

Northern Mariana Islands Football Association

Request for Proposal (RFP)

Design & Build - Changing Rooms & Conference Room

(March 28, 2024)

Purpose of this document

The Northern Mariana Islands Football Association (NMIFA) is issuing this Request for Proposal (RFP) document to contractors (“Prospective Bidders”) to receive proposals for the designing and construction of two (2) team changing dressing rooms with showers and toilets, and an adjacent conference room within the compound of the NMI Soccer Training Center.

From the RFP exercise, NMIFA expects to select and contract with a qualified firm (contractor) for the delivery of the said services based on the requirements described under an agreement.

Prospective Bidders should note that this RFP does not constitute an offer on the part of NMIFA. No agreement or any other binding obligation on NMIFA shall be implied unless a Services Agreement or Contract is executed between the parties. The issuance of this RFP and the submission of the Prospective Bidders’ responses shall not create any obligation upon NMIFA to enter any binding legal relationship with any of the Prospective Bidders.

About NMIFA

COMPANY OVERVIEW

The Northern Mariana Islands Football Association is the governing body of the sport of football in the Northern Mariana Islands. It is the model national federation in the NMI, as it offers programs for all age groups and skill levels—from grassroots to the elite national team level—and has supported these programs with both technical, executive, and administrative core groups. The NMIFA is the only sports organization on the islands that has a facility dedicated solely to its sport that has allowed the continued growth of the sport since the association was established in 2005.

1.1 Vision

The NMIFA seeks to transform our community by inspiring people through football.

1.2 Mission

To provide the Northern Mariana Islands with a professionally structured football organization that will accommodate and encourage players of all levels, ages, and gender commensurate with their individual potentials, interests, and abilities and promote a positive sports culture and lifestyle through NMIFA’s core values.

1.3 Values

Inclusion: The NMIFA welcomes everyone to its facilities and offers programs to all members of the community.

Respect: On and off the pitch, players and other stakeholders are encouraged to treat each other with respect.

Teamwork: Everyone has a role to play and things to contribute to the success of the NMIFA and its programs.

Inspire: The NMIFA and its programs aim to bring the local community out to exercise and live a healthier and active lifestyle through sports.

Integrity: The NMIFA supports and follows ethics and fair play to prevent all methods or practices that might jeopardize the integrity of matches, competitions, players, officials, and members.

BUSINESS DESCRIPTION

Organizational Background

Founded: 2005

Membership: Asian Football Confederation (2020); East Asian Football Federation (2008)

The Northern Mariana Islands Football Association is headquartered in Koblerville, a village on the southern side of the island of Saipan in the Northern Mariana Islands (NMI). It manages the NMI Soccer Training Center (NMISTC) and offers programs in grassroots, youth, men's and women's, interscholastic, junior elite, and national team level as well as for referees, coaches, and other stakeholders in NMI football.

The NMIFA is the most organized sports organization in the NMI and has the most numbers of players participating in a sports program on the islands with nearly 2,000 playing every year. It has six clubs and is the only sports federation in the NMI that offers physical education support programs to schools.

The NMIFA holds leagues for two seasons (spring and fall) and has recently also introduced a summer competition. It conducts festivals and hosts EAFF and AFC-sanctioned events as well as hold workshops and seminars at the NMI Soccer Training Center.

For decades, sports activities were limited to the NMI's main sports hub—the Oleai Sports Complex in Susupe, which is in between the north and south sides of the island. The rise of the NMI Soccer Training Center in Koblerville, where the NMIFA administrative office is also situated, revitalized the southern village and provided its residents and nearby villages with a more accessible facility. Activities sprung up in the village on a regular basis, students from a nearby school walked to the facility to attend training sessions, and stores and other new businesses opened to cater to the needs of people that are part of the program.

The NMIFA's ability to take care of the NMI Soccer Training Center and provide amenities have encouraged more people to avail of our programs, including family members who spend their weekends either by playing in the leagues or cheering for their relatives. As the NMIFA continues to do its responsibility in the maintenance and improvement of the facility, the FA will be able to keep up with the growing demands of its programs, create revenue-generating.

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PART A GENERAL

I.1 Confidential Information

Upon receipt of this RFP document, you acknowledge that the information contained herein is confidential and proprietary to the NMIFA and is not to be disclosed by you to any third party or used by you for any purpose other than in good faith of the RFP without the expressed written consent of the NMIFA.

I.2 Structure of this RFP

This RFP is organized as follows:

- In PART A, you will find the general RFP process and response instructions.
- In PART B, you will find the NMIFA requirements with respect to the Designing and Building of the Changing Rooms and Conference Room; and
- In PART C, you will find the Pricing Matrix.

I.3 Instructions to Prospective Bidders

I.3.1 Intention to Participate

All Prospective Bidders who are interested to bid for this Project are required to confirm their participation by April 08, 2024, by e-mail to:

- Northern Mariana Islands Football Association or NMIFA
Email: rusellezapanta@nmifa.com and copy to gensec@nmifa.com

I.3.2 Submission of Quotation Proposal

Once participation is confirmed, Prospective Bidders will be required to submit their quotation proposals which shall contain the following information and/or documentation:

- a) two (2) hard copies of the Prospective Bidder's Company Prospectus outlining information relating to the Prospective Bidder including without limitation, company background, company contact information, list of previous projects or clients related to the offered products; and
- b) two (2) hard copies of the Prospective Bidder's Financial Proposal which shall contain all costs associated to the Project ("Financial Proposal"); and
- c) a signed copy of the Conflict-of-Interest Declaration as set out in Appendix A.

For this project, the documents referred to in (a) and (b) above can be submitted by mail or email and labeled as “Company Information” and “Financial Proposal or Quotation” and sent together with the remaining documents in one (1) package as follows:

CONFIDENTIAL

RFP – NMIFA Design and Build Changing Rooms and Conference Room

Addressed to:

Ruselle Zapanta, Executive Director

NMIFA

(if by mail) PMB 338 P.O. Box 10001

Saipan, MP 96950

(if by email) rusellezapanta@nmifa.com and copy to
gensec@nmifa.com

All required documents shall be submitted in the prescribed format as provided for in this RFP to enable the NMIFA to efficiently evaluate the respective submissions on or before April 22nd 2024.

Any submissions received after the deadline stipulated shall not be given due consideration.

Upon receipt of submission, the NMIFA shall issue an email to the respective bidders acknowledging receipt of submission.

All shortlisted Prospective Bidders may, where required, be invited to present their proposals, in person or by email or online meetings to/with the NMIFA administration on a date to be advised by NMIFA. This time may also be used for open discussions about the details of the Project.

The NMIFA reserves the right to accept or reject any quotation proposals and to annul the solicitation process at any time prior to awarding a contract to a successful bidder, without incurring any liability to any Prospective Bidders or obligation to inform the Prospective Bidders of the grounds of the NMIFA decision.

The NMIFA shall award the project to the most successful bidder whose proposal, after being evaluated, is the most responsive to the needs and requirements of the NMIFA.

I.3.3 RFP Timeline

The following table outlines the indicative key milestones in the RFP process for this Project. It should however be clearly understood that the dates are provisional and are subject to change at the discretion of the NMIFA:

| Activity | Date |
|--|----------------|
| Issuance of RFP document to Prospective Bidders | March 28, 2024 |
| Confirmation of intention to participate | April 8, 2024 |
| Submission of quotation documents | April 22, 2024 |
| Evaluation and clarification | April 26, 2024 |
| Shortlist of selected bidder | April 30, 2024 |
| Presentation by shortlisted bidder, if necessary | May 3, 2024 |
| Selection of preferred bidder | May 6, 2024 |
| Start negotiations | May 8, 2024 |
| Contract ready for signature | May 15, 2024 |

I.3.4 Best and Final Offer

The NMIFA reserves the right, at its discretion, to request the best and final offer in respect of the submissions received hereunder. However, Prospective Bidders are informed that rejection of the quotation proposal submitted may be made without such request or further discussions. Therefore, Prospective Bidders should present their best offer at the outset when submitting their quotation or proposals.

The NMIFA does not bind itself to accept the lowest priced quotation and is not obliged to give any reason for non-acceptance and rejection of any quotation.

I.3.5 Language and Currency

Except where otherwise provided, all documents submitted and communications between the parties must be in English, and all amounts referred to in the Financial Proposal shall be expressed in US Dollars.

I.3.6 Validity of the Quotation Proposal

All quotation proposals submitted should be valid for 45 days from the date of final submission.

I.3.7 Costs

Prospective Bidders shall bear all costs associated with the preparation and submission of their respective quotation proposals. The NMIFA shall in no way be responsible for any costs incurred by the Prospective Bidders as a result thereof, regardless of the conduct or outcome of the selection process.

I.3.8 Service Agreement

Upon selection of a successful bidder, the parties will formalize all terms of appointment in an agreement drafted either by the NMIFA or appointed supplier based on terms to be mutually agreed upon between the parties. The final agreement will evolve from such draft negotiations.

I.4 RFP Enquiries

Prospective Bidders should study all terms, conditions and requirements contained in this RFP and make all necessary clarifications before submitting their quotations.

All enquiries relating to this RFP should be in writing and directed via e-mail to:

- NMIFA
Email: rusellezapanta@nmifa.com cc: gensec@nmifa.com

Each formal request must contain the following information:

- Name of the Prospective Bidders;
- E-mail address;
- Sequentially numbered questions; and
- Area in the RFP the question aimed at

There shall be no individual discussions or meetings with any Prospective Bidders until after the closing date of submission. From the date of issuance of this RFP to the final selection of a successful bidder, contact with any NMIFA officials concerning the RFP process shall not be permitted, other than through the submission of queries to the specific persons in charge as indicated above.

Please note that the NMIFA will only answer questions directly related to this RFP as outlined above. The NMIFA reserves the right to copy any question submitted by a Prospective Bidder and the NMIFA answer to the question, to other suppliers in responding to this RFP. Thus, clarification and any missing information may be distributed to all Prospective Bidders involved, within the evaluation, because of a single question from one bidder. However, the identity of the requesting Bidders will not be disclosed and, if necessary, the questions will be made generic to preserve anonymity and confidentiality. Questions or discussions that address the validity or acceptance of a bidder's approach to this RFP will be kept confidential.

1.5 Conflict of Interest

Prospective Bidders are required to declare any conflict of interest or potential conflict of interest relating to the NMIFA and/or this RFP exercise by acknowledging the terms of the Conflict-of-Interest Declaration ("Declaration") as set out in Appendix A.

Prospective Bidders shall inform the NMIFA, without delay, of any situation which may constitute a conflict of interest or give rise to a conflict of interest in relation to the Prospective Bidders' submissions hereunder. For the avoidance of doubt, a situation of conflict of interest shall mean any relationship, matter, circumstance, interest and/or activity which may or may appear to affect the awarding of the tender by the NMIFA to the prospective bidder.

Prospective Bidders shall be required to notify the NMIFA in writing of any changes which may affect the accuracy of this Declaration as soon as such information is known or becomes readily available to them.

In the event of a conflict of interest or potential conflict of interest, the NMIFA may, at its absolute discretion decide on the appropriate course of action to be taken against the Prospective Bidders and such decision of the NMIFA shall be final and binding in this regard.

1.6 Compliance

Prospective Bidders who fail to comply with any of the terms and/or requirements contained in this RFP shall be disqualified from consideration.

Notwithstanding the above, Prospective Bidders agree that the obligations of confidentiality as imposed herein shall survive expiry of or any Prospective Bidder's disqualification from the RFP process.

PART B REQUIREMENTS

This section sets out the MA's requirements relating to the Project. The requirements set out herein are non-exhaustive and the MA reserves the right to amend the same at any time, at its discretion.

2.1 Northern Mariana Islands Football Association Requirements

Project: Design and Build – Changing Rooms and Conference Room

To better serve the needs of the users of the NMI Soccer Training Center (NMISTC), NMIFA has been continuously adding on to the facilities that a standard football (soccer) training center should have. Changing rooms with showers and toilets are basic requirements when organizing local and international matches. National team players, coaches, and technical staff also need a spacious conference room for meetings, planning sessions, conducting certification courses (for coaching, referee, physical conditioning, etc.) and for other group activities.

Specifically, NMIFA needs a qualified contractor to design and build two (2) team Changing Rooms and an adjacent Conference Room. The building structure that will house the changing rooms and conference room must also have shower stalls and toilets. A basic layout of the building with the needed facilities can be obtained from the Project Engineer for the project, but the contractor firm must propose its own design and costing for the project.

Interested contractors may visit the specific site of the project, which is within the NMI Soccer Training Center, As Gonno Drive, Koblerville Village, Saipan.

Questions related to the Scope of Work can be addressed to the Project Engineer whose contact information is stated below.

Mr. Noel Conti, Project Engineer

(Phone no.) 1-670-287 1750

(Email) noel_conti@tanholdings.com and copy to
gensec@nmifa.com

PART C FINANCIAL PROPOSAL

Pricing Details to be provided by vendor.

APPENDIX A CONFLICT OF INTEREST DECLARATION FORM (FOR PROSPECTIVE BIDDERS)

This declaration must be completed and signed as part of the quotation proposal.

We, _____, are submitting a quotation proposal in respect to the RFP exercise for the DESIGN AND BUILD OF CHANGING ROOMS AND CONFERENCE ROOM for the Northern Mariana Islands Football Association (NMIFA), hereby confirm that we are/are not aware of a conflict of interest or any potential conflict of interest in relation to the submission of our quotation proposal to the NMIFA.

Kindly provide details of any conflict of interest and/or potential conflict of interest, where applicable.

We have not made, and will not purport to make, any offer of any kind to the NMIFA which may affect and/or impair the overall RFP exercise.

We have not granted or sought to obtain or accept and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the tender.

We acknowledge that the NMIFA reserves the right to verify all information contained herein and agree to accept the consequences which may derive from any false declarations made in respect to the information provided hereunder.

| | |
|--------------|--|
| Name | |
| Signature | |
| Date | |
| Position | |
| On behalf of | |