



Request for Proposal

Title: Travel Management Company (Air Travel, Accommodation and Ground Transportation)

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 Travel Management Company to support the 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
5. Facilitate payment of all reservations

6. Round-the-clock support

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 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:

1. Execute all requests from the JFF for travel activities including air flights and accommodations
2. Follow-up with the JFF about upcoming travel and provide cut-off dates where necessary
3. Provide cost effective options for flights and accommodations to aid the JFF decision making process
4. Be able to respond to urgent travel requests efficiently
5. Be available to provide 24 hr support for bookings and other arrangements
6. Make all payments for travel activities

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 as a travel agent or travel management company
- b) Must be a legally registered business or incorporation
- c) Must be registered with Ministry of Tourism and IATA accredited
- d) International partnerships with airlines and hotels will be an asset
- e) Proven ability to make travel arrangements for large groups

Deliverables

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

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 ability to provide Travel Management services for group and individual travel (evidence of past services in related field and list of current clients). Merit will be given to service providers who are able to provide evidence of providing travel management services for groups of 12 and above.	20
3.	IATA accreditation and MOT registered	10
4.	Two positive written professional references from current clients	10
5.	24 hr support	10
6.	Credit Facility (amount and period)	10
7.	Price	10
	Total Score	100

Estimated Budget

The JFF has an annual travel budget of approximately US\$2.476M including US\$1.426M for air flights and US\$1.050M for accommodations.

Specific Instructions

There is no restriction to the number of services you can provide to the JFF. A Travel Management Company can respond to this RFP with a proposal to provide air flight and accommodation management services or a single management service for air flight or accommodations. The JFF's only request is to submit your proposal and price estimates for each service separately and with consideration of Section 7 (Evaluation Criteria). The JFF is not obligated to select one service provider for all services and will be selecting service providers on the basis of the Evaluation Criteria above.

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.