

## **REQUEST FOR PROPOSAL (RFP)**

### **Provision of Event Apparel for International Canoe Federation (ICF)**

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#### **1. Issuing Authority**

International Canoe Federation (ICF)  
Vaci ut 76., 1133 Budapest, Hungary

#### **2. RFP Reference**

RFP Title: Provision of Event Apparel  
Date of Issue: 15/12/2025

#### **3. Purpose and Objectives**

The International Canoe Federation (ICF) is undertaking an organisational rebrand and name transition to Paddle Worldwide. This transition reflects the evolution of the organisation's global positioning and visual identity.

As part of this change, ICF/Paddle Worldwide requires a refreshed, coherent, and professional range of branded apparel and apparel-related accessories for use by officials, technical officials, and accredited personnel at international events. This procurement supports the consistent roll-out of the new brand across multiple event tiers during and following the transition period.

ICF/Paddle Worldwide welcomes creative and practical supplier recommendations that may improve consistency, functionality, sustainability or user comfort across all apparel sets.

#### **4. Scope of Services**

The successful supplier(s) will be required to manufacture, supply, brand, and deliver apparel items as specified in this RFP.

The items listed in this document are indicative and intended as a guide.

Suppliers are encouraged to propose alternative or supplementary apparel items (e.g., hoodies, mid-layers, travel luggage, additional accessories) where such items may enhance functionality, durability, comfort, or brand presentation.

Suppliers may submit proposals for:

- The **full scope**, or
- **Individual product categories**, allowing ICF/Paddle Worldwide to award multiple contracts if required.

## 5. User Groups and Estimated Quantities

For the purpose of this RFP, the following user groups have been identified:

User Group	Description	Estimated Headcount*
ICF Officials	Includes ICF staff and ICF Board members	80
International Technical Officials (ITOs)	Technical officials	310
ICF Photographers / Classifiers	Accredited specialist roles	20

\*Quantities are indicative only and may vary.

## 6. Kit Allocation Requirements

All item lists below are indicative, based on current operational needs. Suppliers may recommend alternative or additional items that better meet performance, comfort, or branding requirements.

### 6.1 ICF Officials (Staff and Board Members)

#### Full Set

- 2x T-Shirt – short sleeve
- 2x T-Shirt – long sleeve
- Trousers – long
- Windbreaker/waterproof jacket
- Cardigan/jumper

- Cap
- Backpack

Suppliers may propose additional or alternative items such as hoodies, mid-layers, premium outerwear, or upgraded accessories.

## **6.2 International Technical Officials (ITOs)**

### **Standard Set A**

- 2x T-Shirt – short sleeve
- 2x T-Shirt – long sleeve
- Windbreaker/waterproof jacket
- Cap

Suppliers may suggest functional enhancements suitable for technical officiating roles.

## **6.3 ICF Photographers / Classifiers**

### **Standard Set B**

- T-Shirt – short sleeve
- T-Shirt – long sleeve
- Windbreaker/waterproof jacket

Suppliers may propose additional protection or storage-oriented apparel if beneficial.

## **7. Technical and Quality Requirements**

Proposals must include specifications for all proposed items, whether from the indicative list or supplier-recommended alternatives.

Proposals must address the following:

- Fabric specifications (T-shirt and thread must be 100% cotton), breathability and durability
- Cap with UV protection
- Fit and sizing ranges (including inclusive and gender-neutral options)
- Branding and customisation capabilities (logos, colourways, event marks)

- Colour fastness and wash performance
- Compliance with relevant international quality standards
- Sustainability credentials (materials, production, packaging)

## **8. Logistics and Delivery**

Suppliers must detail:

- Manufacturing lead times
- Global delivery capabilities
- Packaging and labelling standards
- Ability to accommodate short-notice top-ups and replacements

## **9. Pricing and Commercial Structure**

Submissions must include:

- Unit pricing per item
- Volume-based discounts
- Clear price separation by product category
- Optional pricing for premium or upgraded finishes
- Re-order pricing for mid-season requirements

## **10. Contract Term**

The anticipated contract term is:

- Initial period: 1 season
- With an option to extend, subject to performance and mutual agreement

## **11. Evaluation Criteria**

Proposals will be evaluated using the following criteria:

- Quality and technical performance
- Value for money

- Flexibility and scalability
- Branding and design quality
- Sustainability credentials
- Relevant experience and references

ICF reserves the right to award contracts by product category or as a single integrated solution.

## 12. Submission Requirements

Proposals must include:

- Company profile and relevant experience
- Technical specifications for proposed products
- Pricing schedule
- Sustainability statement
- References from comparable international events

## 13. Submission Process and Deadlines

- Deadline for clarification questions: tbd
- Proposal submission deadline: 01/03/2026
- Method of submission: Electronic (PDF format)
- Submission address: [richard.pettit@canoeicf.sport](mailto:richard.pettit@canoeicf.sport)

Late submissions may not be considered.

### 13A. Shortlisting and Samples

Following the initial evaluation, **the top three (3) ranked suppliers** will be shortlisted. Shortlisted suppliers will be required to provide **physical samples of each proposed apparel item** for quality assessment, at no cost to ICF/Paddle Worldwide.

Samples must:

- Match the specifications proposed in the written submission
- Demonstrate fabric quality, branding application, sizing, and finishing

- Be delivered within **30 calendar days** of shortlisting notification

Failure to provide samples within the specified timeframe may result in disqualification.

#### **14. Conditions and Reservations**

ICF/Paddle Worldwide reserves the right to:

- Reject any or all proposals
- Request clarification or additional information
- Award contracts in whole or in part
- Cancel this RFP without liability

#### **15. Confidentiality**

All information provided in response to this RFP will be treated as confidential and used solely for evaluation purposes.