

T: 07754 607704 | Email: ios@inkoriginal.co.uk | www.inkoriginal.co.uk

**IOS INK ORIGINAL (SPORTSWEAR)
APPLICATION TO TENDER**

For the Provision of:

IOS INK ORIGINAL LIMITED

Contract to sell Sportswear & Accessories

insert school or sport's club name above

| | |
|--|--|
| Authorised Tender Issuer Print Name: | |
| Authorised Tender Issuer Signature: | |
| <i>I am the authorised Tender-Issuer contact for my school and I understand that ink Original Sportswear holds registrations for schools, not individuals.</i> | |
| Release Date: | |
| Version: | |
| iOS Response Required By: | |
| | |

1. Introduction

1.1 Business Details

BUSINESS TYPE: School Sports Club
 EDUCATION PHASE: Primary Secondary 16 to 18
 SCHOOL TYPE: Academy Maintained
 Independent Special College

URN No: _____

RELIGIOUS CHARACTER: _____

1.2 Contact Details:

Business Name: _____

Address: _____

Post Code: _____ TEL No.: _____

E-mail: _____

1.3 Delivery Address
(if different from above):

Post Code: _____ TEL No.: _____

E-mail: _____

1.4 Issuer Direct Contact Details:

Issuer Name: _____

Issuer Position: _____

Issuer E-mail: _____

TEL. No.: _____

2nd Issuer Contact Name: _____

2nd Issuer Contact E-mail: _____

2. Submitting Tender Instructions:

2.1 We request iNK ORIGINAL SPORTSWEAR (iOS) to submit a Tender for Contract / Licence to Sell Sportswear and Accessories for and on behalf of:

(Insert name of school or sport's club)

2.2 Below is the list of documents that we are supplying to iOS with this Tender Request together with our instructions:

2.3 Submission Tender Date: _____

specify the date that you require your Tender in by

2.4 Confirmation Request: _____

specify YES or NO if iOS is to confirm Tender received

2.5 Special Instructions: _____

specify any special instructions iOS need to know

2.5 Costs:

We, the school / sports club named above, agree to accept the responsibility for the cost of all **samples** associated with this Tender: Yes No

We, the school / sports club named above, agree to accept the responsibility for the other agreed associated cost with this Tender: Yes No

(Tick the preferred box)

3. Background Details

To assist iOS to build a good understanding of your school or club, its ethos and what you expect from us as your supplier, please insert any information that you think is relevant for us, your prospective supplier, to have.

3.1 Background Information:

this may include the school / club's history, when it was founded, perhaps recent construction or addition of facilities to the school - e.g. a new gymnasium or performing arts building etc.

3.2 Catchment and Demographic:

| | |
|---|-----------|
| Total No. of pupils: _____ Gender Split: _____ Age Groups: _____ Year Groups: _____ _____ | Comments: |
|---|-----------|

It is important to explain the catchment and demographic from which the school draws its pupils and the number of pupils.

3.3 Sportswear Policy:

you may specify the differences between games kit for primary pupils to the rest of the school.

4. Objectives of Tender

4.1 Briefly outline why you are putting the contract out to Tender:

this may include the history with current suppliers and perhaps whether the current sportswear is to continue or if you are looking to effect change (and what change).

4.2 Delivery information:

specify where and how the sportswear should be delivered, e.g. directly to the school or school shop and delivered between certain hours.

4.3 Your Plans for sportswear / games / P.E. kits:

set out your specific plans for your kit which may differ between primary and secondary.

4.4 Policy / Requirements Discussion :

specify a time convenient to you if you would like us to call you to discuss your policy / requirements. This discussion may include, for example, quality and value together with your preferred method of supply.

5. Tender Process

5.1 Presentation:

5.1.1. Digital Format:

tick this box for a pdf which will be issued via email. Specify email if different to email in 1.4 above

5.1.2 Actual Samples:

tick this box Allow 4 weeks for a sample garment to be posted. Specify date if required sooner.

Please note, iOS can initially supply a pdf for you to present to your team members to review. Once approved, we can progress to a sample at a later date, if required.

5.2 Due Date:

tick this box specify a date when samples are required by

5.3 Presentation:

tick this box if a presentation is required (specify address)

5.3 Visits:

tick this box if a site visit to the distribution centre is required give the names of staff for the visit and approx date.

5. Tender Process Continued

5.4 Timetable:

| Action: | Date: | Weighting: |
|------------------------------------|-------|------------|
| Tender Document Return Date: | | |
| Short List of Suppliers Date: | | |
| Presentation Date: | | |
| Contract Awarded Date: | | |
| Agreed Design Date: | | |
| Sample Approval Date: | | |
| Agree Production Date: | | |
| Delivery Date to School/Shop: | | |
| Availability For Parents to Order: | | |
| Autumn Term Start Date: | | |

To ensure iOS deliver a smooth service, any changes to the timetable has to be agreed in writing with all parties.

5.5 Weighting Factor, if applicable, please outline what weighting is to be used. This may include supply capacity; stock levels and quality control.

6. Requirements

6.1 If you have a specific requirement for your sportswear, please give details and we will look to incorporate them for you, for example, to include school / club badge, specific colours.

6.2 Please indicate how any outstanding issues or feedback will need to be communicated back to you.

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7. Supply Methods

iOS are able to accommodate any of the supply methods listed below.

Please indicate your preference:

- Direct to school** - iOS give you the flexibility to manage the process of supplying your sportswear to parents.
- In school shop** - iOS can arrange delivery to your shop on site at a convenient time to you, if you already have a shop and the space, managed by your staff or PTA volunteers.
- In school sell-events** - iOS would be very happy to visit your school / club for a number of predetermined dates in the year and set up a temporary (pop up) shop to demonstrate directly to parents and carers.
- On-line** - providing 24/7 service to parents and carers. You will have a dedicated web page for your school or club, linked from your website. We will display your school or club's kit where they can request samples of garments.

8. Additional Support

iOS are on hand to assist you throughout the year.

Please indicate the level of support you would like:

- Dedicated Account Manager** - iOS being a small business can ensure you have one person to manager your account to help keep communications clear.
- Visits / Meetings** - iOS are happy to visit your place of work should you wish to meet with us to review the operations of the contract. Please indicate the level of frequency:
- Twice A Year**
e.g. every 6 months, say, September / March. This may include a site visit and or Zoom / Skype session.
- Three Times a Year**
e.g. every 4 months, say, September, January and May. You can choose form either site visit(s), Zoom / Skype sessions or telephone conferences.
- Four Times a Year**
e.g. every 3 months, say, September, December, March and June. This may split with alternative site visit(s), Zoom / Skype session(s) or or telephone conferences..

9. Terms and Conditions

As schools and clubs have different requirements we will need to agree the terms and conditions of the contract that best suits both parties. This may include the length of time the agreement will run for, an annual review to discuss how the contract is running and to agree price reviews.

Define the Terms of Service Agreement.

10. Warnings & Disclaimers

- This is an invitation for iOS to Tender and is not a contract.
- Any changes have to be agreed in writing by both parties i.e. iOS and school/club.
- iOS does not accept responsibility for accuracy of figures (changes occur).
- iOS will need to have a contract to be formally entered into with the school / club before committing to any stock.
- Both parties will need to agree to costs incurred associated with tendering for this business.
- All information you have disclosed to iOS is confidential and vice versa.

11. The Bigger Picture

Timescale is an important part of the process in the supply of sportswear to schools and clubs. For example, for schools it is recognised typically that suppliers will turn over 70% of their annual sales in the period leading up to the start of the new academic year. The norm is for bulk orders to be placed in October through to December of the preceding year.

At iOS we are proud to work closely with our partners and members. We guide schools and clubs through this process ensuring consideration is given to the "timetable" in the tendering process.

Our mission is to ensure all parties plan for the best outcome thus guaranteeing a first class service to not just to our members but pupils and parents/carers.

Working together, our aim is to ensure that our supply chain manage stock holding thus delivering the best service for your school, club and respective parents/carers.

The ideal timetable for a change of supplier tender process would typically run through April to award the contract in the October for the following September back to school. This timetable is not always possible but both parties should understand it and if possible accommodate it.

However, with Falcon sportswear designs, which are ready made, significantly reduce the lead-time within the supply chain, releasing valuable limited resources within the schools and clubs to focus on other things.

Ethical Trading

iOS (ink ORIGINAL Sportswear) is a premium service provider and authorised stockist, 100% committed to supplying **Falcon sportswear brands to schools and clubs**. Ethical trading is a major factor in the business resulting in a fully integrated supply chain from receiving yarn through to supplying their branded garments to us.

At iOS, we welcome every opportunity to supply the Falcon sportswear brands which are recognised for their **quality** and **durability** with the additional benefits which include **easy-care management** and **technological fabrics** which make them extra comfortable to wear.

With over **45 years manufacturing experience**, their popular designs, which are specifically created for primary school youngsters through to sixth-form young adults, include a range of P.E. Kits and colour co-ordinated games kits that include under-layer and outer-layer garments to cope with seasonal changes. In addition, the sustainable sportswear range has been designed with recyclable yarns that save natural resources reducing the burden on the environment.

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Ink Original is an authorised stockist
and distributor of Falcon Sportswear.



Falcon have been providing quality sportswear to schools
and sports clubs for over 45 years

Ink Original is a member of



Ink Original Ltd.
The Old Mill House | Dockfield Road Shipley | West Yorkshire | BD177AD
ink Original Sportswear is a Trading Style of Ink Original Limited