

Equipment consultation For the French Triathlon Federation

The FFTRI (French Triathlon Federation) is initiating a consultation process to appoint official equipment suppliers, partners of the federation, for a period of 4 years from 2025 to 2028 (2025, 2026, 2027, and 2028).

This consultation concerns the following 7 product categories (lots):

- Lot 1 = Trisuit endowment (trisuit)
- Lot 2 = Running endowment (t-shirt, short, sock, cap, leggings, cuffs)
- Lot 3 = Swimming endowment (swimsuit, poncho, parka, swimmer bag, swim cap)
- Lot 4 = Cycling endowment (bibs, bibtights, jersey, windproof jacket, winter jacket, sock, glove)
- Lot 5 = Bike wheels endowment (lenticular, high profile, medium profile, low profile)
- Lot 6 = Lifestyle endowment (t-shirt, polo shirt, shirt, short, trousers, jacket, down jacket, cap, etc...)
- Lot 7 = Luggage endowment (backpack, cabin suitcase, travel suitcase)

The quantities of these lots and their expected characteristics are specified in the appendix to this document.

The beneficiaries of these products are as follows:

- French Olympic Team (athletes and staff)
- French Paralympic Team (athletes and staff)
- French short-distance duathlon and long-distance triathlon teams (athletes and staff)
- French national team and national youth teams (athletes and staff)
- Federal¹ and sporting² life

This consultation has been launched following the competitive tendering procedure pursuant to article L. 131-13 of the French Sports Code, which states that "Approved federations may conclude, for the benefit of their affiliated associations or certain categories of them and with the agreement of the latter, any contract of collective interest relating to the purchase or sale of products or services. The contracts mentioned in the first paragraph may not be concluded without a prior call for competition. Their duration is limited to four years." Only the French text of the equipment consultation is authentic.

APPLICATION DEADLINE : 15 APRIL 2024	

¹ <u>Federal life</u>: clothing is provided for elected representatives (members of the Federal Board and Management Committee, Presidents of regional leagues), technical staff and employees of the federation who represent the body nationally and internationally when they travel.

² Sporting life: as part of the promotion of the FFTRI National Events, an allowance is provided for each of the federal representatives present on site (national referee, national technical delegate, sector referent, accredited organiser and federal representative).



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1. The administrative framework applicable to the consultation

A. The entity behind the consultation

The French Federation of Triathlon and Linked Disciplines (FFTRI) is an association governed by the law of 1901, created in 1989. It is affiliated to the French National Olympic and Sports Committee (CNOSF), the French Paralympic and Sports Committee (CPSF), the European Triathlon Union (ETU) and World Triathlon (WT).

It is the only organization delegated by the Ministry of Sport and the Olympic and Paralympic Games to organize triathlon and linked disciplines in France.

All postal communications with the FFTRI should be sent to the following address:

Fédération Française de Triathlon

2 rue de la Justice – 93210 Saint-Denis La Plaine

Juliette Coudrey
Email: consultation@fftri.com



B. Key dates and duration of the consultation

The consultation will be carried out according to the following schedule:

- 15 January 2024 : publication of the consultation on the FFTRI website (https://www.fftri.com/la-federation/consultations/) and transmission of the information to companies in contact with the FFTRI that can respond to the consultation or disseminate the announcement of the consultation as widely as possible;
- 15 April 2024: deadline for sending applications to the FFTRI (in accordance with article C.b)
- 15 April to 15 June 2024: analysis of applications by the FFTRI
- 15 June to 30 June 2024 : announcement of the federal position to each candidate, followed by a discussion phase with the selected candidate(s)
- 26 July 2024 : contracts signed with selected equipment manufacturers

The contract concluded following the call for partnerships will be for a period of 4 years, starting on 1 January 2025 and ending on 31 December 2028.

C. Application procedures

Candidates may apply alone or as part of a group. In the event of an application in the form of a consortium, the various partners will be considered to be jointly and severally liable. Whether they apply alone or as part of a consortium, applicants must submit their applications in accordance with the following conditions, failing which they will be disqualified from the consultation.

Candidates may submit a bid for one or more lots. Until 1 April 2024, any potential candidate wishing to obtain further details on the consultation may send questions to the following e-mail address: consultation@fftri.com. Answers to these questions will be sent to all candidates declared by this date.

a. The content of the application

The application file must contain information enabling the professional, technical and financial capabilities of the applicant to be assessed.

It must include the following documents:

- 1. A letter of application including
 - Name or company name;
 - Legal form;
 - Domicile or registered office;
 - Telephone number;
 - E-mail address;
 - Company registration number;
 - SIREN number and main economic activity code and, for legal entities, the marital status of the legal representative
- 2. A **statement of overall turnover** and turnover relating to the services covered by the contract, achieved over the last three financial years available.
- 3. A technical brief, setting out all the elements mentioned in this consultation (model in appendix 2).



- 4. A **catalogue** containing the public prices (including tax) of each of the products in the chosen prize(s) and a discount rate negotiated by mutual agreement for orders placed via the FFTRI for these same products, outside the contractual endowment.
 - → Candidates must offer a discount on the price of their entire catalogue for FFTRI High Level Athletes.
 - → Candidates likely to offer accessories are asked to submit a catalogue including public prices and a discount rate for orders placed via the FFTRI for these same products.
 - b. Conditions for submitting an application

No later than 15 April 2024, the elements presenting the bid and the offer must be sent to the FFTRI. These applications must be sent by email to consultation@fftri.com.

The bid will be deemed to have been received when the candidate has received a written acknowledgement of receipt from the FFTRI.

A model application is proposed in Appendix 2 of this consultation. Whichever model is used, the application document must be duly signed by the legal representative of the legal entity applying (with the company stamp) and must follow the layout indicated in the aforementioned appendix.

2. The FFTRI's expectations and commitments

a. What the FFTRI expects

This consultation concerns the selection of one or more "Equipment Suppliers" for the FFTRI. The FFTRI's main expectations are as follows:

- Respecting the quantities and types of products: The quantities presented in the appendices represent
 the estimated annual requirements for sports and performance equipment. Each equipment
 manufacturer must provide textile equipment with men's and women's cuts (the detailed breakdown
 will be defined). The value of the products must be specified by each supplier.
 As part of this consultation, each equipment supplier selected must cover the cost of personalising the
 - As part of this consultation, each equipment supplier selected must cover the cost of personalising the outfits in the FFTRI's name.
- The two types of endowment, the material endowment and the financial endowment: The FFTRI
 would particularly appreciate it if any offer to provide equipment were accompanied by an offer of an
 associated financial endowment. The amount of this financial contribution is left to the discretion of
 the candidate.
- <u>Logistics related to the products ordered</u>: The FFTRI indicates that it intends to be particularly rigorous
 and demanding with the equipment manufacturer in monitoring the compliance of orders (good
 quality, size, colour, model, etc.). In addition, the FFTRI wishes to have rapid and guaranteed access to
 reasonable restocking quantities for each type of product ordered, particularly for trifunctions and
 training outfits.

The equipment manufacturer will therefore indicate the resources at its disposal and that it will implement in order to provide an adapted and appropriate response to the present specifications. In



this general presentation, the equipment manufacturer will also indicate very precisely the methods by which the contract will be executed and administered, and in particular which entity or entities will be responsible for the day-to-day operational aspects:

- Ordering the equipment (procedure for taking orders, processing, deadlines, origin, manufacture, follow-up, etc..)
- Who will deliver the equipment: transport, insurance, process, responsiveness, follow-up, etc.. ?
- Stock management (restocking, return of non-compliant or faulty equipment, general assistance, etc..)
- What product catalogue will the FFTRI have access to?
- Contract administration and management (management, monitoring, reporting, process harmonisation, formatting of commercial and accounting documents, etc..).
- <u>Competitive analysis for technical products</u>: In the case of product packages 1 and 5, which have a direct or indirect impact on sporting performance, the selected partner undertakes to provide the most competitive and sustainable equipment possible.

The quality of the products and their possible impact on sporting performance will be analysed by the National Technical Department, in consultation with the French Team athletes. If an unfavourable impact on performance is observed and this cannot be corrected by the partner, or if a product from a competing brand has a more advantageous impact on performance, the federation will have the option of authorising one or more athletes from the French Team to use a competitor's products.

Such a decision can only be taken after information and discussion with the partner, particularly with a view to benefiting from the best products on the market.

The federation specifies that it intends to benefit, at all times during the term of the contract, from products representing the latest state of the art and corresponding to the most developed and advanced products on the market, particularly as regards the quality of the textiles (latest technology fabric) and in line with the practice of high-level triathlon competition. The equipment supplier may include in its bid any innovation or other form of added value relating to a point not covered above.

- The complete nature of the application: For this, each equipment supplier is asked to detail the following elements:
 - b. Company description;
 - c. The company's distribution network and location, giving an idea of its national coverage;
 - d. The marketing method(s) used and its audience(s) (e.g. number of catalogues distributed, number of visits to the website, etc..);
 - e. The usual order processing procedure;
 - f. The specific order processing procedure proposed under this agreement;
 - g. The commitments that can be made in terms of quality, responsiveness, follow-up and lead times for production and delivery;
 - h. References from the sporting field;
 - i. Proposed endowment of equipment;
 - j. Proposed financial endowment in k€ (incl. VAT) per year of contract (minimum desired financial endowment of 15% of the material value of the public price (incl. VAT) in the catalogue).

The bid from the candidate equipment supplier will have to confirm that it complies with all regulations applicable to the exercise of its activities (national or international) and, more generally, will have to highlight



all the efforts and initiatives implemented by it for everything relating to sustainable development, the fight against child labour and illegal work. Also, any programme of citizenship actions or actions to promote diversity or minorities may be mentioned by the equipment supplier in its response to the present consultation.

The catalogue proposed by the equipment supplier will have to respect the values of co-education that the FFTRI strongly defends and will propose a range of products intended for women.

a. What the FFTRI is committed to

As part of this consultation, the FFTRI undertakes to respect the following aspects:

- Possibility of the Partner selling a range of "Equipe de France" products: The FFTRI may grant each
 winner of each package the right to sell a range of "France" products linked to the category of the
 package.
 - In return for the assignment of the exploitation rights for the sale of the "France" products, the equipment manufacturer will propose a royalty of the total annual amount, excluding tax, of the sales made on the marketing of the products.
- Counterpart contributions corresponding to the lots selected by the candidates: Each candidate is free to apply for one or more prizes. The rewards offered by the FFTRI are linked to the amount of the prize (material and financial) and the number of prizes on offer.

The details of the counterparties proposed by the FFTRI are presented in the following pages:



	SPECIFIC COUNTERPARTS FOR PRIZES AND EQUIPMENT SUPPLIERS OFFERING A FINANCIAL AND/OR MATERIAL ENDOWMENT			
	• FOR A COMBINED BID (FOR LOTS 1, 6 AND 7)	•	FOR A COMBINED BID (ALL OR SOME OF TH FOR INDIVIDUAL BIDS (FOR LOTS 1, 2, 3, 4, 5, 6	•
	Including all the requirements set out in Appendix 1 for the three lots 1, 6 and 7, with a minimum financial endowment of €15K excluding tax.	Including a financial endowment of at least €100,000 (excluding tax) and a material endowment of at least €30,000 (including tax) based on the catalogue price (including tax).	Including all of the requirements set out in Appendix 1 for all or some of the lots, with a minimum equipment value of €50,000 (incl. VAT) based on public catalogue prices (incl. VAT).	Including all the requirements expressed in appendix 1 for all or part of the lots and with a minimum equipment allowance of €30K (incl. VAT) based on public catalogue prices (incl. VAT).
Droits et labels	The "Official FFTRI Partner" and "Official Triathlon Equipment Supplier" and "Official X Equipment Supplier" labels, depending on the packages concerned Rights to use the collective image of French Team triathletes and paratriathletes in French Team clothing (3 minimum) Sector exclusivity Images and videos provided by the FFTRI	 The "Official FFTRI Partner" and "Official X Equipment Supplier" labels, depending on the packages concerned Rights to use the collective image of French Team triathletes and paratriathletes in French Team clothing (3 minimum) Sector exclusivity Images and videos made available by the FFTRI 	The "Official FFTRI Supplier" and "Official X Equipment Supplier" labels, depending on the packages concerned Rights to use the collective image of French Team triathletes and paratriathletes in French Team clothing (3 minimum) Sector exclusivity Images and videos made available by the FFTRI	The "Official FFTRI Supplier" and "Official X Equipment Supplier" labels, depending on the packages concerned Rights to use the collective image of French Team triathletes and paratriathletes in French Team clothing (3 minimum) Sector exclusivity Images and videos made available by the FFTRI
Port des tenues France ³	Presence of the equipment supplier's logo on the clothing worn by athletes for training, competition (location B) and representation at international events for which they have been			

³Competitions organised under the aegis of the IOC, the IPC or any private promoter are excluded from the wearing of French clothing (Super League Triathlon (SLT), Professional Triathletes Organisation (PTO), Ironman, Olympic Games, Paralympic Games, European Games, etc.).



	selected for the French or national teams.			
Visibility on the site during national events	Possibility of 1 site location to present the company, its products and services (at the equipment supplier's expense)	The events will be defined as closely as possible to the equipment manufacturer's core business: • 60 linear meters of banners along the course (to be paid for by the equipment supplier) • 6 oriflammes along the course (to be paid for by the equipment supplier) • Possibility of 1 site location to present the company, its products and services (at the equipment supplier's expense) Media plan: • Logo of the supplier in the media plan for the events (press kits, press releases, etc.) • Logo of the equipment supplier on the visuals of the events • Logo of the equipment supplier in the race presentations of national division clubs	The events will be defined as closely as possible to the equipment manufacturer's core business: 40 linear meters of banners along the course (to be paid for by the equipment supplier) 4 oriflammes along the course (to be paid for by the equipment supplier) Possibility of 1 site location to present the company, its products and services (at the equipment supplier's expense)	The events will be defined as closely as possible to the equipment manufacturer's core business: 30 linear meters of banners along the course (to be paid for by the equipment supplier) 2 oriflammes along the course (to be paid for by the equipment supplier) Possibility of 1 site location to present the company, its products and services (at the equipment supplier's expense)
Visibility on the site during the stages of the Grand Prix de Triathlon	Possibility of 1 site location to present the company, its products and services (at the equipment supplier's expense)	Presence of the equipment supplier's logo on: - The finish arch - Podium backdrop - Interview panel - The finish line	Presence of the equipment supplier's logo on: • 60 linear meters of banners along the course (to be paid for by the equipment supplier)	 Possibility of 1 site location to present the company, its products and services (at the equipment supplier's expense)



		 80 linear meters of banners along the course (to be paid for by the equipment supplier) 8 oriflammes along the course (to be paid for by the equipment supplier) Partner audio announcements Possibility of 1 site location to present the company, its products and services (at the equipment supplier's expense) 	 6 oriflammes along the course (to be paid for by the equipment supplier) Partner audio announcements Possibility of 1 site location to present the company, its products and services (at the equipment supplier's expense) 	
		 Media plan: The equipment supplier's logo in the Grand Prix media plan (press kits, press releases, etc.) Logo on the teaser presenting the circuit Logo on the Grand Prix visuals Logo of the equipment supplier in the race presentations of national division clubs 		
Visibilité web	 Announcement of the partnership on the website, social networks and newsletter Presentation of the entity + logo on the "Partners" page of the website Logo on the partners banner on the homepage of the website 	 Announcement of the partnership on the website, social networks and newsletter Presentation of the entity + logo on the "Partners" page of the website Logo on the partners banner on the homepage of the website 	 Announcement of the partnership on the website, social networks and newsletter Presentation of the entity + logo on the "Partners" page of the website Logo on the partners banner on the homepage of the website 	 Announcement of the partnership on the website, social networks and newsletter Presentation of the entity + logo on the "Partners" page of the website Logo on the partners banner on the homepage of the website



Newsletter :	 4 dedicated newsletters sent to the FFTRI database 6 inserts reserved in the newsletter for content including a promotional offer 	4 dedicated newsletters sent to the FFTRI database 6 inserts reserved in the newsletter for content including a promotional offer	2 dedicated newsletters sent to the FFTRI database 4 inserts reserved in the newsletter for content including a promotional offer	1 dedicated newsletter sent to the FFTRI database 2 inserts reserved in the newsletter for content including a promotional offer
Réseaux sociaux :	 6 posts on social networks (Facebook, Instagram, Twitter, Youtube) 8 stories on Instagram and Facebook Brand tag on a selection of publications related to the French National Team on social networks Logo on video summaries linked to the French teams 	 6 posts on social networks (Facebook, Instagram, Twitter, Youtube) 8 stories on Instagram and Facebook Brand tag on a selection of publications related to the Grand Prix Logo on video summaries of each stage of the Grand Prix 	 4 posts on social networks (Facebook, Instagram, Twitter, Youtube) 4 stories on Instagram and Facebook Brand tag on a selection of publications related to the National Events 	 2 posts on social networks (Facebook, Instagram, Twitter, Youtube) 2 stories on Instagram and Facebook



3. Application selection procedures

1. Phase 1: Reception and consideration of applications

Applications must be sent in accordance with point 1. C. b, i.e. before 15 April 2024 to the following e-mail address: consultation@fftri.com.

Only applications that have received an acknowledgement of receipt from the e-mail address consultation@fftri.com will be considered for the rest of the consultation process.

2. Phase 2: Analysis and comparison of applications

The applications will be analysed by a working group, which will be responsible for ranking the applications for each lot. This ranking will be based on predefined criteria.

While particular attention will be paid to the material endowment proposed (correspondence between the selected lots and the products proposed by the candidate), other criteria will also be taken into account.

The various applications will be analysed on the basis of the following criteria, ranked in order of priority:

Priority order	Criteria
1	Total amount of the offer including the amount of the financial endowment (in €, all taxes included)
2	Product quality and durability
3	Order management (dispatch by service provider, returns management, processing and delivery times per lot, etc.)
4	Case of competing with a personal partner of a French Team athlete
5	Catalogue discount rate (for all additional orders)
6	Location of production and assembly (priority to production in France and/or the European Union)

Please note that these criteria are not exhaustive. Applicant equipment suppliers therefore have the possibility of highlighting other aspects of their application.

The applications selected following phase 1 will be ranked to enable the FFTRI to make a choice.

The FFTRI reserves the right to keep the contact details of unsuccessful applicants for a period of 6 months from the announcement of the successful applications, in order to contact them in the event that the successful applications do not result in the signing of a partnership contract.



3. Phase 3: Allocation of lots and notification of candidates

A candidate may be selected for several identified lots.

The FFTRI's final decision will be made in **the second half of June 2024**. The FFTRI will then notify the unsuccessful candidates by email, using the contact details provided in their applications, and will notify the successful candidates of the lots.

If a candidate's bid is accepted by the FFTRI within this period, this bid and the provisions of the consultation will be deemed to constitute a preliminary contract between the FFTRI and the candidate.

Acceptance by the FFTRI of the bid submitted by the candidate does not, however, necessarily imply acceptance by the FFTRI of all the terms of the bid proposed by the candidate, until the final contract detailing their respective commitments is drawn up. The preparation of the bid by interested candidates is carried out under their sole responsibility and at their own expense.

Candidates will not be entitled to any compensation and/or reimbursement of expenses and/or costs in respect of the preparation and submission of the offer and, more generally, in respect of their participation in the consultation, regardless of the outcome.

4. Phase 4: contractual documents

The partners will be bound by this document, which constitutes the rules of the consultation and the specifications, and the offer that they will have submitted to the FFTRI.

After the contract has been granted, the parties will draw up a contractual application document specifying and possibly supplementing the practical procedures for carrying out certain obligations.

This document may not substantially modify either the terms of these consultation regulations or the tender selected, or the economic balance or the nature of the contract under this consultation.

It will, however, specify that certain contents may be adapted by agreement of the parties in the event of constraints observed during the implementation of the services, as well as in the event of new constraints imposed by the texts in force becoming imperative.

Generally speaking, the partners will be liable for any harmful consequences of any nature whatsoever resulting from the performance of their obligations under this contract. In particular, each partner will be responsible for .

- Under the conditions of ordinary law for damage of any kind that may be caused by him or his employees;
- For any accident or claim to which it or its employees may be victim on the premises where it carries on its business;
- For any damage to property in its care;
- Financially in respect of its staff, social security bodies and suppliers, as well as any third party in general;
- The proper management of its activities, particularly with regard to its creditors.



APPENDIX 1 - ANNUAL ESTIMATE OF PRODUCT REQUIREMENTS

The quantities indicated for each lot are given for information only and represent an annual estimate of product requirements based on the FFTRI's experience for all the populations concerned.

They will be negotiated with the selected candidates, then annually with the final equipment suppliers. In any event, the quantities negotiated will remain within the limit of the total amount of the allocation negotiated as part of this consultation.

Lot 1 = Trisuit endowment

The trisuits used by the French Olympic and Paralympic teams must be of the highest quality available in the supplier's catalogue. This is specialist equipment with a material impact on athletes' performance due to its specific technical characteristics.

Per sports season	
Item	Total
Trisuit	140

The trisuits markings must incorporate the visual elements provided by the FFTRI, in particular the logos of the FFTRI's partners and the personal partners of triathletes and paratriathletes.

Lot 2 = Running endowment

Running equipment for the French Olympic and Paralympic teams must be of the highest quality available in the supplier's catalogue.

Per sports season	
Item	Total
Short-sleeve technical T-shirt	430
Long-sleeve technical T-shirt	150
Running shorts	250
Pair of running socks	500
Cap/Visor	180
Pair of legwarmers	90
Pair of cuffs	90

Textile markings must incorporate the visual elements supplied by the FFTRI and in particular the logos of the FFTRI's partners and the triathletes and paratriathletes personal partners.



Lot 3 = Swimming endowment

The swimming equipment used by the French Olympic and Paralympic teams must be of the highest quality available in the supplier's catalogue.

Per sports season		
Item	Total	
Swimsuit	110	
Swimming poncho	90	
Parka	90	
Swimmer bag	110	
Swim cap	110	

Textile markings must incorporate the visual elements supplied by the FFTRI and in particular the logos of the FFTRI's partners and the triathletes and paratriathletes personal partners.

Lot 4 = Cycling endowment

The cycling equipment used by the French Olympic and Paralympic teams must be of the highest quality available in the supplier's catalogue.

Per sports season	
ltem	Total
Bibs	250
Bibtights	150
Jerseys	400
Windproof cycling jacket	150
Pair of cycling socks	340
Winter thermal jacket	150
Pair of gloves	180

Textile markings must incorporate the visual elements supplied by the FFTRI and in particular the logos of the FFTRI's partners and the triathletes and paratriathletes personal partners.

Lot 5 = Bike wheels endowment

Per sports season	_
Item	Total
Lenticular rear wheel	8
Pair of high-profile wheels (over 50 mm)	10
Pair of wheels with medium profile (between 30 and 50 mm)	15
Pair of low-profile wheels (less than 30 mm)	2

The choice of models will be validated according to the needs of the FFTRI year after year, on the basis of an equivalent financial perimeter.



The use of bicycle wheels by athletes remains at their own initiative. The FFTRI cannot be held responsible if an athlete decides not to use the items supplied by the brand.

Lot 6 = Lifestyle endowment

The textile must be embroidered (possibly screen-printed for polyester textiles).

Each item of clothing must be available in both men's and women's cuts (sizes XS to XXL for both men and women).

Per sports season	
Item	Total
Lifestyle T-shirt	720
Polo shirt	680
Shirt	90
Short lifestyle	180
Black trousers	120
Rain jacket	280
Fleece jacket	30
Softshell jacket	140
Down jacket	150
Сар	160

Textile markings must incorporate the visual elements provided by the FFTRI.

Lot 7 = Luggage endowment

Per sports season	
ltem	Total
Backpack	350
Cabin suitcase	110
Travel suitcase	150

OPTIONAL:

Item	Total
Bike suitcase	40 minimum



<u>APPENDIX 2 - OFFER PLAN</u> (TO BE SUBMITTED BY CANDIDATE EQUIPMENT SUPPLIERS)

Presentation of the application: I. I, undersigned, Mr/Mrs ______ (First name & LAST NAME) acting in the name and on behalf of ______ (company name) in my capacity (title or function) submit to the French Triathlon Federation the following offer in response to the consultation relating to the allocation of equipment rights for the period running from 1 January 2025 to 31 December 2028. Registered name: Legal representative : LAST NAME & First name: Title: E-mail address: Telephone number: RCS registration number : VAT number : Registered office address: Correspondent for the LAST NAME & First name: applicant: Title: E-mail address: Telephone number : The offer is valid for a period running from 15 April 2024 until ninety (90) days after that date. Signed in _____

<u>Signature</u> of representative and <u>stamp</u> of applicant equipment supplier :



<u>Documents attached to the application</u>: technical brief, statement of turnover and catalogue.

II. <u>Technical brief</u>:

- 1. General presentation of the company:
 - Description of the company;
 - The network and its location, enabling the company's national coverage to be determined;
 - The marketing method(s) used and its audience(s) (e.g. number of catalogues distributed, number of visits to the website, etc.);
 - References in the sports sector;
 - Other

2. Quantities and types of products:

- a. Material endowment
- b. Financial endowment
- 3. Logistics linked to the products ordered:
 - a. Order procedure (order-taking procedure, processing, lead times, origin, production, tracking, etc.)
 - b. Delivery (transport, insurance, process, responsiveness, tracking, etc.)
 - c. Stock management (restocking, return of non-conforming or faulty equipment, general assistance, etc.);
- 4. <u>Product catalogues</u> (Which product catalogues will the FFTRI have access to ?)
- 5. <u>Contract administration and management</u> (management, monitoring, reporting, process harmonisation, formatting of commercial and accounting documents, etc.)

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