



Request for Proposals

District Team Uniforms for the 2026 Saskatchewan Winter Games

Issue Date: September 2, 2025

Closing Date for Response: September 24, 2025

1. INTRODUCTION

1.1. Background

The Saskatchewan Games Council (SGC) is seeking proposals from clothing suppliers to design and supply District Team uniforms for the 2026 Saskatchewan Winter Games, taking place in Flying Dust First Nation and the City of Meadow Lake, SK from February 15th-21st, 2026. Participants of the Saskatchewan Games will wear this uniform package during the Opening and Closing Ceremonies, at medal presentations, in some sport competitions, to and from competitions, at special events, and during leisure time.

The SGC is a registered not-for-profit organization and is the permanent regulatory body responsible for the organization of the Saskatchewan Summer and Winter Games, as well as the overall coordination and preparation of Team Sask competing at the Canada Summer and Winter Games.

The successful company will receive the opportunity to enter into an agreement for the rights to provide complete or partial walkout uniform design, manufacture, and distribution for the nine Saskatchewan Games District Teams, totaling approximately 2,000 uniform sets.

1.2. About the Saskatchewan Games

The Saskatchewan Games deliver provincial pride, lasting legacies, and exceptional experiences. The purpose of these biennial multi-sport games, which alternate between summer and winter, is to provide an opportunity for the province's developing athletes, coaches, and officials to participate in a multi-sport event in preparation for a higher level of competition. Many Saskatchewan Games alumni have gone on to compete at the Western Canada Summer Games, Canada Games, North American Indigenous Games, and even the Olympics.

The 27th edition of the Saskatchewan Games will take place in Flying Dust First Nation and the City of Meadow Lake from February 15th-21st, 2026 and will feature 16 sports and up to 2,000 participants competing for 9 District Teams. Athletes will range in age from approximately 11-17 and will compete in the following sports: Artistic Swimming, Badminton, Biathlon, Bowling (Special Olympics and 5-Pin), Cross Country and Para Nordic Skiing, Curling, Figure Skating, Futsal, Gymnastics, Judo, Ringette, Speed Skating, Table Tennis, Target Shooting, Weightlifting, and Wrestling. More than 1,000 local community members will volunteer to help stage the Games and deliver the experience of a lifetime to our province's developing young athletes.

The 2026 Games will leave lasting legacies of new and enhanced sport facilities in the host communities, as well as volunteer and leadership development that will benefit athletes and the broader community for years to come.

1.3. Project Summary

The objective of this project is to design, produce, and distribute a high-quality, stylish, and affordable team clothing package for participants at the 2026 Saskatchewan Winter Games. The package must:

- establish a distinctive Saskatchewan Games look
- be available in the nine District Team colours (specified in section 2.3)
- be suitable for a winter climate
- provide current styles and design concepts that Saskatchewan Games participants in the age range of 11-17 will be proud to wear both during the Games and after they have returned to their home communities

The purpose of this RFP is to provide a fair evaluation process for all suppliers and to provide the supplier with the evaluation criteria against which they will be judged.

The SGC will provide the selected supplier with an outline of the key components the uniform package must include and will rely on the supplier to generate an overall concept and design scheme which will see SGC input and final approval. Following agreement on the overall design concept and package, the SGC will work in partnership with the supplier to finalize the design of each item. All designs must be approved by the SGC prior to production. The SGC will provide sizing and quantity information to the supplier in accordance with jointly established timelines.

Following the completion of production, the supplier will conduct a thorough inventory and quality inspection to ensure the 2026 Saskatchewan Winter Games order is complete and packaged by District Team. In addition, the supplier will assign a staff person to assist with the packing process to immediately address any quality or inventory issues. The selected supplier will appoint one key staff person as the primary point of contact with the SGC for the period from the awarding of the contract through to the Games.

This project will begin almost immediately following the selection of a supplier to guarantee timely and efficient delivery to 2026 Saskatchewan Winter Games participants.

1.4. Key Dates

The following are the contract timelines for this project:

Contract Timelines

September 2, 2025	SGC issues the RFP package
September 24, 2025	Proposals are to be received at the SGC office by 4:00 PM CST on Wednesday, September 23, 2025. Companies not responding by this date will be disqualified
September 26, 2025	Uniform Advisory Committee provides recommendations to SGC
September 30, 2025	SGC selects and notifies the successful company, and communicates decision to all proposing companies
October 1, 2025	Supplier contract signed and project development begins
October 15, 2026	SGC provides final sign-off on clothing package
October 22, 2026	SGC submits final order with sizing
Mid-October on	Manufacture and decoration of garments; if items are custom-made, physical samples are to be provided to SGC early within this timeframe prior to production of full order
January 12, 2026	Delivery of ALL uniform pieces to each District Team contact/location

1.5. Communication and Support During the RFP Process

The contact for this project is Karen Lawson, Games Services and Communications Lead, SGC.

T | (306) 529-3120

E | klawson@saskgames.ca

1.6. Proposal Costs

Any costs incurred in the preparation and presentation of proposals in any way whatsoever will be the sole responsibility of the proposing company.

Companies may be invited to attend a face-to-face meeting in Regina to present their uniform package and answer questions, at the proposing company's cost.

2. DESIGN AND CONTENT

2.1. Composition of Clothing Package

The SGC will work in partnership with the selected company to develop the exact composition of the 2026 Saskatchewan Winter Games District Team uniform package. The following list is for general guidance, and the SGC will encourage and thoroughly evaluate any additional items or suggestions not captured below. Creative suggestions and other items included by the proposing company that would enhance the District Team uniform package within the all-inclusive fixed price are more than welcome.

Proposing companies are to note that the clothing package should include items in a size range of youth S-XL and unisex XS-4XL. 2026 Saskatchewan Winter Games branding will be included on each item, with District Team and SGC provincial partner markings included on select items.

Total Quantity	Approx. Quantity per District Team Colour*	Item
2,000	222	Outer layer: Bunny hug sweatshirt, crew neck sweatshirt, or weather-resistant light jacket in all nine colourways
2,000	222	T-shirt: Technical or breathable cotton/tri-blend fabric short-sleeve t-shirt in all nine colourways
1,900	211	Headwear (e.g. toque) in all nine colourways

*This number is an average and quantities by team colour will vary in the final order.

2.2. Decoration

All logos and artwork required to be included on uniform items can be downloaded in vector format from the Google Drive folders linked below.

Required decoration on outer layer will include:

- 2026 Saskatchewan Winter Games logo ([logo files](#))
- District Team name
- Sponsor logos in visible location ([logo files](#)) (e.g. stacked along sleeve, back yoke, hem, etc.)


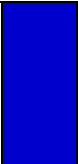
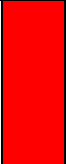

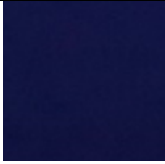




Required decoration on t-shirt will include:

- 2026 Saskatchewan Winter Games logo
- District Team name

2.3. Team Colours

Each District Team is represented by a unique colour as listed below. Each District Team's uniform set will be required to heavily feature its unique colour, with preference given to items that can be found in the colour (as opposed to black or another neutral with accents in the specified colour). The swatches shown

in the below table are meant to be illustrative, and some flexibility for exact shade will be provided so long as the colour for each garment is distinctly recognizable as the specific District Team colour.

Team Regina	Purple			Team Parkland Valley	Royal Blue		
Team Saskatoon	Red			Team South East	Forest Green		
Team Rivers West	Navy Blue			Team South West	Yellow		
Team Lakeland	Kelly Green			Team North	Teal Blue		
Team Prairie Central	Charcoal Grey						

2.4. 2026 Saskatchewan Winter Games Team Size and Sizing Estimates

The 2026 Saskatchewan Winter Games will feature 9 District Teams, comprised of approximately 222 participants each for a total of approximately 2,000 participants. Nine uniform kits will be supplied, composed of identical styles, and customized via unique colour and decoration for each District Team.

The SGC will provide sizing and quantity information to the company in accordance with jointly established timelines. Estimated sizing needs are **youth S-XL** and **unisex XS-4XL**. If certain items are not available in the larger or smaller sizes, alternatives should be suggested by the company. As sizing kits will not be provided to participants at the time of ordering, it is **required** that a standard sizing chart is available in digital format for each sized apparel item in the uniform kit.

2.5. Emergency Orders

The selected supplier must be able to address emergency requests for additional uniform kits or individual uniform pieces, if requested by the SGC up to mid-January of 2026. Emergency orders will be defined as only those made by mid-January of 2026, and order quantities will be confirmed on an as-and-when-required basis, at the sole discretion of the SGC.

The supplier must complete an emergency order within four weeks of receipt of the respective emergency order request by the SGC. Emergency orders must be delivered to a location within Meadow Lake, SK to be defined by the SGC.

2.6. Sponsorship Opportunities

Value in Kind (VIK) provision of District Team apparel or other items would be considered a sponsorship and the supplier would receive the appropriate level of sponsor benefits in return for their support. Sponsorship agreement details will be discussed with the successful supplier. VIK will be considered a competitive advantage when evaluating proposals, with a 5% weight in the evaluation scale listed in section 4.2.

3. RFP PRICING

This RFP requires a clothing package for each of the nine District Teams participating in the 2026 Saskatchewan Winter Games. When submitting a proposal, the supplier is requested to include all associated costs within the total project costs listed below. For example, the total project proposal must include: provision of colour drawings for each article of clothing, fabric samples, samples of each item in the clothing package if possible, production, delivery to 9 District Team storage locations, and all other tasks associated with the production, development, storage and delivery of the District Team uniform packages. It must also reflect all costs related to decoration, logo placement, and **all applicable taxes**. The pricing requested is on a fixed price basis and the selected supplier will be contracted to deliver all functions in this document within the stated price.

The following is the fixed budget that the SGC has allocated for this project: **\$120,000**

With approximately 2000 uniform sets required, the approximate cost of each uniform set will total \$60 **inclusive** of all applicable taxes and any other costs associated with the uniform. Please indicate unit price of each item in your cost breakdown.

4. RFP QUESTIONS, EVALUATION, FORMAT AND DELIVERY

4.1. Experience

The selected supplier will have extensive experience in design and production and will possess a proven ability to meet jointly established timelines. In the application, please include the following:

1. Your expertise and experience in the sport industry and/or with non-profit organizations.
2. Two contracts your company has completed within the past five years that best reflect the type of work within this RFP, and briefly describe the role your firm played in each project.
3. Two client references. We will not contact your references unless your company is one of the final candidates being considered.

4.2. Evaluation

This section details the mandatory and desirable criteria against which proposals will be evaluated. Proposing companies should ensure that they fully respond to all criteria to receive full consideration during evaluation.

Mandatory criteria:

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

1. The proposal must be received by the Saskatchewan Games Council office (with an electronic copy sent to gperreaux@saskgames.ca) before the specified closing time.
2. Storyboards, colour combinations, and detailed descriptions of the style and make of each item, with physical samples of each item where possible.
3. Pricing must be firm and be all inclusive of applicable taxes, shipping, embroidery or other decoration style, and logos, and not exceed the amounts stated in section 3. The cost breakdown will list the unit price of each item in the uniform kit.
4. Strong consideration will be given to a proponent where production and/or decoration will be local and/or outsourcing will be done within Saskatchewan or Canada.
5. Suppliers must provide proof that products will be or have been produced only in approved audited factories.

Evaluation Scale:

Proposals meeting all mandatory criteria will be further assessed using the following weighted scales:

Criterion	Score
Quality of clothing and suitability of the proposal <i>Proposal meets the needs and criteria set forth in the RFP</i>	45%
Pricing based on costs per clothing package <i>The price falls within the budget range established for this project</i>	35%
Past experience, packaging, storage and delivery <i>Candidate has successfully completed similar projects and has the qualifications necessary to undertake the project</i>	15%
VIK component <i>Candidate has included a VIK component within their proposal</i>	5%

4.3. RFP Format

Please ensure your response to this RFP includes the following items:

1. Title Page: Your company name, address, website, contact number, email and key contact person;
2. A summary of your proposal and its key features;
3. The body of the proposal, including the features, benefits, and uniqueness of your proposal. Please ensure it is clear how you would meet the RFP requirements and deadlines;
4. Storyboards, colour combinations, and detailed descriptions of the style and make of each item, with physical samples of each item where possible;
5. Include contact information for two references of organizations you have previously supplied for.

4.4. RFP Delivery

Please deliver proposals via email by the prescribed deadline to:

Greg Perreux, Executive Director
Saskatchewan Games Council
280-1870 Albert St Regina, SK S4P 4B7
gperreaux@saskgames.ca

If physical samples or a printed copy of the proposal will be available, please deliver to the address above.

5. TERMS AND CONDITIONS

Candidates must follow these guidelines and requirements when preparing and submitting the proposal:

- A. In no event will the Saskatchewan Games Council be responsible for the cost of preparation of bids, or the costs associated with attending interviews or presentations.
- B. Late bid submissions will not be accepted.
- C. The Saskatchewan Games Council reserves the right to accept, in whole or in part, the bid submission(s) that it deems most advantageous and the right to reject any or all bid submissions for any reason. The lowest or any bid submission will not necessarily be accepted.
- D. The submission of a bid, the receipt of a bid by the Saskatchewan Games Council, and the opening of bids do not in any way constitute a commitment to any bidder. The Saskatchewan Games Council may, at its sole discretion, elect to cancel the tender.
- E. Price quotes should be per unit less all discounts and taxes unless otherwise stated in the tender document. All unit prices should be extended and totaled. In case of a mathematical error, the unit price shall govern. Taxes should be shown separately. Additional charges such as handling, crating, cartage, or service, will not be accepted unless detailed and shown as a separate charge in the bid and agreed upon by the Saskatchewan Games Council.
- F. The Saskatchewan Games Council may, at any time, terminate any resulting contractual agreement without cause, reason, or liability by giving at least 30 days written notice specifying the effective date of termination. In the event of the termination of any resulting contractual agreement, payment by the Saskatchewan Games Council shall be limited to amounts payable in accordance with the contractual agreement for services provided to the date of termination.
- G. If the 2026 Saskatchewan Winter Games are postponed or cancelled, the Saskatchewan Games Council can cancel, delay, or alter the agreement **prior** to the supplier going into production. The supplier must enter into an agreement understanding these unique circumstances and be willing to work cooperatively with the SGC towards an acceptable outcome.

6. CONTACT AND QUESTIONS

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