



BC Games Society
Team BC Pins RFP

2025 Canada Summer Games

1. Introduction

The BC Games Society is seeking a Canadian-based pin supplier to manufacture and supply the official Team BC pins for the 2025 Canada Summer Games. Pin trading has become a favourite tradition for Games participants (athletes, coaches, support staff, Mission Staff, volunteers, spectators, etc), and these pins become a valuable collector's item that the participants will treasure for years to come.

The 2025 Canada Summer Games will be held in St. John's Newfoundland from August 8-24, 2025. The Games will bring together up to 5,000 athletes, coaches, managers, and officials from every province and territory in Canada. Sports include Athletics, Para Athletics, Special Olympics Athletics, Baseball, Basketball, Beach Volleyball, Box Lacrosse, Canoe Kayak, Cycling – Mountain Bike, Cycling – Road, Para Cycling- Road, Diving, Golf, Rugby Sevens, Sailing, Soccer, Softball, Swimming, Para Swimming, Special Olympics Swimming, Tennis, Volleyball, Wrestling. Team BC will consist of approximately 500 athletes, coaches, support staff, and Mission Staff. The ages of most athletes are 15 – 23 years of age.

2. Team BC Overview

The Team BC program is more than British Columbia's best athletes; it is also about building excellence and community leaders. For some athletes, the Canada Games are a goal along the way to what they hope will be success in sport at major multi-sport Games, including Olympic and Paralympic Games. For others, these Games are the goal, their personal dream. Team BC is about getting to know other Canadians from across the country and forming a lifetime of memories at one of Canada's greatest celebrations of sport.

Team BC brings together a team of Mission Staff, which consists of experienced leaders from the sport and recreation sectors, who are dedicating their time and energy to help support the success of Team BC athletes and coaches. These volunteers work closely with each sport and take care of operations, communications, and logistics to ensure everything runs smoothly, allowing athletes and coaches to focus on their own preparation and competition.

3. Project Scope

The objective of this project is to produce and deliver high-quality pins for Team BC athletes, coaches, Mission Staff, dignitaries, and Games volunteers for the 2025 Canada Summer Games.

Following the completion of production, the supplier will conduct a thorough inventory and quality inspection to ensure the order is complete. The selected supplier will appoint one

key staff person as the primary point of contact for the period from the awarding of the contract through to the completion of the 2025 Canada Summer Games.

The BC Games Society reserves the right to extend the contract to include the 2027 Canada Winter Games in Québec City, Québec with the winning proponent upon successful completion of the 2025 Canada Summer Games, should the proponent want to continue as the supplier.

This project will begin almost immediately following the selection of a supplier, to guarantee timely and efficient delivery to Team BC.

4. Submission Requirements:

4.1 Pricing

The proponent is requested to include all associated costs within the total project cost provided. For example, the total project cost must include samples of each pin, production, delivery to the BC Games Society office, and all other tasks associated with the development, production, and delivery of the pin package.

The proponent will be contracted to deliver all functions in this document. If the proponent has excluded a function or added functions to these requirements, these changes should be noted, clearly indicating the trade-off decisions.

4.2 Design

The proponent is expected to play a lead role in the design of some of the pins in the overall package. Logos and graphics can be supplied upon request. The proponent is encouraged to offer one-piece pins as well unique pins with special features (i.e. articulating flag or other moving aspects of the design). It would greatly assist Team BC staff in their decision-making process if creative suggestions could be provided for the following pins (see Appendix A below for examples from previous games):

- 3-piece puzzle pin set
- 2025 Canada Summer Games pin
- Limited edition pin
- Thank You pin
- Mission Staff pin
- Team BC / BC Games Alumni Pin (incorporating both the BC Games and Team BC logos)

4.3 Composition of Pin Package

- Specifications: Die-struck lapel pins, 1.5mm thickness
- Made of copper or another alloy
- Metal butterfly clutch
- Refer to the table on the following page for more information

2025 Canada Summer Games

- Quantities shown are for the purpose of establishing an estimated cost for the full pin package. Depending on quotes, required quantities may increase if volume discounts result in a lower price per unit and if budget allows for it.
- Quantities are based on estimated number of pins provided in each participant's pin package (i.e. athletes may be provided with 2 vs 3 sets of puzzle pins each)
- Number of colours and suggested sizing are based on past Games' pins. The proponent may suggest different options depending on design and orientation.

Quantity (TBC)	Type	Description	Suggested Sizing
1400	Team BC 3 Piece Puzzle Pin Set	(1400 x 3 individual pins = 4200 pieces)	Depends on design
1400	2025 CSG Pin	3-5 colours	1.5"
550	Team BC Alumni Pin	3 colours	1.25"
150	Team BC Coach Pin	3 colours	1.25"
350	Team BC / BC Games Alumni Pin	3 colours	1.25"
175	Mission Staff Pin	5 colours	1.5"
2000	Thank You Pin	3 colours	1.25"
400	Limited Edition Pin	3-5 colours	2"

4.4 Delivery of Pins

The successful proponent agrees to deliver, at no charge, all elements of the Team BC pin package no later than June 27, 2025. Delivery will be made to the following address:

BC Games Society
 Attn: Samantha Postle
 200 - 990 Fort St.
 Victoria, BC V8V 3K2

4.5 Key Components of Submissions

- A brief description of company, including details of experience in supplying pins to multi-sport Games and other sport and recreation events or organizations.
- A detailed description of the style and make of each pin item.
- Firm pricing including ALL TAXES. Pricing must include FOB destination as well as design, production, and delivery costs.
- A price breakdown for each item, including separate pricing for pins with two options.
- A contact name, email, and telephone number.
- Confirm ability to deliver services as outlined during the proposed term.
- List of current clients and contact information for references and permission to contact.

- Confirmation of Comprehensive General Liability insurance.
- If possible, samples of pins similar to what is being proposed.

4.6 Contractor/Supplier History and Experience:

Use this opportunity to showcase ability to support the following:

- Production facilities are capable of meeting all demands and timelines.
- Quality materials and commitment to working in partnership with Team BC to produce a quality pin package.
- Experience in providing pins and servicing organizations and the sport community.
- Flexibility to accommodate special orders.

5. Contract Timelines

2025 Canada Summer Games Package

The final pin package must be delivered to the BC Games Society no later than June 27, 2025. The BC Games Society will work with the successful proponent to define a detailed work plan, but the chart below provides the general key project milestones:

Submission deadline	January 31, 2025
Successful proponent confirmed no later than:	February 14, 2025
Contract signed no later than:	February 28, 2025
Final sign-off of package	March 2025
Manufacture pins	March - June 2025
Order completed and delivered to the BC Games Society (no later than)	June 27, 2025

6. Intellectual Property Rights:

The BC Games Society will be the owner of the intellectual property rights including patent, copyright, trademark, industrial design, and trade secrets in any product (such as artwork, photography, and graphics) developed because of this RFP. Licensing and marketing rights will not be granted to the successful proponent(s).

7. Submission Checklist

Please ensure your submission includes the following items:

- Title Page: Revision #, company name, representative name, company address, website URL, telephone number, and email.
- A one-page summary of the key features of the proposal.
- Ensure all requirements specified in section 4 are met.
- References for previous contracts of similar nature.

8. How to Submit Proposal

Bidding companies are asked to send an electronic copy of their proposal to the following:

Samantha Postle
Games Coordinator
samanthap@bcgames.org

If you prefer to submit a hard copy of your proposal, it can be sent to the following address:

BC Games Society
Attn: Samantha Postle
200 - 990 Fort St.
Victoria, BC V8V 3K2

9. Communication during the RFP Process

General Enquiries

Samantha Postle
Games Coordinator
samanthap@bcgames.org

Branding/Logo Enquiries

David Conlin
Marketing & Communications Manager
davidc@bcgames.org

Appendix A: Previous Team BC Pin Designs

PUZZLE PINS



2022 CSG / 2023 CWG PINS



MISSION STAFF PINS



THANK YOU PINS



LIMITED EDITION PINS



ALUMNI PINS

