

## Request for Proposal (RFP): Branding Merchandise for JCI Canada

### 1) Overview

**Organization:** JCI Canada (Junior Chamber International Canada)  
**RFP Title:** Branding Merchandise – Design, Production, and Fulfillment

**Issue Date:**  
March 31 2026

**Proposal Due Date/Time:**  
April 10 2026 + EDT

**Contact (Procurement Lead):**

*Robin Mathew, National Vice President (Branding & Marketing ) JCI Canada*

**Email:** [rmathew@jcicanada.com](mailto:rmathew@jcicanada.com) | **Phone:** 437 599 9341

JCI Canada is seeking proposals from qualified vendors to **design (if applicable), source, brand, produce, and deliver** branded merchandise for national.

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### 2) Objectives

- Provide **high-quality, consistent branded merchandise** aligned with JCI Canada brand standards.
  - Ensure **competitive pricing**, clear lead times, and reliable delivery across Canada.
  - Offer **sustainable/ethical options** where feasible.
  - Enable **repeat ordering** and scalable fulfillment for chapters and national events.
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### 3) Scope of Work

Vendors may propose one or more of the following service models:

1. **Merchandise Supply + Decoration (Printing/Embroidery) + Bulk Delivery**
2. **Merchandise Supply + Decoration + Drop-Ship Fulfillment** (to multiple addresses)

#### 3.1 Product Categories (Requested)

Propose items in the following categories (include alternatives and tiers):

- **Apparel:** T-shirts, Polos, Jersey, hoodies, jackets, hats/toques
- **Drinkware:** mugs, tumblers, water bottles
- **Premium items (optional):** Laptop bag/backpacks

#### 3.2 Branding/Decoration Methods

- Screen printing, embroidery, heat transfer, DTG/DTF, laser engraving (as applicable)
- Provide guidance on **best decoration method per item**
- Ability to match brand colors (Pantone where possible)

### 3.3 Fulfillment & Logistics

- Bulk delivery to Cranbrook/Penticton/Kelowna, British Columbia and Ottawa/Toronto, Ontario and Montreal QC and/or shipping across Canada
  - Include a size chart for every item.
  - Packaging options (eco-friendly preferred)
  - Production and delivery timelines per item
  - Ability to handle rush orders
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## 4) Requirements

### 4.1 Brand & Artwork

- Use JCI Canada brand guidelines (to be provided upon request/shortlist).
- Vendors must support common file types: **AI, EPS, SVG, PDF (vector)** plus PNG.
- Provide **digital mockups** for approval prior to production.

### 4.2 Quality & Compliance

- Provide **samples** (physical or photos + spec sheets) upon request.
- Preferred: soft, anti-pilling, anti-static, and wrinkle-free fabrics.
- Clear quality assurance process for print/embroidery alignment and durability.
- If offering sustainability: list certifications (e.g., OEKO-TEX, GOTS, Fair Trade, WRAP).

### 4.3 Customer Service

- Dedicated account contact
  - Proof approval process
  - Reorder process and recommended inventory plan (if applicable)
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## 5) Deliverables

At a minimum, proposals should include:

- Recommended merchandise catalog (with item codes, colors, size ranges)
- Branding methods per item + print locations and size limits
- Unit pricing with tiered quantities
- Setup fees (screens, digitizing, etc.)
- Sample/mockup process and costs
- Production lead times and shipping timelines
- Fulfillment options (bulk vs drop-ship vs online store)
- Return/reprint policy for defective items
- References (2-3) and portfolio/examples

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## 6) Pricing Template (Include in Proposal)

Provide pricing in **CAD**, excluding and including taxes where applicable.

For each item, include:

- Base item cost
- Decoration cost (by method, of colors, stitch count, etc.)
- Setup fees (one-time)
- Packaging (if any)
- Shipping estimate (bulk + per-address for dropship)
- Quantity tiers (example: 25 / 50 / 100 / 200 / 500)

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## 7) Estimated Quantities (for quoting)

State assumptions and quotes across tiers. Example annual estimate:

Polo T-shirts:  
100 – 200  
Tea Shirts

100-200  
Hoodies:  
50 – 100  
Jersey  
100-200  
Hats/toques:  
100 – 200  
Drinkware:  
25 – 50  
Laptop bag/Bagpack  
25-50

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## 8) Timeline

RFP issued:  
*March 31 2026*  
Vendor Q&A deadline:  
*April 8 2026*  
Proposals due:  
*April 15 2026*  
Shortlist interviews:  
*April 18 2026*  
Vendor selection:  
*April 20 2026*  
First production run delivered: Minimum one selected outfit  
*May 15 2026*

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## 9) Evaluation Criteria

Proposals will be evaluated using:

- **Cost competitiveness** (total landed cost)
  - **Product quality** and durability
  - **Design/brand consistency** and proofing process
  - **Lead times** and on-time delivery track record
  - **Fulfillment capability across Canada**
  - **Sustainability/ethical sourcing** (nice-to-have)
  - **Customer service** and references
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## 10) Submission Instructions

Please submit your proposals in PDF format to Robin Mathew, JCI Canada National Vice President (Branding & Marketing), at [rmathew@jcicanada.com](mailto:rmathew@jcicanada.com). Kindly copy National President Jonah Gowans at [jgowans@jcicanada.com](mailto:jgowans@jcicanada.com), and Executive Vice President Chris Wallace at [cwallace@jcicanada.com](mailto:cwallace@jcicanada.com).

Subject line: “**RFP – JCI Canada Branding Merchandise – VendorName**”

Include:

- Primary contact info
- Company profile and capabilities
- Complete pricing and assumptions
- Estimated production schedule
- Policies (returns, defects, shipping, rush)

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#### 11) Terms & Conditions

- JCI Canada may accept or reject any proposal and is not obligated to award a contract.
- Vendor must not use JCI Canada branding publicly without written approval.
- Final artwork approval required before production.

Preferred payment terms:

*Interac/Draft*

- Confidentiality: Vendor must keep JCI Canada materials and pricing confidential.
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