

Request for Quotations

Subject: Outfitting the National Training Centre (NTC)

Category: Interior Décor

Date Issued: November 04, 2024

Type: Organisations

Background

The Guyana Football Federation (GFF) is seeking detailed quotations for the supply of Interior Décor items 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.

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. 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.

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

Interior Décor	
Quantity	Description
2	Wall-mount Digital Clock
12	Rectangular Mirrors (4 x 3)
50	Black Folding Chair Covers
10	6ft Table Covers Stretch Fit, Black
4	Black Linen Table Covers
3	Anti-fatigue Non-slip Kitchen Mats