



REQUEST FOR PROPOSAL (RFP)

Insurance Coverage for Floodlight System and Backup Generator, Guyana Football Federation National Training Centre, Providence.

Date of Issue: October 24, 2025

1. Introduction

The Guyana Football Federation (GFF) is the national governing body for football in the Cooperative Republic of Guyana. Our mission is to develop, promote, and manage the game of football at all levels throughout the country, fostering talent, organising competitions, and upholding the principles of fair play and sportsmanship.

2. Background

In late 2023, the GFF successfully completed a major infrastructure upgrade at its National Training Centre in Providence, East Bank Demerara. The cornerstone of this project was the installation of a state-of-the-art floodlighting system and a dedicated backup generator. This strategic investment was undertaken to:

- Extend daily training hours for our national teams (Senior Men & Women, U20, U17, U15).
- Enable the hosting of evening matches and international competitions that comply with CONCACAF and FIFA standards.
- Increase facility access and utilisation for regional associations and local clubs.
- Enhance the overall development of football in Guyana by providing world-class facilities.

3. Objectives

The GFF seeks to engage a reputable insurance provider to secure comprehensive all-risk insurance coverage for these critical high-value assets. The primary objectives are:

- To protect the Federation's significant investment from physical loss or damage.



- To identify an insurer with experience in covering major infrastructure and specialised sports lighting equipment.
- To obtain a clear, competitive, and comprehensive insurance policy that meets the specific risks associated with the assets and their location.
- To establish a partnership with a responsive provider for efficient claims handling and risk management support.

4. Scope of Services & Deliverables

The proposed insurance policy must provide coverage for the following assets located at the GFF National Training Centre, Providence, East Bank Demerara:

Insured Assets:

- **Floodlight System:** Four (4) floodlight towers, including all masts, luminaires, pole-mounted components, electrical distribution systems, and feeder pillars.
 - **Total Insured Value:** USD \$901,854
 - **Key Specification:** Structures are designed to withstand wind speeds of up to 85 mph.
- **Backup Generator:** One (1) industrial-grade generator and its associated infrastructure.
 - **Capacity:** 280 Kilowatts
 - **Total Insured Value:** USD \$136,180

5. Required Coverage Types

Respondents should provide a detailed quote outlining coverage for, but not limited to, the following perils:

- All-Risk/Material Damage Physical Loss or Damage
- Storm, and Wind Damage (including testing for the 85 mph wind rating)
- Flood and Water Damage
- Lightning Strike, Fire, and Explosion



- Equipment Breakdown/Mechanical and Electrical Failure
- Theft, Vandalism, and Malicious Damage
- Impact by vehicles or aircraft
- Public Liability coverage related to the installed assets is desirable but not mandatory.

6. Deliverables

The successful provider will be expected to deliver:

- A formal insurance quotation detailing coverage inclusions, exclusions, deductibles, and policy limits.
- A draft copy of the policy wording for review.
- A clear outline of the claims process and timeline.
- Details of risk engineering services or loss prevention advice available.

7. Asset Value

The total value of the assets to be insured is **USD \$1,038,034**, as detailed below:

- Floodlight System: USD \$901,854
- Backup Generator: USD \$136,180

8. Proposal Submission Guidelines

Proposals must be structured in the following order:

1. **Executive Summary:** An overview of your company and the proposed solution.
2. **Company Profile:** History, experience, particularly with similar infrastructure or high-value asset insurance, and financial stability.
3. **Detailed Coverage Proposal:** A thorough breakdown of the coverage offered, including all policy terms, conditions, exclusions, and deductibles.
4. **Pricing Quote:** A clear itemised premium quote for the proposed coverage, stated in Guyana (GYD) and US Dollars (USD).



5. **Claims Process:** A detailed description of your claims reporting and settlement procedure.
6. **References:** Contact information for at least two (2) corporate clients with similar insurance portfolios.

Please include copies of:

- Certificate of Incorporation/Registration.
- Valid business license/permit to operate in Guyana (if applicable).
- Proof of financial capacity and reinsurance arrangements.

9. Submission Details

a) Deadline for Questions

All questions regarding this RFP must be submitted in writing via email to the contact below by **October 31, 2025, at 16:00h.**

b) Proposal Submission Deadline

Complete proposals must be received no later than **November 21, 2025, at 16:00h.**

c) Submission Address

Proposals must be submitted electronically to:

Email: info@guyanafootball.org

Subject Line: “Proposal for Floodlight Insurance Coverage- (Your Company Name)”.

10. Hard Copy Submission (Optional)

One (1) hard copy may be submitted to:

The General Secretary

Guyana Football Federation

17 Dadanawa Street, Section K, Campbellville, Georgetown, Guyana.

(NOTE: ELECTRONIC SUBMISSION IS THE PREFERRED METHOD)



11. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Comprehensiveness of Coverage (40%):** Suitability and breadth of the proposed policy terms.
- **Cost Competitiveness (30%):** Overall value and cost-effectiveness of the premium quote.
- **Company Experience & Expertise (15%):** Demonstrated experience in insuring similar assets and risks.
- **Claims Servicing & Client Support (15%):** Efficiency and clarity of the proposed claims process and client service support.

12. General Terms & Conditions

- The GFF reserves the right to reject any or all proposals, to waive any informalities therein, and to accept the proposal deemed most advantageous to the Federation.
- All information provided by respondents will be treated as confidential.
- The GFF is not liable for any costs incurred by respondents in the preparation and submission of their proposals.
- This RFP does not constitute an offer to contract. A binding agreement will only be formed upon the execution of a formal contract.
- The awarded policy will be subject to a review period and must be finalised to the GFF's satisfaction.