



Request for Quote (RFQ):

Vendor and Sponsorship Opportunities at Ottawa Internationals Events.

Event Overview

The Ottawa Internationals Soccer Club is hosting a variety of events this summer. These are premier events welcoming players, families, and spectators from across the region. We are seeking experienced professional vendors to provide food services, sponsorship, and other products to enhance the event experience.

OISC EVENTS			
Event	Dates	Locations	Expected Attendance (total)
Girls Ice Breaker Tournament and Festival	May 22, 23, 24	Hillcrest HS, Franco Cite, Ottawa Business Park, Ben Franklin Park	2000 +
Girls Ice Breaker Tournament and Festival	May 22, 23, 24	Hillcrest HS, Franco Cite, Ottawa Business Park, Ben Franklin Park	2000 +
Ottawa Internationals OISL Tournament and Festival	June 13, 14	Hillcrest HS, Franco Cite	1500+
Ottawa Internationals' Invitational Soccer Tournament	June 19, 20, 21	Hillcrest HS, Franco Cite	400
Ottawa Internationals Girls Firefly Soccer Festival	July 18	Hillcrest HS, Franco Cite	1500
Ottawa Internationals OISL Tournament and Festival	August 22, 23	Hillcrest HS, Franco Cite	1500
Ottawa Internationals Volunteer Thank You Event	Sept. 12	Hillcrest HS, Franco Cite	300
Other Events			

Purpose

This RFQ is designed to identify qualified vendors who can contribute to the success of the event by providing high-quality goods or services. Vendors are invited to submit detailed proposals to secure opportunities during our widely attended events.

Restrictions

No age restricted products or associated companies that promote, sell or are affiliated with the promotion or sale of age restricted products will be permitted (e.g. alcohol, tobacco, vaping, energy drinks). All products for promotion must be listed and details supplied prior to signing a contract. Any deviation may void any agreement made.



Request for Quote (RFQ):

Vendor and Sponsorship Opportunities at Ottawa Internationals Events.

Vendor Opportunities

1. Food Services:

- Mobile food trucks, snack stands, or specialty beverage providers.
- Healthy, diverse, and allergen-friendly options are encouraged.

2. Sponsorship:

- Brand exposure through event banners, digital marketing, or team sponsorships.
- Customizable sponsorship packages available.

3. Other Products:

- Sports merchandise, souvenirs, or interactive Entertainment.



Request for Quote (RFQ):

Vendor and Sponsorship Opportunities at Ottawa Internationals Events.

Submission Form

General Requirements

All submissions must include the following information:

Vendor Details	
Vendor Company Name	
Vendor Company Address	
Street and Apartment/P.O. box No.	
Postal Code	
Primary Contact Person (must have Signing Authority)	
First Name	
Last Name	
Email address	
Office No.	
Cell No.	
Second Contact Person (In case of emergency)	
First Name:	
Last Name:	
Email address:	
Office No:	
Cell No:	
Business Profile: (Brief Profile of your company including relevant experience)	
Service/Product Description: (Detailed description of the goods/services you will provide including menu items, product details or sponsorship. You may include a separate document if required).	
Pricing: (Clear pricing structure, including any fees and all fees or additional costs)	
Certification and Permits: (list of any required licenses, insurance and certifications relevant to your service which are required by law (Municipal, Provincial or Federal)	
Business No.	
HST No.	
Additional Details for Food Vendors	
Health and Safety Compliance: (Proof of adherence and understanding to all OPH and other health regulations)	



Request for Quote (RFQ):

Vendor and Sponsorship Opportunities at Ottawa Internationals Events.

Electrical/Utility Needs: (Outline any power, water, or other facility requirements)	
Sponsorship Type (If applicable. e.g. in-kind, financial, percentage. Provide details on amount and how you will account for any amounts to be calculated)	
Marketing Materials (If applicable. Provide details or examples of logos, banners or other promotional items to be distributed or displayed)	
Set up and Space Requirements: (Specify the size and type of space needed)	
Interactive Elements: (Describe any activities or demonstrations you plan to offer).	
Please add any more details you would like OISC to be aware of:	
References	
Business Contact (e.g. customer type, length of relationship)	
Primary Contact Person	
First Name	



Request for Quote (RFQ):

Vendor and Sponsorship Opportunities at Ottawa Internationals Events.

Last Name	
Email address	
Office No.	
Cell No.	
Business Contact (e.g. customer type, length of relationship)	
Primary Contact Person	
First Name	
Last Name	
Email address	
Office No.	
Cell No.	

Key Dates	
RFQ Release Date (If time specific):	
Submission Deadline (If time specific):	
Vendor Selection Notification:	
Event Dates:	



Request for Quote (RFQ):

Vendor and Sponsorship Opportunities at Ottawa Internationals Events.

Evaluation Criteria
Proposals will be evaluated based on:
1. Quality and uniqueness of goods/services.
2. Alignment with the event's goals and audience.
3. Pricing, contribution and overall value.
4. Vendor experience and reputation.
5. Ability to meet health, safety, and regulatory requirements.

Submission Process
Email completed proposals to gm@ottawasoccer.com with the subject line: "RFQ Submission and your Vendor Name."
Attach all required documents in PDF format.
Incomplete submissions may not be considered.

Terms and Conditions
The Ottawa Internationals Soccer Club reserves the right to accept or reject any submission.
Vendors are responsible for setup, maintenance, and teardown of their space.
Selected vendors will be required to sign an agreement detailing responsibilities and expectations.

OISC Contact Information
For questions or additional information, please contact: Graeme Bali, gm@ottawasoccer.com

We look forward to your participation in making the Ice Breaker Tournament and Festival an unforgettable event for our community!