ timetable is tentative only and may be changed by BMHA at any time prior to the Submission Deadline. Responses submitted after the Submission Deadline will be rejected.

1.4 Submission Instructions

Respondents are requested to submit their Quotation via electronic e-mail in the form prescribed herein by the Submission Deadline to the BMHA Contact identified below in the manner set out below:

BMHA Contact: Malinda McGee

e-mail: bmha.equipment.director@gmail.com

1.5 Respondents to Review RFQ

Respondents shall promptly examine all of the documents comprising this RFQ and (a) shall report any errors, omissions or ambiguities and (b) may direct questions or seek additional information in writing by e-mail to the BMHA Contact on or before the Deadline for Questions. BMHA is under no obligation to provide additional information but may do so at its sole discretion. It is the responsibility of the respondent to seek clarification from the BMHA Contact on any matter it considers unclear. BMHA shall not be responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process. The Respondents and their representatives may not contact individuals employed or engaged by any member of BMHA, other than the BMHA Contact, concerning matters regarding this RFQ. Only information received by the BMHA Contact will be considered in the RFQ process. All such communications must be in writing. Any respondent that does not follow these instructions may be disqualified.

2 EVALUATION OF QUOTATION

2.1 Stages of Evaluation

The evaluation of quotations will be conducted in the following stages:

- Stage I will consist of a review by the BMHA RFQ Committee to determine which submissions satisfy all of the mandatory requirements. Those submissions that satisfy the mandatory requirements may proceed to Stage II. In the event of a high number of respondents, BMHA may limit the number of respondents that proceed to Stage II based on quoted pricing.
- Stage II will consist of face-to-face interviews and presentations with the BMHA RFQ Committee. Respondents will be evaluated with weighted scores based on the following criteria:

Pricing	30%
Apparel Quality	30%
E-Commerce capability	20%
References & experience	20%

2.2 Mandatory Requirements

2.2.1 2.2.1 Quotation Form

Each quotation must include a Quotation Form (Appendix C) completed by the respondent. In the Apparel Pricing List please quote, where applicable, the specified manufacturer and style number as well as. Please include at least one value brand (e.g. Gildan, ATC) and one premium brand (e.g. Bauer, CCM, Nike, Under Armour)

2.2.2 Other Mandatory Criteria

- Executive summary of the respondent and its ability to support BMHA.
- Details of the respondent's ability support an e-commerce website including item order-to-delivery timelines, sales reporting, and product customization.
- References from two (2) current clients of similar requirements and size. Letters of reference with contact details are preferred. Contact information telephone# e-mail and name of organization and name of contact must be provided. This requirement is waived if the respondent has been a supplier to BMHA during the past three seasons.

3 TERMS OF REFERENCE AND GOVERNING LAW

In responding to this RFQ, and to be eligible for consideration, each respondent must submit a completed and signed Quotation Form that, among other things, acknowledges its acceptance of the RFQ Terms of Reference and Governing Law as contained hereunder:

- a) this RFQ process is not intended to create a formal legally binding bidding process and shall not give rise to the legal rights or duties applied to a formal Contract A binding bidding process or any other legal obligations arising out of any tendering process contract or collateral contract, and instead shall be governed by the common law applicable to direct commercial negotiations;
- b) neither party shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, the failure to award a contract, or the failure to honour a quotation;
- c) the respondent will bear its own costs associated with, or incurred in, the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations;
- d) no legal obligation regarding the procurement of any good or service shall be created between the respondent and BMHA until BMHA accepts the respondent's offer in writing;
- e) when evaluating quotations, BMHA may request further information from the respondents or third parties in order to verify, clarify, or supplement the information provided in the respondent's submission, and BMHA may revisit and re-evaluate the respondent's submission or ranking on the basis of any such information;
- f) BMHA may consider the respondent's past performance on previous contracts or any other relevant information taken into account by BMHA when determining the acceptability of a respondent;
- g) disqualify a respondent for any conduct, situation or circumstance that constitutes a Conflict of Interest, as solely determined by BMHA;
- h) the respondent consents to BMHA's collection of the information as contemplated under this RFQ for the uses contemplated under this RFQ;
- i) BMHA may elect not to consider a respondent whose quotation contains misrepresentations or any other inaccurate, misleading or incomplete information;
- j) BMHA may prohibit a respondent from participating in a procurement process based on poor past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to (i) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information, (ii) the refusal of the respondent to honour its pricing or other commitments made in its quotation, or (iii) any other conduct, situation or circumstance, as solely determined by BMHA, that constitutes a Conflict of Interest; and
- k) BMHA may cancel this RFQ process at any time.

The parties also acknowledge that these terms (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law

governing direct commercial negotiations); and (c) are to be governed by, and interpreted and construed in accordance with, the laws of the province of Ontario and the federal laws of Canada applicable therein.

4 APPENDIX A – RFQ PARTICULARS

4.1 Deliverables

The Supplier will provide clothing apparel to BMHA and its member teams, including but not limited to:

- Training apparel
- Track suits
- Hoodies and zipper long sleeve shirts
- Toques and baseball caps

4.2 General Design Requirements (All Garments)

1) Branding & Visual Identity

- a) Garments must incorporate the BMHA's logos and colors.
- b) Logos must be accurately reproduced with no distortion or unauthorized modification.
- c) Final artwork files will be created in collaboration with and provided by the supplier.
- d) Supplier must provide digital proofs for approval prior to production.

2) Color Requirements

- a) Logo colour matching must be consistent across garment types and sizes.
- b) Pantone or equivalent color references should be stated where applicable.

3) Printing / Decoration

- a) Acceptable decoration methods (as specified in the Apparel Pricing Table):
 - i) Screen printing (tee shirts, shorts, hoodies)
 - ii) Heat transfer (tee shirts, shorts, ¼ zip long sleeve, hoodies)
 - iii) Embroidery (track suits, hoodies)
- b) Decoration must:
 - i) Withstand minimum 30 wash cycles without cracking, peeling, or fading
 - ii) Be non-toxic and child-safe

4.3 Fabric & Material Requirements

1) Fabric Composition & Quality

- a) T-shirts: Cotton, polyester, or cotton/poly blend
- b) Shorts: Polyester or moisture-wicking performance fabric
- c) Hoodies: Cotton/poly blend fleece or equivalent
- d) Track Suits: Light weight, polyester knit or performance woven
- e) Fabric must be:
 - i) Breathable
 - ii) Comfortable for youth athletes
 - iii) Appropriate for physical activity

- f) Fabric must be opaque, durable, and resistant to pilling.

4.4 Garment Construction & Fit

1) Sizing

- a) Must be available in a full youth and adult size range (e.g., Youth XS – Youth XL, Adult S – Adult 3XL).
- b) Supplier must provide a size chart with measurements.

2) Fit & Comfort

- a) Athletic or standard fit suitable for children.
- b) No restrictive seams or uncomfortable tags.
- c) Flat seams or reinforced stitching preferred.

3) Quality Control & Samples

- a) Supplier may be required to submit:
 - i) Physical samples; and/or
 - ii) Previous work examples
- b) BMHA reserves the right to:
 - i) Reject items not meeting approved design standards
 - ii) Require replacement of defective products at no additional cost

4.5 Packaging & Labeling

Bulk packaging must be sorted by team and clearly labeled for easy distribution.

4.6 Approval & Variance Clause (Important for Public Tenders)

Proposed alternatives or variances from the stated design requirements may be submitted, provided they meet or exceed the functional, safety, and quality standards outlined herein.

4.7 Estimated Order Quantities

Estimated order quantities for representative team tee-shirt, shorts, and hoodie/zipper long sleeve are as follows:

AAA – 8 teams @ 17 players each = 136

Seeded A / AA – 8 teams @ 17 players each = 136

Seeded B / BB – 10 teams @ 17 players each = 170

The estimated order quantities above are based on the number of representative teams/players in the association and may vary from year to year.

All other items will be offered to teams for purchase with no expected minimum. BMHA or its member teams will not be held responsible for any minimum order quantities based on these estimates.

4.8 Product Pricing

The Rates will be firm for the first two years of the Agreement. Pricing can not be changed in the first two years regardless of quantity of a product being ordered by BMHA or any BMHA member.

4.9 Material Disclosures

Product Ordering

BMHA, through the Director of Equipment, will place all team orders and through email and its members may order other items through e-commerce site.

Invoicing

If a Deposit is required by the supplier, BMHA and its teams will only provide a maximum of 50% deposit on any item and remaining amount will be due upon completion and delivery of all items in the order. The invoices will be in electronic format.

The invoice will be itemized and contain, at a minimum, the following information:

- ❖ Invoice number;
- ❖ Full name of the person who placed orders, if applicable;
- ❖ BMHA's purchase order number, if applicable;
- ❖ Order date;
- ❖ Product number
- ❖ Product size
- ❖ Product colour (if applicable)
- ❖ Player name, number, and team (if applicable)

5 APPENDIX B – E-COMMERCE MINIMUM REQUIREMENTS

5.1 D1. Purpose

The Supplier shall provide and operate an e-commerce website to enable BMHA members to purchase approved apparel items. The website shall support seasonal team ordering and individual member purchases in a secure, reliable manner.

5.2 Website Provision & Branding

- The Supplier shall host, operate, and maintain the website for the term of the Agreement.
- The website must be accessible on desktop and mobile devices.
- BMHA logos, colours, and branding shall be incorporated and are subject to BMHA approval.
- All BMHA branding, artwork, and organization-specific content remain the property of BMHA.

5.3 Minimum Functional Requirements

The website must support, at a minimum:

- Display of approved BMHA apparel only
- Product images, descriptions, pricing, and size charts
- Product variants (size, colour, customization where applicable)
- Player name and number entry for customizable items
- Secure shopping cart and checkout
- Automated order confirmation via email

BMHA shall have access to basic administrative or reporting views to monitor orders and sales.

5.4 Ordering & Fulfillment

- Orders shall be processed only after payment confirmation.
- Custom items shall not enter production until order details are finalized.
- The Supplier shall disclose standard production and delivery timelines.
- The Supplier shall promptly notify BMHA of backorders, supply issues, or discontinued items.
- No substitutions shall be made without BMHA approval.

Delivery methods (central delivery, team distribution, or direct-to-customer) shall be clearly identified by the Supplier.

5.5 Returns & Errors

- The Supplier shall correct, at no additional cost, any errors caused by the Supplier, including incorrect items, manufacturing defects, or customization errors.
- The Supplier shall disclose its policy for exchanges or returns of non-customized items.
- Customized items may be non-returnable except in cases of Supplier error.

5.6 Payments, Privacy & Security

- Payments must be processed through a secure, recognized payment gateway.
- The Supplier shall not store full credit card information.
- Personal information collected through the website shall be used solely for BMHA order fulfillment and shall not be sold or shared without consent.

5.7 Reporting

The Supplier shall provide BMHA with monthly electronic sales reporting, including:

- Sales by product
- Sales by team or program where applicable
- Order volumes by date range

5.8 Support & Availability

- The Supplier shall provide customer support for ordering and fulfillment issues.
- The website shall be available during peak ordering periods identified by BMHA.
- Planned maintenance affecting availability should be communicated in advance where practicable.

5.9 Transition / Exit

Upon expiry or termination of the Agreement, the Supplier shall cooperate with BMHA to wind down the storefront and return BMHA-owned data and digital assets upon request.

6 APPENDIX C – QUOTATION FORM

6.1 Respondent Information

Please fill out the following form, and name one person to be the contact for this RFQ response and for any clarifications or amendments that might be necessary.

Full Name of Respondent:	
Any other Relevant Name Under Which the Respondent Carries on Business:	
Street Address:	
City, Province	
Postal Code:	
Phone Number:	
Company Website:	
RFQ Contact Person:	
RFQ Contact Phone:	
RFQ Contact E-mail:	

6.3 Ability to Provide Deliverables

The respondent has carefully examined this RFQ and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the pricing set out below and has provided a list of any subcontractors to be used to complete the proposed contract. The respondent encloses herewith as part of the proposal the mandatory forms set out below:

Forms to Include:	Initial to Acknowledge
Respondent Information Form (Appendix C)	
Apparel Pricing List (Appendix C)	
Respondent's Executive Summary	
References	

Notice to respondents: There may be forms required in the RFQ other than those set out above. See the Mandatory Requirements section of the RFQ for a complete listing of mandatory forms.

6.4 Non-binding Price Estimates

Respondents should provide pricing for the Deliverables described in their Pricing List. The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation. The respondent acknowledges that the pricing includes all applicable duties and taxes, except Harmonized Sales Tax (HST), which should be itemized separately, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to BMHA, all costs of installation and set-up, including any pre-delivery inspection charges and all other overhead, including any fees or other charges required by law.

6.5 Confidential Information of Respondent

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by BMHA. The confidentiality of such information will be maintained by BMHA, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed on a confidential basis, to BMHA's advisers retained for the purpose of evaluating or participating in the evaluation of their quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the BMHA Contact.

6.6 Terms of Agreement

The BMHA reserves the right to terminate the Supplier Agreement if they are not satisfied with the product/services, or if the Supplier fails to comply with the agreement.

Name and Title of Respondent Representative

Signature of Respondent Representative

Date:

7 APPENDIX D – TERMS AND CONDITIONS

1) Indemnity

The Supplier shall indemnify, defend and hold and save harmless the BMHA, its successors, assigns, officers, directors, employees and agents, their heirs, administrators and executors and each of them (collectively “the Indemnified Party”) from any and all actions and causes of actions, claims, demands, liabilities, losses, judgments, damages or expenses, of whatsoever kind and nature, including interest and legal fees and all other reasonable costs, expenses and charges that the Indemnified Party shall or may at any time, subsequent to the date of this Agreement, sustain or incur, or become subject to by reason of any claim or claims for any reason resulting from carrying out or failing to carry out the terms and conditions of this Agreement, or the negligence, gross negligence, intentional misconduct or criminal acts or omissions, resulting from the action or inaction of the Supplier, its directors, officers, employees or subcontractors. The Supplier shall indemnify the BMHA from any claim that the use of the Deliverables by the BMHA infringes any third party’s copyright, trade secrets, patents of any intellectual property right. This indemnity shall survive the termination of this Agreement.

2) Term

This Agreement shall become effective on April 3, 2026, and shall expire on April 30, 2028, unless it is terminated early in accordance with the provisions of the Agreement (the “Term”). The Term is subject to any and all rights of either party to terminate the Agreement pursuant to the terms of the Agreement, or otherwise available to either party at law or in equity.

a) Extension

The BMHA, in its sole discretion, may extend the Term for an additional two (2), one (1) year periods by giving written notice to the Supplier prior to the commencement of the extension period upon the same terms and conditions.

3) Termination by BMHA

The BMHA shall be entitled to terminate the Agreement, without liability, cost, or penalty:

- on written notice where the Supplier neglects or fails to perform or observe any material term or obligation of the Agreement and such failure has not been cured within 30 Days of written notice being provided
- on written notice to the Supplier, if any proceeding in bankruptcy, receivership, liquidation, or insolvency is commenced against the Supplier or its property;
- on written notice to the Supplier, if the Supplier makes an assignment for the benefit of its creditors, becomes insolvent, commits an act of bankruptcy, ceases to carry on its business or affairs as a going concern, files a notice of intention or a proposal, or seeks any arrangement or compromise with its creditors under any statute or otherwise;
- on written notice to the Supplier, following the occurrence of any material change in the BMHA’s requirements which results from regulatory or funding changes or recommendations issued by any Governmental Authority;

- on 30 Days written notice to the Supplier in the event of a breach of the representation regarding conflict of interest in;
- in accordance with any provision of the Agreement that provides for early termination; and,
- at any time, without cause, by giving the Supplier at least 90 Days written notice.

4) No Limitation of Remedies

Any termination of the Agreement shall not in any respect limit any of either party's rights or remedies either in law or in equity or relieve either party of any obligation incurred prior to the effective date of such termination

5) Survival

In addition to the length of survival of any provision which may be explicitly stated in the Agreement, all the representations, warranties, and indemnifications made by the Supplier and set out in this Agreement shall survive the expiration or termination of this Agreement, as shall all other provisions of the Agreement which, by their nature, might reasonably be expected to survive.

6) Compliance with Laws

The Supplier shall comply with all federal, provincial, and local laws, regulations, and orders in fulfilling its obligations under the Agreement.

7) Remedies Cumulative

The rights and remedies of the parties under this Agreement are cumulative, and are in addition to and not in substitution for any other rights or remedies provided in the Agreement, by law or in equity. Any single or partial exercise by a party of any right under this Agreement, or any failure to exercise or delay in exercising any such right, shall not be or be deemed to be a waiver of, or to prejudice any other rights or remedies to which such party may be entitled.

8) Publicity

Each party agrees that the terms of this Agreement are confidential. Neither party shall in any of its advertising, otherwise indicate that it has supplied or purchased, or may in the future supply Goods under this Agreement without the express prior written consent of the other party. No acquisition or use of the Goods by the BMHA shall be construed as an endorsement or approval of such Goods.

9) Property of the BMHA

All logos, drawings, specifications, and other information and documentation, which may be provided by the BMHA to the Supplier in connection with this Agreement, shall remain the property of the BMHA.

10) Entire Agreement

This Agreement, together with the RFQ, constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, negotiations, and discussions, whether written or oral between the Supplier and the BMHA. There are no conditions, covenants, agreements, representations, warranties, or other provisions, expressed or implied, collateral, statutory, or otherwise, relating to the subject matter hereof except as provided herein.

11) Time of Essence

Time shall be of the essence of this Agreement.

12) Assignment and Enurement

This Agreement shall enure to the benefit of and shall be binding on and enforceable by the parties and their respective successors and permitted assigns. Neither party may assign or subcontract any of its rights or obligations hereunder without the prior written consent of the other party. Any act in derogation of the foregoing shall be null and void.

For the purposes of this Agreement, the transfer or issuance of shares by the Supplier of more than fifty per cent (50%) of the voting securities of the Supplier to any entity or entities other than to an affiliate (as such term is defined in the Business Corporations Act (Ontario)) or the shareholder or shareholders of the Supplier as of the date of this Agreement, whether or not such transfer or issuance of voting securities takes place in one or more transactions, shall, for the purposes of this Agreement, be deemed to be an assignment of this Agreement requiring the consent of the BMHA, unless such transfer or issuance of shares is made pursuant to an initial public offering of common shares under the Securities Act (Ontario).

13) Amendment and Waivers

This Agreement may not be amended or modified in any respect except by written instrument signed by both parties, provided that the BMHA may make changes to the attached schedules as set forth in Section 2.4. No waiver of any provision of this Agreement shall constitute a waiver of any other provision nor shall any waiver constitute a continuing waiver unless otherwise provided.

14) Independent Parties

This Agreement does not create a relationship of principal and agent or employer and employee between the BMHA and the Supplier and under no circumstance shall either party be considered the agent of the other. The Supplier shall have no authority to assume or create any obligation whatsoever, express or implied, in the name of or on behalf of the BMHA.

15) Currency

Unless otherwise indicated, all dollar amounts expressed in the Agreement are in Canadian currency.

16) Force Majeure

Neither party shall be liable for any failure or delay in the performance of its obligations under this Agreement (other than payment obligations for Goods already delivered and accepted) where such failure or delay is caused by events beyond the reasonable control of the affected party ("Force Majeure Event").

Force Majeure Events include, without limitation: acts of God; fire; flood; severe weather; epidemic or pandemic; government actions; labour disruptions; shortages or unavailability of raw materials, fabrics, inks, or blank garments; manufacturing or decoration capacity constraints; supplier failure; transportation or shipping delays; customs delays; or other supply-chain disruptions.

The affected party shall notify the other party as soon as reasonably practicable and use commercially reasonable efforts to mitigate the impact and resume performance.

If a Force Majeure Event materially affects delivery of an order, BMHA may accept revised timelines, approve an agreed substitution, or cancel the affected order. BMHA shall only be responsible for reasonable, documented costs already incurred where BMHA explicitly approved production of the affected items prior to cancellation.

If a Force Majeure Event continues for more than thirty (30) days and materially prevents performance, BMHA may terminate the affected portion of the Agreement upon written notice without further liability.

17) Legislation

Where a statute is referred to in the Agreement, such statute shall be interpreted to include all of its related regulations, as may be amended from time to time.

18) Governing Laws

This Agreement shall be interpreted and enforced in accordance with, and the respective rights and obligations of the parties shall be governed by, the laws of the Province of Ontario, except that such Province's conflict of laws rules and the United Nations Convention on Contracts for the International Sale of Goods shall not apply to this Agreement. Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of the Province of Ontario and the courts competent to hear any appeal.