



## Dominica Football Association Vehicles Acquisition Terms of Reference

### 1. Background

The Dominica Football Association (DFA) is a non-profit organization operating in the Commonwealth of Dominica. It is affiliated with the Federation of International Football Associations (FIFA), the Confederation of North, Central and Caribbean Association Football (CONCACAF), and the Caribbean Football Union (CFU).

This tender is issued by the Dominica Football Association for the procurement of four (4) vehicles to support our operations and enhance our transportation capabilities. Currently our fleet, which has been in service to us for the past years, is becoming increasingly unreliable and expensive to maintain, affecting our operational efficiency. The acquisition of new vehicles is essential to ensure timely and reliable transportation for our staff, players and equipment.

### 2. Scope of Work

The Dominica Football Association is seeking quotations for the procurement of the following vehicles:

Quantity	Year	Make	Model	Engine	Drive	Steering	Transmission	Condition	Fuel
2	2024	Toyota	HIACE COMMUTER	2,800cc	4WD	Right	Automatic	New	Gasoline
1	2024	Toyota	HILUX REVO (single cab)	2,755cc	4WD	Right	Automatic	New	Diesel
1	2024	Toyota	NOAH	1800cc	2WD	Right	Automatic	New	Gasoline

### 3. Qualifications

- Must be a diverse team through a registered business or cooperation with experience of over 5 years in supplying vehicle fleet
- Must be able to handle all shipping logistics (if applicable)
- A detailed breakdown of the vehicles' costs, including all applicable customs and clearance duties.
- Availability of a comprehensive warranty (1 year minimum) and responsive after-sales support.

### 4. Evaluation Criteria

The proposals received will be evaluated using the criteria below:

No.	Criteria	Score
1.	Qualifications and experience of the company	20
2.	Ability to provide after-sales support	30
3.	Price	50
	<b>Total Score</b>	<b>100</b>

## 5. Instructions to Interested Service Providers

There is no restriction on the number of services you can provide to the DFA as per the TOR. Any vehicle company can respond to this TOR with a proposal to provide all vehicles or single vehicles. The DFA's request is that the proposal and price estimates is done for each vehicle separately. The DFA is not obligated to select one service provider for all services and will be selecting service providers based on the evaluation criteria in Section 4.

## 6. Timeline

The tender process will follow the schedule below:

Issuance of tender: 21 October 2024

Submission deadline: 11 November 2024

## 7. Submission Information

All quotations should be submitted via email to:

Mrs. Jarsmine Vidal-Matthew  
General Secretary  
Dominica Football Association  
[generalsecretary@dominicafa.org](mailto:generalsecretary@dominicafa.org)

