



**REQUEST FOR EXPRESSIONS OF INTEREST
AND STATEMENTS OF QUALIFICATIONS**

EOI NO. L2010-05

**Licensee(s) for Hardgoods and
Novelty/Souvenir Products**

**To serve as an official licensee of the
Vancouver Organizing Committee for the
2010 Olympic and Paralympic Winter Games
for the sale and distribution of Hardgoods
and Novelty/Souvenir Products**

Issued:

June 16, 2006

Closing Time:

July 7, 2006 at 2:00 p.m. Vancouver Time

Closing Location:

3585 Graveley Street
Vancouver, B.C. V5K 5J5
Canada

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Summary of Opportunity:

The Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games ("VANOC") intends to prequalify licensees for the non-exclusive manufacturing, sale and distribution of licensed hardgoods and novelty/souvenir products carrying VANOC trademarks and branding as detailed in this Request for Expressions of Interest and Statements of Qualifications (EOI).

**DEMANDE DE DÉCLARATION D'INTÉRÊT ET
D'ÉNONCÉS DE QUALIFICATIONS**

DDI n° L2010-05

**Preneur(s) de licence pour les biens
durables et les nouveautés**

**Recherche de preneurs de licence officiels
du Comité d'organisation des Jeux
olympiques et paralympiques d'hiver de 2010
à Vancouver pour la vente et la distribution
de biens durables et de nouveautés**

Date de diffusion :

16 juin 2006

Date et heure de clôture:

7 juillet 2006 à 14 h (heure de Vancouver)

Lieu de clôture :

3585 rue Graveley
Vancouver, C.-B. V5K 5J5
Canada

Personne-ressource :

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Comité d'organisation des Jeux olympiques et
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Résumé de l'offre :

Le Comité d'organisation des Jeux olympiques et paralympiques de 2010 à Vancouver (« COVAN ») prévoit procéder à une présélection des preneurs de licence pour la fabrication, la vente et la distribution non exclusives de biens durables et de nouveautés portant les marques et les marques de commerce du COVAN, tel que précisé dans la présente demande de déclaration d'intérêt et d'énoncés de qualifications (« DDI »).

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INSTRUCTIONS TO APPLICANTS

SECTION 1 - GENERAL INFORMATION

1.1 Background

The Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (“VANOC”) intends to prequalify businesses desiring to act as licensees for the non-exclusive manufacture, sale and distribution of licensed hardgoods and novelty/souvenir products carrying marks associated with VANOC or with the Vancouver 2010 Olympic and Paralympic Winter Games as further described in Schedule 1- Project Information Sheet.

VANOC licenses may include the right to sell licensed hardgoods and novelty/souvenir products through wholesale and/or retail channels, as well as the right to manufacture premiums for VANOC and its sponsors and government partners. A description of the categories of hardgoods and novelty/souvenir products for which licensees are being sought and other licensing information is set out in Schedule 1- Project Information Sheet. Please also refer to Schedule 1 for a description of certain businesses that are ineligible to seek licenses for VANOC hardgoods and novelty/souvenir products. This is one of a number of Request for Expressions of Interest and Statements of Qualifications (“EOIs”) that has been or will be issued by VANOC in the coming months relating to licensing of merchandise. Categories of EOIs in 2006 may include without limitation Confectionaries/consumables.

1.2 Prequalification Process

Interested parties (“Applicants”) are required to respond to this EOI in accordance with the terms of these Instructions to Applicants.

In this first phase of the two-phase process, responses to the EOI are being requested in order to afford VANOC the opportunity to evaluate Applicants’ expertise and to select a short-list that will then be invited to submit a proposal. This EOI process is aimed at encouraging businesses with the required level of experience and expertise to participate. Qualified Applicants must demonstrate specific and significant experience with the licensing of [hardgoods and novelty/souvenir products](#).

This document will provide you with all of the information you will need to apply for prequalification, including a description of the product(s) VANOC intends to license, a list of our evaluation criteria, and the format to be used for submissions.

1.3 Requests for Proposals

Applicants who prequalify may be invited to submit proposals in response to a Request for Proposals (“RFP”) from VANOC. VANOC anticipates distributing the RFP during the month and year indicated in Schedule 1 - Project Information Sheet.

1.4 Licensing Program Information

The Licensing Program information with respect to the product(s) that will be the subject of the RFP is provided in Schedule 1 - Project Information Sheet.

1.5 Prequalification Documents

This EOI consists of:

- (a) Instructions to Applicants (“ITA”); and
- (b) Schedules as follows:
 - (i) Schedule 1 — Project Information Sheet
 - (ii) Schedule 2 — Letter of Application;
 - (iii) Schedule 3 — Format for Applications; and
 - (iv) Schedule 4 — Receipt Confirmation Form.

(Collectively, the “Prequalification Documents”)

Applicants are required to complete and return Schedule 4 – Receipt Confirmation Form to VANOC by email, delivery, courier or fax as noted thereon.

If VANOC issues any addenda to the Prequalification Documents, such addenda will form part of the Prequalification Documents and VANOC will distribute the addenda only to recipients of the Prequalification Documents who have completed and returned Schedule 4 – Receipt Confirmation Form to VANOC.

SECTION 2 - QUALIFICATION CRITERIA

2.1 General

VANOC will base its decisions on prequalification on whether the statement of qualifications submitted by an Applicant (“Statement of Qualifications”) meets the format requirements set out in the Prequalification Documents and the evaluation criteria established by VANOC in its sole discretion, as set out in Schedule 1 - Project Information Sheet.

2.2 Subcontracting

- (1) The Applicant, if selected pursuant to any subsequent RFP process, shall only be entitled to use approved subcontractors and other approved firms or individuals in the performance of work, provided that the Applicant will at all times remain the contractor of record and will remain responsible and liable for the acts, defaults, and neglects of subcontractors and all other firms or individuals performing work on the Applicant’s behalf.
- (2) As part of its Statement of Qualifications, Applicants shall submit the names of proposed subcontractors and any other person or firm that the Applicant would include on its project team in an RFP response.
- (3) The Applicant shall not change the prequalified subcontractor or other prequalified person or firm when submitting a proposal pursuant to the subsequent RFP process without the prior written consent of VANOC.

- (4) Applicants acknowledge that if selected to participate in any RFP process, Applicants may be required to include in their proposals, subcontractors selected by VANOC.

SECTION 3 - JOINT VENTURES

3.1 Qualification Criteria

If the Applicant is a joint venture, then VANOC will assess the collective qualifications of the joint venture participants in accordance with the evaluation criteria in set out in the Project Information Sheet requirements. For this purpose the data of participants in the joint venture may be added together to meet the experience criteria set out in the Project Information Sheet requirements.

3.2 Participant in Charge/Power of Attorney

One of the joint venture participants shall be nominated as being in charge during the prequalification and RFP processes and, in the event of a successful proposal, during agreement finalization and execution ("Participant in Charge"). The Participant in Charge shall be the licensee of record and shall be authorized by the other joint venture participants to incur liabilities and receive instructions for and on behalf of any and all participants of the joint venture. Each joint venture participant shall demonstrate its authorization of the Participant in Charge by submitting a power of attorney signed by legally authorized signatories.

3.3 Joint Venture Company

If an Applicant,

- (a) submits as a joint venture;
- (b) is prequalified to receive the RFP document and submits a proposal; and
- (c) is selected by VANOC as a successful proponent in the RFP process,

then VANOC may require the successful proponent to incorporate a separate legal entity, comprised of the joint venture participants, prior to entering into the agreement.

3.4 Joint and Several Liability

- (1) All participants of the joint venture shall be legally liable, jointly and severally, during the RFP process and for carrying out any obligations pursuant to any agreement that may arise from the RFP process. A statement to this effect shall be included in the authorization set out in Section 3.2.
- (2) VANOC may, in its sole discretion, require that each joint venture participant becomes a party to any agreement that may arise from the RFP process.

SECTION 4 - REQUESTS FOR CLARIFICATION BY APPLICANTS

4.1 Clarification Requests of Applicants

- (1) Applicants are responsible for requesting any clarification of the Prequalification Documents. Applicants shall submit all requests for clarification as written questions, identifying the name of the Applicant and clearly identifying the section of the Prequalification Documents for which clarification is being sought. Requests for clarification shall be submitted by email to the VANOC representative named in Schedule 1 - Project Information Sheet before the deadline specified therein. VANOC will not respond to oral requests for clarification.
- (2) Applicants must submit their requests for clarification no later than the date set out in Schedule 1 - Project Information Sheet.
- (3) VANOC will make commercially reasonable efforts to respond to the questions (including a description or listing of the question without identifying its source) and any responses will, at VANOC's sole discretion, be distributed to all recipients of the Prequalification Documents who have completed and returned Schedule 4 – Receipt Confirmation Form to VANOC. No response to a question shall modify the Prequalification Documents or bind VANOC in any way whatsoever.
- (4) No oral explanation provided by VANOC, or any other person or entity, in response to a request for clarification shall modify the Prequalification Documents or bind VANOC in any way whatsoever.

4.2 Clarification Meeting

It is not currently anticipated that a clarification meeting will be required in respect of these Prequalification Documents. However, VANOC reserves the right to convene a clarification meeting, with reasonable notice to the parties who have completed and returned Schedule 4 – Receipt Confirmation Form to VANOC and not less than one (1) week prior to the closing time stated in Schedule 1 - Project Information Sheet (“Closing Time”), if a clarification meeting is, in the opinion of VANOC, necessary.

SECTION 5 - SUBMISSION OF APPLICATIONS

5.1 Delivery

Applicants must submit an original of their application (“Application”) and the number of copies of their Application specified in Schedule 1 - Project Information Sheet, in sealed envelopes, delivered either by hand or by courier to the address stated in Schedule 1 - Project Information Sheet and not later than the Closing Time. The Applicant shall set out its name and mailing address on the envelope and the envelope shall be clearly marked as indicated in Schedule 1 - Project Information Sheet. It is the Applicant's sole responsibility to ensure delivery of the Application by the Closing Time. All submissions shall be made at the Applicant's sole cost and expense.

5.2 Late Applications

VANOC may reject and return unopened any Application received after the Closing Time.

5.3 Form of Application

Each Application shall consist of a Letter of Application in the form set forth in Schedule 2 together with the Statement of Qualifications in the format set forth in Schedule 3. All Applications shall be submitted in English.

5.4 Lack of Information

Applicants acknowledge that following receipt of an Application, VANOC may, in its sole discretion and without having any duty or obligation to do so, request that the Applicant provide VANOC with additional information to clarify or substantiate the information provided by the Applicant. If an Applicant fails to provide comprehensive and accurate information that is essential for VANOC's evaluation of the Applicant's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Application.

5.5 Material Changes

Applicants shall inform VANOC of any material change in information that might affect their prequalification status at any time during the prequalification process. Proponents in the RFP process will be required to update key prequalification information at the time of proposal submission. Prior to the award of agreement, the successful proponent in the RFP process will be required to confirm its continued status.

SECTION 6 - REVIEW OF APPLICATIONS

6.1 Evaluation by VANOC

VANOC will review the Applications submitted to determine whether, in VANOC's opinion, the Applicant has demonstrated that it has the required experience and qualifications to fulfill the obligations of a licensee of the Licensed Products identified in Schedule 1 - Project Information Sheet. VANOC will select from the Statements of Qualifications received, a list of prequalified Applicants ("Prequalified Applicants"); provided that:

- (a) the determination of which Applicants are designated as Prequalified Applicants shall be at the sole discretion of VANOC based on evaluation criteria established by VANOC as set out in Schedule 1 - Project Information Sheet; and
- (b) VANOC reserves the right to limit the number of Applicants designated as Prequalified Applicants and VANOC anticipates that it will designate as Prequalified Applicants, the number of Applicants set out in Schedule 1 - Project Information Sheet.

6.2 Inquiries

VANOC, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the

statements, documents, and information submitted in connection with the Application and may seek clarification from the Applicant's bankers and clients regarding any financial and experience issues.

6.3 Non-Conforming Applications

Applications which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these Prequalification Documents may be rejected by VANOC. Notwithstanding the foregoing or any other provision of these Prequalification Documents, VANOC may at its sole discretion elect to retain for consideration Applications which deviate non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail non-materially to conform to any other requirement of these Prequalification Documents.

SECTION 7 - NOTIFICATION AND RFP PROCESS

7.1 Notification of Prequalification

Following the Closing Time, VANOC will notify all Applicants in writing of the results of their Applications. After this notification, VANOC may invite Prequalified Applicants to submit a proposal under the RFP process.

7.2 Changes after Prequalification

Any change in the structure or formation of a Prequalified Applicant shall be subject to prior written approval of VANOC prior to the deadline for submission of proposals. VANOC may deny that approval if, as a consequence of any change, the change in the structure or formation of the Prequalified Applicant, as presented, would have affected whether or not the Applicant would have prequalified in the first instance.

7.3 VANOC Rights

- (1) VANOC may unilaterally take the following actions, and shall not be liable for any such actions:
 - (a) amend the scope and description of the services to be procured or the products to be licensed under the RFP process as described in Schedule 1 - Project Information Sheet. In such event, proposals may be invited from those Applicants who meet the resulting amended prequalification requirements;
 - (b) reject or accept any or all Applications;
 - (c) cancel the prequalification process and reject all Applications; or
 - (d) cancel the prequalification process and recommence prequalification in respect of the same RFP with the same or an amended set of documents, information and requirements.

- (2) The Applicant acknowledges and agrees that these Prequalification Documents are, in no way whatsoever, an offer to enter into an agreement and submission of an Application by any Applicant does not in any way whatsoever create a binding agreement. The Applicant acknowledges that VANOC has no contractual obligations whatsoever arising out of this prequalification process.
- (3) The Applicant acknowledges and agrees that the prequalification of an Applicant pursuant to these Prequalification Documents is a preliminary step only in VANOC's procurement process. Each successful Applicant will be evaluated further under any subsequent RFP evaluation process. The information VANOC expects it will solicit as part of any subsequent RFP process is identified in Schedule 1 – Project Information Sheet.

7.4 Information Disclaimer

- (1) VANOC and its directors, officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions which may be contained in the Prequalification Documents or the schedules, data materials, or documents disclosed or otherwise provided to the Applicant pursuant to these Prequalification Documents.
- (2) The Applicant shall conduct its own independent investigations and interpretations and shall not rely on VANOC with respect to information, advice or documentation provided by VANOC. The information contained in these Prequalification Documents is provisional and will be superseded by the RFP and other agreement documents.
- (3) VANOC makes no representation, warranty, or undertaking with respect to these Prequalification Documents and VANOC and its directors, officers, employees, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in these Prequalification Documents or of any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by VANOC.

7.5 Security Requirements

VANOC reserves the right to require, as a condition of the contract entered into with any successful proponent to an RFP, the Applicant and each of its directors and officers consent to VANOC and its security partners conducting at VANOC's discretion, a security clearance, including without limitation a criminal records search and such other security searches as VANOC may deem advisable, together with ongoing monitoring of same.

7.6 No Solicitation

Applicants and their directors, officers, employees, agents and other representatives shall not engage in any form of lobbying whatsoever to influence the outcome of this EOI. Further, no such person shall attempt to communicate, or make any representation or solicitation to any director, officer or employee of VANOC (except the contact person identified on the cover page), the City of Vancouver, the Resort Municipality of Whistler, the Province of British Columbia, the Dominion of Canada, the Canadian Paralympic Committee, the Canadian Olympic Committee, the International or Canadian Sports

Federation or Committee with respect to this EOI, whether before or after submission of the Application. In the event of any contravention of the foregoing, VANOC in its sole discretion will be entitled to terminate the Applicant's continuation in this EOI process and any subsequent RFP process or to reject or not accept the Application from the Applicant.

SCHEDULE 1 - PROJECT INFORMATION SHEET

ITA Section Reference	<p>The instructions in this Project Information Sheet and the Schedules are intended to complement or supplement the provisions in the Instructions to Applicants. In the event any information in the Schedules is inconsistent with the ITA or the Project Information Sheet, the provisions of the ITA or the Project Information Sheet, as applicable, shall prevail.</p>
1.1	<p><u>Licensors</u></p> <p>Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (“VANOC”)</p> <p><u>Description of Licensing Program Generally</u></p> <p>The VANOC Licensing Program is intended to further the ideals of Olympism by creating and distributing a broad range of Olympic-related products which promote and enhance the Olympic brand. VANOC wishes to maximize the availability and sale of licensed products within an environment of controlled commercialization. In order to ensure this aim is met, VANOC is seeking the “best of the best” of businesses with operations in Canada which can consistently design, manufacture and distribute a full range of attractive, high-quality, affordable licensed products bearing marks associated with VANOC, the 2010 Olympic Winter Games and the 2010 Paralympic Winter Games, as further described below, but NOT marks relating to the Vancouver 2010 Olympic and Paralympic Torch Relays nor marks relating to the Canadian Olympic Committee or the Canadian Olympic Team. The VANOC Licensing Program will aim to reach consumers in every part of Canada through distribution channels approved by VANOC. For most products Licensees will also be provided with opportunities to supply premiums bearing the authorized marks to VANOC and its sponsors and government partners as well as any third party licensed by VANOC to perform corporate fulfillment activities.</p> <p><u>Eligibility Restrictions</u></p> <p>The opportunity to act as a licensee (and accordingly, to respond to this EOI) is not available to: (i) any person or entity which is engaged principally in the ownership or operation of general merchandise department stores; (ii) any specialty retailer which has previously held licensing rights to produce apparel, team uniforms and merchandise bearing COC marks; (iii) sporting goods retail stores or general merchandise retail stores carrying a similarly wide number and variety of product lines as either of the foregoing. VANOC has granted exclusive rights to its Premier National Partner, Hudson’s Bay Company, to be the sole entity within such merchant categories to be afforded VANOC licensing rights.</p> <p><u>General Description of Products to be licensed:</u></p> <p><u>Category:</u> <u>Hardgoods and novelty/souvenir products</u></p> <p><u>Licensed Trademarks:</u> VANOC marks relating to the 2010 Olympic Winter Games and the 2010 Paralympic Winter Games, whether now existing or to be created by VANOC during the term of the license, including the Vancouver 2010 Olympic Games Emblem, the Vancouver 2010 Paralympic Games Emblem, Vancouver 2010 Olympic and Paralympic Mascot(s), Vancouver 2010 Olympic and Paralympic Pictograms, and marks relating to the Vancouver 2010 Arts, Cultural and Environmental Olympiad but NOT the Vancouver 2010 Olympic and Paralympic Torch Relays. None of the licensed products will incorporate marks of the Canadian Olympic Committee or the Canadian Olympic Team.</p>

A. Types of licensed products: The types of hardgoods and novelty/souvenir products for which VANOC is seeking licensees may include, but is not limited to, the following:

- Bells
- Belt Buckles
- Board Games
- Bottle Openers
- Business Card Holders
- Christmas decorations
- Coasters and Placemats
- Collectible Plates
- Dog Tags
- Figurines
- Flashlights
- Gift Tins
- Key Chains
- Lanyards
- Luggage Tags
- Lunchboxes
- Magnets (Refrigerator) and Frame Magnets
- Money Clips
- Mouse Pads
- Mugs such as ceramic or Porcelain
- Non prescription sunglasses
-
- Glassware (excludes premium sales)
- Organizers / day planners
- Paperweights
- Pens, Pencils and erasers
- Pet leashes and accessories
- Picture Frames and Photo Albums
- Playing Cards
- Pucks
- Puzzles
- Reusable water bottles
- Souvenir tea spoons
- Snack pails
- Snow Brush and Scrapers
- Snow globe
- Travel Mugs
- Umbrellas
- Wallets
- Wastebaskets
- Welcome Mats
- Whistles
- Baby accessories (such as pacifiers, baby bottles, sippy cups)
-

B. Exclusions: The types of hardgoods and novelty/souvenir products specifically excluded in this EOI includes but is not limited to the following:

- Bobbleheads
- Bumper Stickers and Strips
- Buttons
- Calendars
- Cell phone / PDA accessories
- Coins and Medallions
- Decals, Clings and Stickers
- Flags, Banners and windsocks
- Jewellery (precious metal or costume) including rings, earrings, pendants, bracelets, timepieces
- Lapel Pins and Accessories
- License Plates and Frames
- Multi-sport Helmets (for bikes, snowboarding, skateboarding or rollerblading)
- Pennants
- Postage stamps
- Postcards
- Posters
- Rooter Pom-poms
- Seat Cushions
- Stick Flags
- Tattoos
- Thunder-sticks
- Timepieces, including watches and clocks
- Tokens
- Toys including Plush
- Wristbands
- Hard Hats

	<p>VANOC reserves the right to award licenses for products other than for those products listed in Paragraph A above. With the exception of those excluded items listed in paragraph B above, Applicants are invited in their application submission to identify products not listed in Paragraph A.</p> <p>VANOC may prequalify applicants for some of the product categories identified in the application submission or for all of the product categories identified in the application submission, including those products proposed by the Applicant and NOT listed in Paragraph A, as determined by VANOC in its sole discretion. VANOC will advise the Applicant of the product categories, if any, for which the Applicant has been pre-qualified to submit a proposal.</p> <p>The exclusions identified in Paragraph B above mean either that: (i) the product categories have already been awarded to another licensee or VANOC sponsor; or (ii) the product categories may be the subject of a future procurement process. VANOC reserves the right to include any or all of the product exclusions identified in Paragraph B above as part of one or more future Requests for Expressions of Interest and Statements of Qualifications (“EOIs”).</p> <p>Scope of Licenses: VANOC may select one or more licensees to produce a broad range of hardgoods and novelty/souvenir products for all target consumer groups and/or may select one or more licensees to produce only particular licensed products or who wish to provide licensed products targeted only to particular consumer groups (i.e. Men, Women, Children).</p> <p>Materials: VANOC is seeking products and product packaging methods and materials which compliment and advance VANOC’s commitment to social and environmental sustainability.</p> <p>Sale/ Distribution Territory: Canada</p> <p>License Term: Term of license may be full term (through to December 31, 2010 inclusive of all sell-off rights) or annual with renewals, at VANOC’s option.</p> <p>Terms and Conditions: As set forth in VANOC’s standard license agreement.</p>
1.3	<p><u>Anticipated date of issuance of RFP:</u> On or about July 24, 2006</p>

<p>2.1 & 6.1</p>	<p><u>Evaluation Criteria</u></p> <ul style="list-style-type: none"> (a) Qualifications and relevant corporate experience and capability of the Applicant; (b) Relevant experience as a licensee of products similar to the Licensed Products; (c) Financial capability to undertake becoming a licensee; (d) Proven track record substantiated by recent and relevant client references; (e) Knowledge of marketplace; (f) methodology and approach to licensing products; (g) Commitment to social and environmental sustainability, and (h) nature and extent of current business and operations in Canada or strategy for conducting business and operations in Canada. <p>NB: The above evaluation criteria may not necessarily be listed in order of importance and may not be given equal weight.</p>
<p>4.1</p>	<p><u>Clarification Questions from Applicants</u></p> <p>Please submit questions by email to:</p> <p>Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games 3585 Graveley Street Vancouver, BC V5K 5J5</p> <p>Attention: Jim Bornholdt Email address: procurement@vancouver2010.com</p> <p><u>Deadline for submissions of questions:</u></p> <p>June 26, 2006 at 2:00 p.m. Vancouver Time</p>
<p>5.1 & 5.2</p>	<p><u>Submission of Applications</u></p> <p><u>Address:</u></p> <p>Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games 3585 Graveley Street Vancouver, BC V5K 5J5 Attention: Jim Bornholdt</p> <p><u>Closing Time:</u></p> <p>July 7, 2006 at 2:00 p.m. Vancouver Time. The submission deadline shall be established by the time shown on the clock used by VANOC for that purpose.</p> <p><u>Number of copies of Applications (in addition to the original) to be submitted:</u></p> <p>Five (5)</p> <p><u>Envelope marking:</u></p> <p>Name of Applicant Mailing Address of Applicant "Private & Confidential" Statement of Qualifications for: Hardgoods and Novelty/Souvenir Products</p>

6.1	<p><u>Anticipated number of Prequalified Applicants</u></p> <p>Approximately 30.</p>
7.3	<p><u>Expected RFP Information</u></p> <p>Prequalified Applicants may be invited to submit proposals in response to VANOC's RFP to select one or more licensees for licensed products. Information sought by VANOC and the associated evaluation criteria will be specified in such RFP, but in order to provide all Applicants with advance notice of anticipated requirements, VANOC expects any RFP would require the Prequalified Applicants to respond by providing proposals which confirm and elaborate upon the information provided in the Statement of Qualifications as well as providing the following:</p> <ul style="list-style-type: none"> A. A forecast of projected sales of licensed products during the term of the license; B. A comprehensive marketing plan for the licensed products, including a proposed roll-out plan by distribution channel for the licensed products (e.g. specialty stores, souvenir, gift, tourist, duty-free, sports stores, general retail stores etc.) to be implemented during the term of the license C. A financial proposal in connection with the licensed products, including a royalty structure and any advance on signing and minimum guarantees to be paid to VANOC during the term of the license. D A demonstrated record of initiatives taken to ensure brand protection and anti-piracy. E. A demonstrated ability to manufacture the licensed products according to a high ethical standard and social responsibility and sustainability and a willingness and commitment to fully participate in VANOC's sustainability program including evaluation and audit activities. <p>The items listed in A to E above do not form part of the evaluation criteria for the purposes of this EOI and Applicants are not expected to include responses to such items in their Statement of Qualifications.</p>

SCHEDULE 2 - LETTER OF APPLICATION

[Letterhead paper of the Applicant or participant responsible for a joint venture, including full postal address, telephone and facsimile.]

Date: _____

To: Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games
("VANOC")

Re: **Statement of Qualifications in respect of Licensee(s) for Hardgoods and Novelty/Souvenir Products**

Private & Confidential

1. Being duly authorized to represent and act on behalf of _____ ("the Applicant"), and having reviewed and fully understood all of the prequalification requirements and information provided, the undersigned hereby submits the attached Statement of Qualifications and supporting materials and hereby applies for prequalification for the opportunity to submit a proposal to serve as a licensee for the goods as described in Schedule 1 - Project Information Sheet for EOI L2010-05.
2. VANOC and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and experience issues.
3. VANOC and its representatives may contact the following persons for further information:
[Insert name and contact information.]
4. This application is made with the full understanding that:
 - (a) information submitted during prequalification may be subject to verification by VANOC during evaluation of any subsequent proposals;
 - (b) we undertake to submit a bona fide proposal if we are prequalified and invited to submit a proposal;
 - (c) VANOC may,
 - (i) amend the scope and description of the services to be procured or products to be licensed under the RFP process as described in Schedule 1 - Project Information Sheet and in such event, proposals may be invited only from those applicants who meet the resulting amended prequalification requirements;
 - (ii) reject or accept any or all Applications;

- (iii) cancel the prequalification process and reject all Applications; or
- (iv) cancel the prequalification process and recommence prequalification in respect of the same RFP with the same or an amended set of documents, information and requirements;
- (d) VANOC shall not be liable in any way whatsoever for any actions described under 4(c) of this letter or for any matter whatsoever in relation to this prequalification process.

Applicants who are not joint ventures are instructed to strike out paragraph 5 and initial the strike out.

5. We acknowledge that if we are prequalified and invited to submit a proposal, that proposal, as well as any resulting agreement, will be,
- (a) signed so as to legally bind all joint venture participants, jointly and severally;
 - (b) submitted with a joint venture agreement providing the joint and several liability of all participants in the event the agreement is awarded to us; and
 - (c) in the sole discretion of VANOC, signed by all joint venture participants.

6. We acknowledge receipt of the following addenda (if applicable):

<u>Addendum No.</u>	<u>Date</u>
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7. The undersigned declare that the statements made and the information provided in the duly completed Application are complete, true, and correct in every detail.

Signed
Name
For and on behalf of <i>[name of Applicant or lead participant of a joint venture]</i>

Signed
Name
For and on behalf of <i>[name of joint venture participant — one signature required for each joint venture participant]</i>

SCHEDULE 3 - FORMAT FOR APPLICATIONS

Applications submitted by Applicants shall consist of:

- I. the Letter of Application specified in Schedule 2 and any joint venture authorizations required by the Instructions to Applicants; and
- II. the Statement of Qualifications, consisting of and arranged as follows:

(a) **Title Page (1 page)**

The title page should identify the EOI number identified on the cover page of these Prequalification Documents, Closing Time (as specified in Schedule 1 - Project Information Sheet), Applicant name, address, telephone number, fax number and contact person. Do not use for decorative purposes, "Vancouver 2010", "VANOC", any logos, emblems or symbols related to VANOC, the Canadian Olympic Committee, the International Olympic Committee, or generally relating to the Olympic Games.

(b) **Table of Contents / Index**

(c) **Corporate Experience (maximum 3 pages)**

- Describe type of company or companies involved (consortium, joint venture)
- Describe company/entity size, depth, and annual sales volume (in dollars)
- Describe capability (financial, experience and workload capacity) to undertake the role of licensee
- Describe the sustainable social, environmental and economic practices that are in your manufacturing and business operations.
- Provide three client references
- Provide a history of litigation or claims made against the Applicant during the three years immediately prior to the Closing Time
- If not a Canadian business, indicate nature and extent of current operations in Canada or strategy for conducting business and operations in Canada.

(d) **Hardgoods and Novelty/Souvenir Products Offering (maximum 4 pages)**

- Describe your hardgoods and novelty/souvenir products design capability and experience.
- Describe the types of hardgoods and novelty/souvenir products for which you are submitting an application to become a licensee. For example, and without limitation, key chains, luggage tags, fridge magnets, etc. Applicants may indicate their interest in one or more of the product categories.
- For each hardgoods and novelty products category you are interested in, indicate whether the products would be available for all target consumer groups or targeted

specifically to individual target groups (e.g. Men, Women or Children) Note that both broad and specific target consumer group merchandise may be suitable for the program.

- Indicate the material(s) from which the proposed hardgoods and novelty/souvenir products would be manufactured. For example plastic, PVC, wood, etc.

(e) **Completed and Current Major Projects (maximum 3 pages)**

- List three relevant programs, name of licensor/licensee, value of the program, company personnel involved and client/owner references with contact names and telephone numbers, for whom you grant VANOC consent to contact.
- List current relevant licensing programs underway
- Describe capacity to undertake this project

(f) **Outline of Services to be Provided (maximum 3 pages)**

- Provide a brief discussion of your methodology and approach to licensing products.

SCHEDULE 4 - RECEIPT CONFIRMATION FORM

From: _____ (Name of Applicant)

To: Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games
Attention: Alicia Tkachuk – Procurement Department

By delivery or courier: 3585 Gravelley Street, Vancouver, BC V5K 5J5

By fax: (778) 328-2011

By email: procurement@vancouver2010.com

**Re: Request for Expressions of Interest and Statements of Qualifications
EOI No. L2010-05 – Licensee(s) for Hardgoods And Novelty/Souvenir Products
("Request for Statements of Qualifications")**

We confirm receipt of the Request for Statements of Qualifications. Our contact person (one person only) and that person's delivery and mailing addresses and telephone and fax numbers are as follows. All communications (including addenda) in respect of the Request for Statements of Qualifications should be directed to our contact person.

Contact Person: Name: _____

Title: _____

Mailing Address: _____

Telephone No.: _____

Fax No.: _____

Email address (**mandatory**): _____

Signature: _____

Name: _____

Title: _____

Very briefly describe how you first learned about this EOI?

➤ _____

