



## Request for Proposal

**Title:** Charter Broker

**Date of Issuance:** November 14, 2024

**Period of Engagement:** 24 months

**Type:** Organisation

**Location:** Kingston, Jamaica

### **Background**

The Jamaica Football Association commenced operations in 1910 and changed its name to become the Jamaica Football Federation (JFF) in 1965. The structure comprises Parish Associations and Minor Associations, which oversee football activities on behalf of the JFF within their designated regions.

It is affiliated to the Federation of International Football Associations (FIFA) and the Confederation of North, Central and Caribbean Association Football (CONCACAF). The JFF is the governing body of Jamaica's football program, overseeing all Jamaican National Football teams and the Jamaica National Premier League.

The JFF 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 JFF's national men, women, boys and girls teams will be travelling for the next two years to participate in international matches. In this regard, the JFF is seeking a Charter Broker to support the annual itinerary by providing the following services:

1. Solicit and book charter flights
2. Facilitate payment of all bookings
3. 24/7 support services

## Scope of Work

The JFF 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 JFF travel to different countries to attend meetings and conferences throughout the year. The JFF intends to collaborate with a Charter Broker in a partnership approach where the annual itinerary will be shared with the selected company to plan and execute travel activities. The Charter Broker is expected to:

1. Fulfilling all charter flight requests from the JFF
2. Follow-up with the JFF about upcoming travel and provide booking cut-off dates where necessary
3. Provide cost-effective options for flights to aid JFF's decision-making
4. Be able to efficiently handle charter requests as they arise
5. Be available to provide 24 hr support
6. Make all payments related to charter arrangements

## Estimated Timeline

The engagement is scheduled to begin on **January 1, 2025**, and will conclude on **December 31, 2026**. Given that the World Cup will occur within this timeframe, providing effective support is essential.

## Qualifications

- a) Diverse team with experience of over 10 years in charter brokerage
- b) Must be a legally registered business or incorporation
- c) Must be IATA accredited
- d) Demonstrated capability to arrange charter flights for large groups

## Deliverables

No.	Service	Details	Due date
1.	Charter Flight	Collaborate with the JFF to meet the needs of their annual itinerary by soliciting, booking and paying for charter flights for the JFF's national teams and staff members.	By request

## Submission Details

- a. The due date for proposals is **December 12, 2024**. All submissions should be sent via email to [procurement@professionalbusinesspartner.com](mailto:procurement@professionalbusinesspartner.com). Proposals submitted after the deadline will be considered “late” and will be disqualified from further evaluation.
- b. Submission of proposals must be completed in the bidder’s official business name and address that corresponds with their banking information.

## Technical Inquiries

Requests for clarification regarding this RFP must be submitted via e-mail to: [procurement@professionalbusinesspartner.com](mailto:procurement@professionalbusinesspartner.com).

## Evaluation

The JFF will evaluate proposals by prioritizing the best value for money by considering the quality and cost of services included in the proposal. The evaluation will be conducted strictly in accordance with the criteria outlined below:

No.	Criteria	Score
1.	Qualifications and experience of the team that will be assigned to the JFF (CVs)	30
2.	Proven record in group Charter Broker services. Merit will be given to service providers who are able to provide evidence of providing brokerage services for groups of 12 and above.	20
1.	IATA accreditation	10
4.	Two positive professional references from current clients	10
5.	24 hr support availability	10
6.	Credit facility (amount and period)	10
7.	Price	10
	<b>Total Score</b>	<b>100</b>

## Estimated Budget

The JFF has an annual travel budget of approximately US\$2.476M including US\$1.426M for air flights.

**Bid Validity**

All bidders are required to ensure that their proposals remain valid for a minimum period of ninety (90) days from the date of submission, during which the price proposed must be upheld.

**Confidentiality**

All information submitted by bidders will be treated with confidentiality and will not be disclosed to any potential or actual applicants throughout the solicitation process.

**Award Notification**

PBP reserves the right to make an award without further discussion. The issuance of this RFP does not bind the PBP or the JFF to bear any costs incurred by bidders in the preparation and submission of their proposals.