

## Request for Quotations

**Subject:** Outfitting the National Training Centre (NTC)

**Category:** Furnishing – Office Furniture, Appliance, Beds and Bedding

**Date Issued:** November 04, 2024

**Type:** Organisations

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### **Background**

The Guyana Football Federation (GFF) is seeking detailed quotations for the supply of Office Furniture to complete the outfitting of its National Training Centre. This new state-of-the-art facility is designed to serve as a centralized hub for all national football-related activities, including training camps for National Teams, competitions, and specialized training programs.

The NTC is poised to significantly enhance the growth and development of football in Guyana by making the facility readily accessible to clubs, regional associations, academies, and, most importantly, our National Teams. The venue will provide our National Teams with a superior platform to prepare for international tournaments through consistent, long-term training camps, ultimately improving performance outcomes.

Furnishing the NTC is crucial to ensure its effective functioning. The quality of furnishings is paramount, with a preference for commercial-grade items due to the anticipated frequent use. The Professional Business Partner (PBP) is assisting the GFF in selecting the ideal vendor for office furniture, appliances, beds, and bedding materials.

### **Objectives**

The primary goal of this project is to fully furnish the completed buildings of the GFF National Training Centre, ensuring it is equipped to serve as a high-quality, fully operational facility for all national teams.

The furnishing of the National Training Centre will enhance the comfort, functionality, and aesthetics of the centre, and create a professional and welcoming environment for athletes,

coaches, officials, and visitors, while ensuring each area within the facility is equipped with modern, high-quality furnishings tailored to specific needs.

### **Description of the Project**

This project aims to equip various essential facilities within the National Training Centre to create a functional, comfortable, and professional environment for players, coaches, officials, and visitors. The training centre will support the development of football in Guyana by providing top-notch amenities.

### **Key Areas and Furnishing Requirements**

#### **1. Dormitory**

- **Beds:** Single and bunk beds with comfortable mattresses.
- **Desks and Chairs:** Study areas for athletes.

#### **2. Technical Director's Office**

- **Desk and Ergonomic Chair:** For administrative tasks.
- **Meeting Table:** Small table for meetings with staff.
- **Filing Cabinets:** For files and documents.
- **Seating:** Visitor chairs.

#### **3. Lounge**

- **Refreshments:** Water dispenser.
- **Tables and Chairs:** For socializing and relaxing.

### **Estimated Delivery Timeline**

The estimated delivery timeline of all items is December 2024.

### Submission Details

- a. The due date for quotations is **December 03, 2024**. All submissions should be sent via email to [procurement@professionalbusinesspartner.com](mailto:procurement@professionalbusinesspartner.com). Quotations received after the specified deadline will be deemed late and will not be considered for evaluation.
  
- b. Submission of quotations 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 RFQ must be submitted via email to: [procurement@professionalbusinesspartner.com](mailto:procurement@professionalbusinesspartner.com).

### Evaluation

The GFF will evaluate quotations by prioritizing the best value for money by considering the quality and costs of items included in quotations. The evaluation will be conducted strictly in accordance with the criteria outlined below:

Evaluation Criteria	Score __/100
Quality of products (must include clear description of the product)	30
Delivery Timeliness	30
Price	20
Creditability	10
Credit Terms	10

### Specifications of Items

See Annex 1

**Specific Instructions**

Bidders are advised to clearly define each item on quotations. This will help our evaluators assess the true value and usefulness of your products with ease and precision.

**Quote Validity**

All bidders are required to ensure that their quotations 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 strict confidentiality and will not be disclosed to any potential or actual applicants throughout the solicitation process.

**Award Notification**

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

## Annex 1

<b>Bedding, Beds and Mattresses</b>	
Quantity	Description
32	Queen Foam Pillow
68	White Sheet Sets (Twin Size)
4	White Sheet Sets (Full Size)
8	Extra Large Nylon/Cotton Laundry Bag
1	Metal Heavy Duty Bunk Bed (53" x 75")
2	Mattress for Bunk Bed (53" x 75")
15	Metal Heavy Duty Bunk Bed (30" x 75")
30	Mattress for Bunk Bed (30" x 75")

<b>Office Appliances</b>	
Quantity	Description
7	Bottom Load Water Dispenser

<b>Office Furniture</b>	
Quantity	Description
2	Two Drawer Filing Cabinet
1	Four Drawer Filing Cabinet
13	2-Drawer Metal Office Desk (4 ft. long)
4	Regular Office Chairs (without wheels)
20	Executive Office Chairs
1	40' x 20' Utility Table
50	Heavy-duty Folding Event Chairs

10	30' x 72' Indestructible Bifold Tables (Charcoal)
15	Mobile Flip-Top Table (60" W x 24" D)
8	Round Event Table (to seat 8 persons)
30	Swivel Office Chairs
4	24 x 36/48 Coffee Tables
1	Metal Waiting Chair (3-Seater)
4	30in Ceiling Fan, Plastic Blades