



GUAM FOOTBALL ASSOCIATION
REQUEST FOR PROPOSAL

PREFERRED TRAVEL AGENCY for Guam Football Association

ISSUED

17 November 2022

DEADLINE

5pm on 05 December 2022

Late responses will not be considered.

This Request for Proposal is posted on the Guam Football Association website
<https://guamfa.com/contact-us/team-up-with-us/>

A. INTRODUCTION

The Guam Football Association (“GFA”) is a 501(c)(3) Guam not-for-profit organization and governs Guam football (soccer) at both the domestic and international levels, including the men’s and women’s national teams for senior and youth age groups. As a member of football governing bodies FIFA and AFC, Guam national teams, GFA Executive Committee members, GFA staff and stakeholders travel globally to compete in international tournaments or attend meetings, workshops, conferences, etc. Past destinations traveled to include but not limited to Korea Republic, Japan, China, Philippines, Singapore, Maldives, Kyrgyz Republic, Qatar, United Arab Emirates, Iran, Mongolia, Bhutan, Indonesia, Laos, and the United States.

B. SCOPE OF TENDER

GFA is tendering for a Guam-based preferred travel agency to be engaged for a two (2) year period from 1 January 2023 through 31 December 2024.

The travel agency will be expected to support travel needs for the Guam national teams (players and officials) at all age groups as well as provide travel support to GFA Executive Committee members, staff and stakeholders. One national team travel may consist of up to thirty (30) individuals traveling from multiple points of origins to multiple destinations. Currently there are eight (8) national teams, though all teams do not necessarily travel each year. As a preferred travel agency, GFA will give preference to the travel agency for its travel needs, but GFA will not be obligated to exclusively use the services of the preferred travel agency for all of its travel needs.

GFA is seeking a travel agency that possesses the following qualities:

1. Experienced with a high level of industry knowledge that can provide various routing options and navigate complications with travel arrangements due to delays, cancellations, schedule change, venue change, etc.;
2. Excellent customer service, including being responsive to requests and messages;
3. Provides the best value, not necessarily the cheapest option.

C. TENDER INSTRUCTIONS

To be selected as GFA’s preferred travel agency, please submit a proposal with the following information:

1. Brief background information of the company
2. Client list
3. Process by which airfare is quoted
4. Breakdown of fees, e.g. service charge or administrative fee
5. Registration details which include:
 - a. Legal company name and DBA
 - b. Mailing address
 - c. Physical address
 - d. Phone number
 - e. Employer Identification Number
 - f. Shareholder/owner names
 - g. Entity type, e.g. C corporation, sole proprietorship, partnership

6. Minimum of three (3) references that include the following:
 - a. Name of individual
 - b. Company name
 - c. Telephone number
 - d. Email
 - e. Date that service was provided
7. Disclosure of any relations to the GFA Executive Committee members (<https://guamfa.com/contact-us/meet-the-executives/>). If none, please declare in writing that there are no conflict of interest with any of the GFA Executive Committee members.
8. Completed and signed GFA bid form.

Proposal may be submitted electronically via email to cheri.stewart@theguamfa.com or by arranged drop off of sealed envelope by hand delivery to the address stated below. Coordination must be made via communication with Ms. Cheri Stewart at 671-688-1279 or email listed above. Proposals submitted via email should be in PDF format.

By Hand Delivery:

ATTN: Ms. Cheri STEWART
 Guam Football Association
 230 Harmon Loop Road
 Dededo, Guam 96929

REPORTING

Report directly to GFA

OPENING DATE FOR RFP

17 November 2022

POSTING OF RFP

<https://guamfa.com/contact-us/team-up-with-us/>

QUESTIONS/CLARIFICATIONS

Cheri Stewart: 671-688-1279

CLOSING DATE

5pm on 05 December 2022

Submittals after this deadline may not be accepted.

CRITERIA FOR AWARD

The contract will be awarded to the tenderer based on experience, qualifications, fees, past performance, and other considerations.

D. CANCELLATION

GFA reserves the right to change the time plan or cancel the request for proposal without any obligation to cover any cost associated with the tender process.

E. DURATION

GFA is seeking to engage the Travel Agency on a service agreement for a two (2) year period from 1 January 2023 through 31 December 2024.

TENDER FORM

PREFERRED TRAVEL AGENCY for Guam Football Association

Name of Tenderer: _____

Principal Contact Person: _____

Address: _____

Email: _____

Contact Phone: _____

Signature: _____ Date: _____

Name: _____

Title/Position: _____