



GUAM FOOTBALL ASSOCIATION
REQUEST FOR PROPOSAL

PREFERRED TRAVEL AGENCY 2025-2027

ISSUED

16 August 2024

DEADLINE

5pm on 16 September 2024

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 three (3) year period from 1 January 2025 through 31 December 2027.

The selected travel agency will be expected to fulfill the travel requirements for the Guam national teams (including players and officials) across all age groups. Additionally, the agency will provide travel support to GFA Executive Committee members, staff, and stakeholders. A single national team trip may involve up to thirty (30) individuals, with travel arrangements originating from and leading to multiple destinations.

Currently, there are eight (8) national teams, though not all teams travel each year. As the preferred travel agency, GFA will prioritize using your services for its travel needs. However, please note that GFA is not obligated to use the preferred agency exclusively for all travel arrangements.

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 (ExCo) members. The list of ExCo members can be found on the GFA website at <https://guamfa.com/contact-us/meet-the-executives>.

If no such relationships exist, kindly provide a written declaration stating that there are no conflicts of interest with any GFA ExCo members.

8. Completed and signed GFA tender form (see page 4).

Proposals can be submitted electronically via email to cheri.stewart@theguamfa.com, or by hand delivery of a sealed envelope to the address provided below. To arrange a hand delivery, please coordinate with Ms. Cheri Stewart at 671-688-1279 or via the email above. Proposals submitted by 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	16 August 2024
POSTING OF RFP	https://guamfa.com/contact-us/team-up-with-us/
QUESTIONS/CLARIFICATIONS	Cheri Stewart: 671-688-1279
CLOSING DATE	<u>5pm on 16 September 2024</u> 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 three (3) year period from 1 January 2025 through 31 December 2027.

TENDER FORM

GUAM FOOTBALL ASSOCIATION PREFERRED TRAVEL AGENCY 2025-2027

Name of Tenderer: _____

Principal Contact Person: _____

Address: _____

Email: _____

Contact Phone: _____

Signature: _____ Date: _____

Name: _____

Title/Position: _____