



Request for Proposal (RFP)

Storage and Fulfilment Services for Green Ribbons and Wristbands

Issued by: Shine

Issue Date: 22-April-25

Reference Number: GRRFP2025

CPV Code:

- 63120000-5 (Storage and Warehousing Services)
- 60160000-7 (Mail transport by road)
- 79820000-7 (For Packaging services)

Tender Invitation for Order Fulfilment of Green Ribbons and Wristbands

Summary

Shine invites tender proposal from interested suppliers for the storing, picking, packing and delivering of multiple small packages of green ribbons and wristbands as part of Shine's *2025 Green Ribbon Campaign*. The successful tenderer will be responsible for safely storing and distributing 600,000 Green Ribbons and 100,00 Wristbands from July to October. The ribbons and wristbands will be distributed in smaller quantities across Ireland during August, September, and October. *Peak delivery* expected on **August & September**.

About Shine

Shine is a registered charity in Ireland focused on supporting individuals affected by mental ill health. Our mission is to promote mental well-being, reduce stigma, and advocate for better mental health services. We are committed to make a positive impact in our communities and amplifying the voice of lived experience in all that we do.

Shine's Green Ribbon Campaign promotes mental health awareness and fights stigma by encouraging people to wear green ribbon, wrist bands as a symbol of support. Through public engagement, events, and discussions; the campaign fosters open conversations about mental health, helping to create a more inclusive and understanding society across Ireland.

Product Information:

Total Number of Green Ribbons: 600,000 pcs & Wrist Bands: 100,00 pcs

Total Volume: 16 CBM.

Number of Cartons: 301. Number of Pallets: 12

Pack Information (Ribbon): 100pcs/box (Dimension: 19cm x 19.5cm x 6cm). GW: 250g
50pcs/pack (Dimension: 19cm x 9cm x 3cm)



Net weight of each Ribbon: 0.4875g.

Pack Information (Wristbands): 100 pcs/poly bag.

**Packing list will be shared further.

General Requirements & Responsibilities (Project Scope)

We are seeking a qualified providers who can efficiently manage the storage and distribution of our campaign products. The selected partner will be responsible for:

Storage

- **Secure Facility:** Safely storing 600,000 green ribbons and 100,00 wristbands in a secure facility from July until October. Further extensions may require subject to discussion.
- **Optimal Conditions:** Ensuring that items are kept in optimal condition throughout the storage period, including temperature and humidity control as needed (for non-perishable items). Goods are not hazardous. Proper ventilation in the storage facility is expected.

Fulfilment

- **Bulk Reception:** The bulk ribbons and wristbands will be sent directly to distributor's warehouse.
- **Distribution:** Order receive from Shine; pack and distribute the ribbons and wristbands in smaller quantities as per order details from the months of July, August, September and October 2025. Peak delivery time is August & September 2025. During peak times, each day more than 40 orders will be received which require action to delivery. Historical order details can be shared if required.

**ASN to customer is required during the order processing/delivery.

- **Track Deliveries:** Sharing tracking number and confirming deliveries across various locations in Ireland, to ensure timely arrival and accurate distribution.
- **Number of locations:** Estimated 620+ delivery locations across Ireland throughout the Campaign
- **Packaging & Delivery:** Adhering to standard packaging and delivery guidelines for non-perishable times (i.e. ribbons, wristbands).



Communication

- **Regular Updates:** Maintaining regular communication with Shine regarding inventory levels, fulfilment schedules, and any potential issues.
- **Responsiveness:** Providing timely updates on the order status and deliveries, including immediate notification of any delays or discrepancies.

Contract Duration

The contract will commence on July 2025 and conclude on October 31, 2025. Extensions or adjustments of the contract may be considered subject to further discussion.

Tender Proposal Submission Requirements

- **Company Profile:** Background, USP, and key personnel.
- **Experience:** Three examples of previous work that demonstrate your capacity to handle large-scale storage and fulfilment projects, particularly in the non-profit sector, including any relevant metrics or outcomes.
- **References:** Contact information for three references related to the examples provided. Prior permission will be obtained before contacting references.
- **Proposed Approach:** A concise proposal (no more than 5 pages) outlining storage, distribution and fulfilment planning of the green ribbons and wristbands and your approach to handling *peak periods*, especially in *August & September*.
- **Cost Breakdown:** A detailed breakdown of costs associated with storage, distribution and fulfilment services, including any applicable fees or rates.

**The currency for all pricing should be in Euro.

** Clearly state whether your prices include or exclude VAT. As a charity, Shine isn't a VAT registered entity, so VAT is a net cost to the charity

- **Capacity and Infrastructure:** Warehouse location, security measures, and distribution capabilities.



- **Service Level Agreement (SLA):** Propose minimum response time, customer service provision, delivery lead time, cost optimization plan in delivery, quality assurance in delivery, and contingency plans during disruption. Ensure to dedicate an account manager for Shine. Open for subcontracting adhering to our agreed SLA. Point of contact will be Tenderer.
- **Risk management response time:** Following the escalations on delivery delays/ issues within 24 hours.

Other Considerations

**All suppliers must comply with relevant regulations and standards applicable to storage and distribution services.

**A valid tax clearance certificate must be provided prior to contract execution.

**Shine will only pay the agreed-upon amounts as per your quoted prices. Any further VAT obligations will not be Shine's responsibility.

**A commitment to sustainability practices in storage and distribution, will be plus.

**Following GDPR compliance for handling Shine's Salesforce/Excel data.

**Entire proposal should be in 5-page limit.

Insurance Requirements

**Details on insurance coverage and risk management strategies for stored items and distribution planning.

**The supplier must hold:

- Public Liability Insurance.
- Goods in Transit Insurance (covers full value of products).
- Employer's Liability Insurance (if staff are involved).
- Submit copies of valid insurance certificates with your proposal.
- Shine must be named as an additional insured party.

Risk Management

- Describe products protections from damage, theft, or delays.
- Include contingency plans for disruptions (e.g., transport delays, IT failures).



Additional Information

***To facilitate decision-making, we may provide access to relevant data from our Salesforce and Excel systems regarding the volume and distribution of previous campaigns, including insights into the logistics involved in handling large quantities of items.

***Once the Campaign is over, there may be a requirement for longer-term storage of goods. We require a schedule of fees for any such longer term storage that may be needed. Additionally, 12000 pcs of Tattoos will also be sent to the warehouse. Right after the delivery in the warehouse, Shine will collect it by themselves.

Evaluation Method

Below is the scorecard on which RFP will be evaluated.

Category	Weight
Experience in previous projects on storage & fulfilment (non-profit org)	5%
Demonstrated capacity to handle large-scale projects	10%
References & Positive Feedback	5%
Clarity in and competitiveness in Approach	15%
Logistics plan and timeline for peak delivery	20%
Cost Breakdown (Transparency and details of cost breakdown)	15%
Price competitiveness	15%
Considerations (i.e. compliance, ISO certifications, regulations)	10%
Sustainability practices	5%
Total	100%

Key Dates

- **Deadline for Questions:** 30-April-2025
- **Proposal Submission Deadline:** 12-May-2025
- **Storage Start Date:** July 2025
- **Shortlisted Supplier notifications Date:** 30-May-2025

Submission Process



Suppliers must submit their proposals electronically via the **E-mail** before the deadline. Late submissions will not be considered.

Acceptable file formats (e.g. M.S Word, PDF)

Contact Information

For any queries related to this RFP, please contact:

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Contact: 086 0679660

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Contact: 089 4736127

We look forward to receiving your proposals and partnering with you to make the 2025 Green Ribbon campaign a success.

*****Shine reserves the right to accept or reject any or all proposals. *****