



## **Request for Proposal**

### **Travel Management Company / Partner /Agent**

The Guyana Football Federation (GFF) is seeking a Travel Agent / Travel Management Company (Partner) to support our team logistics for the year 2024. The GFF has a schedule of international tournaments for our men, women, boys and girls teams and will partner with the selected firm to ensure our travel arrangements are made efficiently and effectively throughout the year.

The services required from this engagement are detailed below:

- a. Airfare: provide flight options, reserving and paying for air tickets
- b. Hotels: provide hotel options, reserving and paying for accommodations
- c. Ground transportation arrangements where and when possible.

Please submit all questions to [general.secretary@guyanafootball.org](mailto:general.secretary@guyanafootball.org) and answers will be posted on our website within 72 hours. The GFF will host an information session at 09:00 hours on February 27, 2024 to clearly communicate our expectations from this engagement and answer any questions to inform the submission of your proposal.

Proposals must be submitted to either of the following addresses by **Tuesday 19<sup>th</sup> March, 2024**:

- a. The General Secretary  
Guyana Football Federation  
17 Dadanawa Street  
Section "K" Cambellville  
Georgetown, Guyana
- b. [general.secretary@guyanafootball.org](mailto:general.secretary@guyanafootball.org)

## Terms of Reference

Type of Consultancy: Organization

Consultancy Title: Travel Management Partner (Air travel, accommodation and ground transportation)

Period of Consultancy: 12 months

Location: Guyana Football Federation

### 1. Background

The Guyana Football Federation Inc. (GFF) commenced operations in 1902, and was registered in the Cooperative Republic of Guyana on Oct 08, 2003 under the Friendly Societies Act Cap 36:04. The GFF was incorporated on March 26, 2015 under the companies Act Cap. 89:01 and took over all assets and liabilities of the previous entity.

It is affiliated to the Federation of International Football Associations (FIFA), the Confederation of North, Central and Caribbean Association Football (CONCACAF), and the Caribbean Football Union (CFU). Membership of the Federation consists of nine (9) Regional Associations, ten (10) Elite League Clubs, and five (5) Affiliates that are drawn from across the country, and they account for sixty-seven (67) registered football clubs with an approximate combined player population of some two thousand, six hundred and eighty (2,680).

The GFF aims to promote the efficient management, administration and development of football while at the same time promoting a dynamic and relevant football culture, in which football as a national sport provided for education, social, physical and total development among youth and adult footballers and various stakeholders.

The GFF's national men and women football teams will be travelling to various countries in the year 2024 to compete in international matches. In this regard, the GFF is seeking a Travel Management Partner to support our annual itinerary by providing the following services:

1. Provide flight options for Team travel
2. Reserve flights
3. Reserve on-the-ground transportation where necessary
4. Make accommodation arrangements.

### 2. Scope of work

The GFF football teams travel to several countries to compete in international matches on an annual basis. This includes the senior men's team, senior women's team, junior men's team, junior women's team, coaches and other staff members. Additionally, the staff members of the GFF travel to different countries to attend meetings and conferences throughout the year. The GFF intends to collaborate with a Travel Management Company in a partnership approach where the annual itinerary will be shared with the selected company to plan and execute travel activities. The Travel Management Company is expected to:

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1. Execute all requests from the GFF for travel activities including air flights, travel insurances and accommodations.
2. Follow-up with the GFF about upcoming travel and provide cut-off dates where necessary
3. Provide cost effective options for flights and accommodations to aid the GFF decision making process.
4. Be able to respond to urgent travel requests efficiently.
5. Make all payments for travel activities

### 3. Qualifications

- a) Diverse team with experience of over 5 years as a travel agent or travel management company.
- b) Must be a legally registered business or incorporation.
- c) International partnerships with airlines and hotels will be an asset
- d) Proven ability to make travel arrangements for large groups.

### 4. Deliverables

No.	Service	Details	Due date
1.	Flight	Collaborate with the GFF to meet the needs of their annual itinerary by reserving and paying for air-tickets and travel insurances for the GFF's national teams and staff members. The Travel Management partner must provide at least three flight options to aid GFF's decision on the most cost-effective price and route.	By request
2.	Accommodations	Collaborate with the GFF to meet the needs of their annual itinerary by reserving and paying for accommodations for the GFF's national teams and staff members. The Travel Management partner must provide at least three options to aid GFF's decision on the most cost-effective option.	By request
3.	Ground Transportation	Collaborate with the GFF to meet the needs of their annual itinerary by reserving and paying for Ground Transportation for the GFF's national teams and staff members.	By request

### 6. Evaluation (Scoring) Criteria

The proposals received will be evaluated using the criteria below.

No.	Criteria	Score
1.	Valid business registration or incorporation documents.	Absolute
2.	Must be registered with Ministry of Public Works and International Air Transport Association (IATA) accredited	Absolute
3.	Experience of the team that will be assigned to the GFF (CVs). The maximum score is 30 points and will be assigned as	30

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	follows: a. 5-7 years up to 15 points b. 8-10 years up to 20 points c. Over 10 years to 30 points	
4.	Proven ability to provide Travel Management services for group and individual travel (evidence of past services in related field and list of current clients) within the past three years. Merit will be given to service providers who are able to provide evidence of providing travel management services for groups of 12 and above.	30
5.	Two positive written professional references from current clients	10
6.	Credit limit	10
7.	Credit period	10
8.	Price including service fees, current GY\$:US\$ exchange rate and any other fees.	10
	<b>Total Score</b>	<b>100</b>

### 7. Estimated Budget

The GFF has an annual travel budget of approximately GY\$120,000,000 (US\$600,000) including GY\$80,000,000 (US\$400,000) for air flights and GY\$40,000,000 (US\$200,000) for accommodations.

### 8. Instructions to Interested Service Providers

There is no restriction to the number of services you can provide to the GFF as per the TOR. A Travel Management Company can respond to this ToR with a proposal to provide air flight and accommodation management services or a single management service for air flight or accommodations. The GFF's only request is to submit your proposal and price estimates for each service separately and with consideration of Section 6 (Evaluation Criteria). The GFF is not obligated to select one service provider for all services and will be selecting service providers on the basis of the Evaluation Criteria in Section 6 above.

### 9. Information session

The GFF will host an information session on February 27, 2024 at 09:00hrs at its office in Section K Campbellville, and will include virtual attendance option through Microsoft Teams. Please use the following link for attendance through Microsoft Teams:

<https://teams.microsoft.com/l/meetup-join/19%3a1a5efc7d24b04071b638b26743a884d0%40thread.tacv2/1708098688870?context=%7b%22id%22%3a%225855f401-60cd-4e05-8b6a-cfb7affd1428%22%2c%22oid%22%3a%2208472a45-b36f-4f38-963f-23e52239a07d%22%7d>