

Tajikistan Football Federation (TFF)

Request for Proposal (RFP)

Construction & Installation Hybrid Grass Football Pitch at Hisor Cenral Stadium. (Playing Area 105x68) (Total Area 110x72):

(November 2023)

Purpose of this document

Tajikistan Football Federation is issuing this Request for Proposal (RFP) document to artificial and natural pitches manufactory companies ("Prospective Bidders") to receive proposal for this project ("Scheme").

From the RFP exercise, Tajikistan Football Federation expects to select and contract with a preferred supplier for the delivery of the said services based on **Tajikistan Football Federation** requirements under an agreement.

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

About Tajikistan Football Federation (MA)

- Tajikistan Football Federation is the governing body of football in the Republic of Tajikistan. The main purpose of TFF is development and popularization of football in Tajikistan.
- TFF is a legal entity established in accordance with the legislation of the Republic of Tajikistan.
- TFF is a member of FIFA and AFC.
- TFF carries out its activities in close cooperation with the Committee of Youth Affairs, Sports and Tourism under the Government of the Republic of Tajikistan, the National Olympic Committee of Tajikistan and other public and state bodies on the basis of mutual cooperation.
- TFF acquires the legal capacity of a legal entity from the moment of its state registration in the organs of justice of the Republic of Tajikistan.
- TFF is a non-profit, independent, self-governing organization that operates on the principles of openness, voluntariness, equality and democracy.
- TFF is formed with unlimited period of activity.

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PART A GENERAL

1.1 Confidential Information

Upon receipt of this RFP document, you acknowledge that the information contained herein is confidential and proprietary to the **Tajikistan Football Federation** 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 TFF.

1.2 Structure of this RFP

This RFP is organised as follows:

- In this **PART A**, you will find the general RFP process and response instructions;
- In **PART B**, you will find the **Tajikistan Football Federation** requirements in respect of TFF project and
- In **PART C**, you will find the Pricing Matrix.

1.3 Instructions to Prospective Bidders

1.3.1 Intention to Participate

All Prospective Bidders who are interested to bid for this Project are required to confirm their participation by 25 November 2023_by e-mail to:

- **Tajikistan Football Federation**
Email: tajikfootball@yahoo.com; tjk@the-afc.com

1.3.2 Submission of Quotation Proposal by mail and email.

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

- a) **One (1) hard copy** of the Prospective Bidder's **Company Prospectus** outlining information relating to the Prospective Bidder including without limitation, company background, company audited accounts for the past two (2) years, list of company directors, shareholders' equity and percentage; and

- b) **One (one) hard copy** 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**.

The documents referred to in (a) and (b) above shall be sealed and labeled separately to read as "Company Prospectus" and "Financial Proposal" and sent together with the remaining documents in one (1) package as follows: -

CONFIDENTIAL

RFP – Construction & Installation of Hybrid Grass Football pitch at Hisor Cenral Stadium.

(Playing Area 105x68)
(Total Area: 110x72)

Addressed to:

TAJIKISTAN FOOTBALL FEDERATION
14/3 AYNI STREET,
734025 Dushanbe, TAJIKISTAN
Tel: +992 44 620 8181
Fax: +992 44 620 8282
E-mail: tajikfootball@yahoo.com
Website: www.fft.tj

Soft copies of the documents in (a) and (b) above shall be sent by email to:
tajikfootball@yahoo.com; tjk@the-afc.com

Documents served by hand shall be submitted to the **Tajikistan Football Federation** reception desk for acknowledgement of receipt.

All required documents shall be submitted in the prescribed format as provided for in this RFP to enable the Tajikistan Football Federation to efficiently evaluate the respective submissions on or before 15 December 2023.

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

Upon receipt of submission, the **Tajikistan Football Federation** 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, to the **TFF** administration at **TFF House** in **the form of presentation**, on a date to be advised by the **TFF**. Each shortlisted Prospective Bidder will be allocated a maximum of 30 minutes' presentation to propose their best and most cost-effective solution to meet **TFF's** requirements for the proposed Project, while ensuring a high level of Service. This time shall also be used for open discussions about the details of the Project.

The **Tajikistan Football Federation** 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 **TFF's** decision.

The **Tajikistan Football Federation** shall award the contract to the most successful bidder whose proposal, after being evaluated, is considered to be the most responsive to the needs and requirements of the **TFF**.

1.3.3 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 Tajikistan Football Federation:

Activity	Date
Issuance of RFP document to Prospective Bidders	17 November 2023
Confirmation of intention to participate	25 November 2023
Submission of quotation documents	15 December 2023
Evaluation and clarification	17 December 2023
Shortlist of selected bidder	23 December 2023
Presentation by shortlisted bidder, if necessary	10 January 2024
Selection of preferred bidder	12 January 2024
Start negotiations	TBC
Contract ready for signature	TBC

1.3.4 Best and Final Offer

Tajikistan Football Federation reserves the right, at its discretion, to request a best and final offer in respect of the submissions received hereunder. However, Prospective Bidders are advised that rejection of the quotation proposal submitted may be made without such request or further discussions. Therefore, it is strongly suggested that Prospective Bidders present their best offer at the outset when submitting their quotation proposals.

Tajikistan Football Federation 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.

1.3.5 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 **USD**

1.3.6 Validity of the Quotation Proposal

All quotation proposals submitted should be valid for duration of three (3) months from the date of submission.

1.3.7 Costs

Prospective Bidders shall bear all costs associated with the preparation and submission of their respective quotation proposals. **Tajikistan Football Federation** 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.

1.3.8 Service Agreement

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

1.4 RFP Enquiries

Prospective Bidders are advised to 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 shall be made in writing and directed via e-mail to:

● **Tajikistan Football Federation**

Email: tajikfootball@yahoo.com; tjk@the-afc.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 **Tajikistan Football Federation's** 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 **Tajikistan Football Federation** will only answer questions directly related to this RFP as outlined above. The **TFF** reserves the right to copy any question submitted by a Prospective Bidder, and the **TFF's** answer to that 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, as a result 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 **TFF** 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 **TFF**, 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 **TFF** to the prospective bidder.

Prospective Bidders shall be required to notify the **TFF** 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 **TFF** may, at its absolute discretion decide on the appropriate course of action to be taken against the Prospective Bidders and such decision of the **TFF** 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 TFF's requirements relating to the Project. The requirements set out herein are non-exhaustive and the TFF reserves the right to amend the same at any time, at its discretion.

2.1

Tajikistan Football Federation Requirements; Construction & Installation standard-size Hybrid Football Pitch at Hisor Cenral Stadium and the project shall be completed by 31 May 2024.

Requirement for Hybrid Grass Field:

1. Removal of the artificial turf.
2. Pitch Subbase Preparation according to the project (Project propose by company)
3. Installation Hybrid Pitch (Total Size: 110x72) – (Playing Area size: 105x68)
4. Drilling of the well, installation of an appropriate pump.
5. Construction of water tank (reservoir).
6. Construction and installation of pumping station.
7. Expansion of the field area up to 110x72 meters
8. Rainwater and drainage troughs and wells around the field.
9. Provide project of hybrid field with drainage and irrigation system.
10. Installation of the drainage system of the field, in compliance with all requirements.
11. Installation of irrigation system, taking into account all regulations and requirements.
12. To choose the seed varieties adapted to the local climate.

13. Goals with metal loops for fixing the net – (Set).
14. Corner flags – (Set).
15. Multi-purpose professional tractor (at least 56 hf) for field maintenance.
16. Aerator (with a working depth of at least 200mm)
17. Sand Spreader
18. Seed Spreader
19. DRAG MAT for leveling
20. Self-propelled reel Grass mower.
21. Honda Grass mower with a blade volume of at least 50 cm.
22. Field Sprayer (more than 200 liters).
23. Fertilizer spreader (Cart)
24. Line marking machine for standard pitch.
25. The Hybrid Grass Field should include a minimum three (3) year warranty

PART C FINANCIAL PROPOSAL

Pricing Matrix **(Construction Hybrid Grass Field)**

S.No	Item	Quantity	Unit Rate (USD)	Amount (USD)
1.	<u>Hybrid Grass Football Field</u> <u>Size = Total area: 110mx72m</u> <u>Playing area: 105mx68m</u> - Removal of the artificial turf. - Pitch Subbase Preparation according to the project (Project propose by company) - Installation Hybrid Pitch with drainage and irrigation systems. (Total Size: 110x72) (Playing Area size: 105x68) - Drilling of the well, installation of an appropriate pump. - Construction of water tank (reservoir). - Construction and installation of pumping station. - Goals with metal loops for fixing the net – (Set). - Corner flags – (Set). - Multi-purpose professional tractor (at least 56 hf) for field maintenance. - Aerator (with a working depth of at least 200mm) - Sand Spreader - Seed Spreader - DRAG MAT for leveling - Self-propelled reel grass mower. - Honda Grass mower with a blade volume of at least 50 cm. - Field Sprayer (more than 200 liters).	Item: Item: Item: Item: Item: Item: Item: Item: Item: Item: Item: Item: Item: Item: Item:		

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	17. Fertilizer spreader (Cart) 18. Line marking machine for standard pitch.	Item:		
	Sub Total			
	Shipping/Transportation Costs			
	Custom/Import Duties			
	GST/VAT			
	Total Amount for the Artificial Pitches			

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 Construction & Installation standard-size football pitch of Hybrid Grass at Hisor Cenral Stadium for the **Tajikistan Football Federation**, hereby confirm that we **are/are not (tick whichever applicable)** aware of a conflict of interest or any potential conflict of interest in relation to the submission of our quotation proposal to the **Tajikistan Football Federation**.

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

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We have not made, and will not purport to make, any offer of any kind to the Tajikistan Football Federation 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 **Tajikistan Football Federation** 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	
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