



Dominica Football Association

Request for Proposal

Title: Travel Management Company (Air Travel and Accommodations)
Issue Date: **July 15, 2026**
Period of Engagement: 24 months
Entity Type: Organization
Address: Patrick John Football House, P.O Box
Email: generalsecretary@dominicafa.org
kim.elimcmillan@dominicafa.org (FIFA Forward Coordinator)
Telephone: 1-767-285-8128, General Secretary
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Background

The Dominica Football Association (DFA) has a storied history that reflects the growth of football in the Caribbean and the evolution of sports in Dominica. The DFA was established in 1970 with a mission to develop football at all levels and to provide opportunities for players, coaches, and referees to improve and showcase their skills.

It is affiliated with the Federation of International Football Associations (FIFA) and the Confederation of North, Central and Caribbean Association Football (CONCACAF). The DFA is the governing body of football in Dominica, overseeing the Premier League, all national football teams and national leagues.

The Dominica Football Association also supports its senior and junior national teams in line with FIFA mandates as they compete in the Concacaf Nations League and other international competitions.

The DFA's national men, women, boys and girls teams will be travelling for the next two years to participate in international matches. In this regard, the DFA is seeking a Travel Management Company to support the annual itinerary by providing the following services:

1. Provide options for Team travel
2. Reserve flights for travel
3. Reserve on-the-ground transportation where necessary
4. Make accommodation arrangements
5. Facilitate payment of all reservations
6. Round-the-clock support

Scope of work

The DFA football teams travel to several countries to compete in international matches on an annual basis. This includes the senior men's team, senior women's team, junior men's team, junior women's team, coaches and other staff members. Additionally, the staff members of the DFA travel to different countries to attend meetings and conferences throughout the year. The DFA intends to collaborate with a Travel Management Company in a partnership approach where the annual itinerary will be shared with the selected company to plan and execute travel activities. The Travel Management Company is expected to:

1. Execute all requests from the DFA for travel activities including air flights and accommodation.
2. Follow-up with the DFA about upcoming travel and provide cut-off dates where necessary.
3. Provide cost effective options for flights and accommodations to aid the DFA decision making process.
4. Be able to respond to urgent travel requests efficiently.
5. Be available to provide 24-hour support for bookings and other arrangements.
6. Make all payments for travel activities.

Estimated Timeline

The engagement is scheduled to begin on **September 1, 2026**, and will conclude on **August 31, 2028, at 11:59PM AST**.

Qualifications

- a) Diverse team with experience of over 10 years as a travel agent or travel management company.
- b) Must be a legally registered business or incorporation.
- c) Must have IATA accreditation and local registration as required by the bidder's country laws.
- d) International partnerships with airlines and hotels will be an asset.
- e) Proven ability to make travel arrangements for large groups.

Deliverables

No.	Service	Details	Due date
1.	Flight and Ocean	Collaborate with the DFA to meet the needs of their annual itinerary by reserving and paying for air-tickets (or ocean travel) for the DFA's national teams and staff members. The Travel Management partner must provide at least three flight options to aid DFA's decision on the most cost-effective price and route.	By request
2.	Accommodations and Meals	Collaborate with the DFA to meet the needs of their annual itinerary by reserving and paying for accommodations (and/or arranging meals) for the DFA's national teams and staff members. The Travel Management partner must provide at least three options to aid DFA's decision on the most cost-effective option.	By request
3.	Ground Transportation	Collaborate with the DFA to meet the needs of their annual itinerary by reserving and paying for Ground Transportation for the DFA's national teams and staff members.	By request

Submission Details

- a. The due date for proposals is **August 15, 2026**. All submissions should be sent via email to generalsecretary@dominicafa.org. Proposals submitted after the deadline will be considered “late” and will be disqualified from further evaluation.
- b. Submission of proposals 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 RFP must be submitted via e-mail to: generalsecretary@dominicafa.org.

Evaluation

The DFA will evaluate proposals by prioritizing the best value for money by considering the quality and cost of services included in the proposal. The evaluation will be conducted strictly in accordance with the criteria outlined below:

No.	Criteria	Score
1.	Qualifications and experience of the team that will be assigned to the DFA (CVs)	30
2.	Proven ability to provide Travel Management services for group and individual travel (evidence of past services in related field and list of current clients). Merit will be given to service providers who are able to provide evidence of providing travel management services for groups of 12 and above.	20
3.	IATA accreditation and local registration as required by local laws.	10
4.	Two positive written professional references from current clients	10
5.	24hr support	10
6.	Credit Facility (amount and period)	10
7.	Price (see pricing section)	10
	Total Score	100

Pricing

DFA acknowledges that airfare pricing cannot be quoted in advance, as ticket costs are dependent on actual travel dates, routes, availability, and traveler preferences. Notwithstanding this, all bidders are required to submit a comprehensive pricing proposal that clearly outlines the cost structure associated with the provision of Travel Management Services.

The pricing proposal must therefore focus on the fees, commissions, and financial practices applied by the bidder in managing travel on behalf of the DFA. At a minimum, the proposal must include the following:

- a. Detailed disclosure of all commissions, service fees, or markups applied to airline ticket bookings, hotel reservations and any other travel-related services. The bidder should indicate whether commissions are fixed, percentage-based, or variable by service type.
- b. Explanation of the exchange rate mechanism used for billing and settlement. The bidder should identify the source of exchange rates (e.g., commercial bank rate, central bank rate, internal corporate rate, etc.), frequency of rate updates and any additional conversion fees or administrative charges applied.
- c. Disclosure of all other fees that may be charged directly to the DFA, including but not limited to ticket issuance fees, change or rebooking fees, refund processing fees, after-hours or emergency service fees, technology or platform access fees and account management or reporting fees.

Estimated Budget

The DFA has an annual travel budget of approximately US\$600,000 including air flights and accommodations.

Specific Instructions

There is no restriction on the number of services you can provide to the DFA. A Travel Management Company can respond to this RFP with a proposal to provide air flight and accommodation management services or a single management service for air flights or accommodations. The DFA's only request is to submit your proposal and price estimates for each service separately and with consideration of Section 7 (Evaluation Criteria). The DFA is not

obligated to select one service provider for all services and will be selecting service providers based on the Evaluation Criteria above.

Bid Validity

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

Award Notification

DFA reserves the right to make an award without further discussion. The issuance of this RFP does not bind the DFA to bear any costs incurred by bidders in the preparation and submission of their proposals.

Questions and Answers on the RFP

All questions regarding this Request for Proposals (RFP) must be submitted no later than July 27, 2026. Responses to all submitted questions will be published on our official Facebook page on July 31, 2026.

Jurisdiction

Submissions are not restricted by geographic location. All eligible bidders, regardless of jurisdiction, are invited to participate in this procurement process.