



Northern Mariana Islands Football Association

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NORTHERN MARIANA ISLANDS FOOTBALL ASSOCIATION

PROCUREMENT REGULATIONS

Northern Mariana Islands Football Association (NMIFA), is committed to achieving 'best practice' purchasing processes and procedures that are transparent, accountable, controlled and maintain sustainable relationships with vendors, suppliers, and contractors. The policy set forth in this document establishes standards and guidelines for the procurement of equipment, apparel, supplies, construction, and services to ensure that they are obtained as economically or provide best value through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

Code of Conduct

A Code of Conduct shall govern the actions of NMIFA, including Executive Committee Members, employees, volunteers or agents who are engaged in any aspect of procurement, including - but not limited to - purchasing of goods and services; awarding contracts; or the administration of and supervision of contracts.

Procurement Cycle

Where practical, Term Agreements should be established (using a competitive process) with Approved Suppliers that will facilitate the overall procurement cycle and will provide the most cost-effective outcome for the NMIFA.

The most cost-effective outcome considers: the cost of goods and services; transport/delivery costs; cost of parts; on-going maintenance and servicing costs; installation and de-installation costs; operating costs (e.g. energy, water, paper toner, chemicals, software, etc.); and disposal costs where applicable.

This Procurement Policy has been developed to outline the expectations and requirements for requisitioning, tendering/bidding, evaluating, recommending, approving, ordering, expediting, receiving, inspecting and paying for goods and services being procured for or on behalf of the NMIFA.

A. Small Purchases

Individual purchases between \$3,000 and \$10,000, and not accumulating to \$50,000 or greater in total annual costs, may be completed using the Small Purchases Procedures, which require the following:

1. Minimum of three over-the-telephone or email quotations or rate, price, etc;
2. Written memorandum of verbal quotations and reasons for choice of supplier; and
3. For purchases of less than \$3,000, good faith efforts will be made to obtain the lowest and best price, but documentation of the selection process are not required.

B. Purchases over \$10,000 but less than \$50,000

1. Purchases not accumulating to \$50,000 or greater in total annual costs, will require written estimates or quotations from at least three suppliers/vendors. If no estimates or quotations from at least three suppliers/contractors are available, a statement explaining the procurement will be prepared and filed.
2. No legal advertisement or invitation for bid is required.
3. The supplier is selected primarily based on lowest price, but may be selected based on value, by considering other factors such as quality, past performance, risk, proximity, delivery time, operating costs, installation costs, disposal costs, etc. Should a supplier or contractor that did not provide the lowest price be selected, the basis for the selection shall be documented.

C. Competitive Sealed Bids

When detailed specifications for goods or services to be procured can be prepared and the cost of the contract, lease, or other agreement for materials, supplies, equipment, or contractual services, is \$50,000 or greater, an Invitation for Bid ("IFB") or Request for Proposal (RFP) shall be prepared. The IFB or RFP will:

1. State a clear and accurate description of the technical requirements for the material, product or service to be procured;
2. Specify time and location for the opening of the bids;
3. State criteria for awarding the bid;
4. Be published in a newspaper of general circulation or posted on a website;
5. NMIFA may also solicit sealed bids from responsible prospective suppliers or contractors by sending them a copy of the IFB;
6. The supplier or contractor is selected primarily based on lowest price, but may be selected based on value, by considering other factors such as quality, past performance, risk, proximity, delivery time, operating costs, installation costs, disposal costs, etc. Should a supplier or contractor that did not provide the lowest price be selected, the basis for the selection should be documented;
7. Should Asian Football Confederation funds be used, NMIFA will be guided by football governing body's procedures as provided in the listed attachments to this Procurement Policy, namely:
 - 1) Attachment 1 - Request for Proposal Template
 - 2) Attachment 2 - Tender Report Template
 - 3) Attachment 3 – Letter of Award Template

D. Procurement for Travel

Due to the football association's requirements of frequency in travel, this addendum is specific to procurement of airfare.

With potentially numerous flight options with differing price points and availability, it is important for NMIFA's travel coordinator to be clear and concise about their traveling group's needs, including the flexibility threshold of what the group will do to get the lowest fare

and/or best schedule and considering other aspects of travel like alternative dates, airports, transit time, etc. Therefore, the travel coordinator will be conscientious about procuring airfare at the lowest price, but may have the flexibility to purchase airfare at a higher price for a justifiable reason, in which case, the justification shall be documented by a written memorandum.

E. Sole Source Procurement

A contract may be awarded for a supply, service, or construction without competition under the following conditions:

- a. The Executive Director determines in writing that there is only one source for the required supply, service, or construction; or
- b. To obtain professional services for the purpose of facilitating the process of obtaining needed critical infrastructure and enhance the capability of protecting critical infrastructure of NMIFA; or
- c. To obtain professional services for special needs of NMIFA and when the qualifications and/or experience of the service provider/contractor can be justified.

For any sole source procurement pursuant to this section, a written justification for sole source procurement shall be prepared by the official with expenditure authority and shall contain the specific unique capabilities required; the specific unique capabilities of the contractor; the efforts made to obtain competition; and the specific considerations given to alternative sources and specific reasons why alternative sources were not selected.

F. Expedited Purchasing in Special Circumstances

When special circumstances require the expedited procurement of goods or services including professional services for the purpose of facilitating the process of obtaining needed critical infrastructure or services, the Executive Director may request that the General Secretary and the NMIFA President approve expedited procurement without the solicitation of bids for proposals.

The factor to be considered in approving or disapproving this request shall be:

- a. The urgency of NMIFA's need for the goods or services especially if procuring specifically and critically needed emergency supplies or services as described in a justification letter or memorandum by the Executive Director;
- b. The comparative costs of procuring the goods or service from a sole source or through the competitive process;
- c. The availability of the goods or service in the Commonwealth and the timeliness in acquiring it; and
- d. Any other factors establishing the expedited procurement is in the best interest of NMIFA and its stakeholders.

Upon the Executive Director's written determination that the factors above justify an expedited purchase, he/she shall process the necessary document(s) and assist the official with the expenditure authority in procuring the required goods or services in the most efficient manner.

If the Executive Director determines that the request for the expedited procurement did not meet the criteria, he should promptly notify the official with the expenditure authority of his disapproval in writing.

The expedited procurement shall be as competitive as possible under the circumstances.

General Requirements

All NMIFA associated Executive Committee Members, Administrative Officials, Coaches, Support Staff, Volunteers, and Members involved in the procurement cycle will meet the following requirements:

- a. Where Purchase Orders of goods include the use of the NMIFA logo, colors or name (or those of any Sponsors), the relevant brands/artwork/words must be approved by the NMIFA Board to ensure suitability and compliance with applicable regulations.
- b. The splitting of Purchase Orders or Contracts to keep within threshold limits is not allowable under this policy and threshold limits apply to the total cost (not the individual component or line-item cost).
- c. Requisitions must be raised to initiate the procurement cycle that include quantities, descriptions, specifications, units, estimated costs and required delivery time. Requisitions must be reviewed/approved by the NMIFA Treasurer or General Secretary.
- d. Documented tenders must be obtained from at least two or three (as applicable) competent Suppliers/Contractors (except in the cases of sole sourcing via existing Term Agreements), quoting against the requisition criteria.
- e. Tender lists must be endorsed by the NMIFA General Secretary or the NMIFA President.
- f. Evaluation of tenders must be completed, taking into the account all relevant cost, quality and delivery criteria.
- g. Award for a Purchase Order must be approved by the Treasurer or General Secretary.
- h. Recommendations to award a Contract over \$50,000 must be approved by the NMIFA President and forwarded to the NMIFA Board for approval/ratification.
- i. A Purchase Order or Contract must be raised for all applicable good and services, clearly defining any relevant quantities, units, descriptions, specifications, pricing, GST applicability, delivery date/location, etc.
- j. The Originator of the Purchase Order or Contract is responsible for expediting the goods or services, arranging receipt of the goods or services, and inspecting the goods or services tenure compliance with requirements.
- k. Once receipt and inspection requirements have been satisfied, a copy of the Purchase Order or Contract should be endorsed and forwarded to the CFO/Treasurer for payment to be arranged.
- l. The NMIFA procurement cycle will also, wherever practical and commercially viable, aim to utilize the goods and services of its current Sponsors.

MEMBER ASSOCIATION

Request for Proposal (RFP)

(Insert Title of Project)

(Insert Date)

Purpose of this document

[Member Association] is issuing this Request for Proposal (RFP) document to (Insert genre of companies in relation to the title of project) ("Prospective Bidders") to receive (Insert purpose of Project) ("Scheme").

From the RFP exercise, [Member Association] expects to select and contract with a preferred supplier for the delivery of the said services based on [Member Association's] requirements under an agreement.

Prospective Bidders should note that this RFP does not constitute an offer on the part of [Member Association]. No agreement or any other binding obligation on [Member Association] 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 [Member Association] to enter into any binding legal relationship with any of the Prospective Bidders.

About [Member Association] (MA)

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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 [Member Association] 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 [Member Association].

I.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 [Member Association's] requirements in respect of (insert brief description of Project); 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 (Insert preferred Dateline for RFP to be submitted) by e-mail to:

- [Member Association]
Email:

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 [to add/remove any other documentations depending on relevant Project]:

- 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 audited accounts for the past two (2) years, list of company directors, shareholders equity and percentage; 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 AppendixA.

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 – (Insert Title of Project)

Addressed to:

[Member Association]

Documents served by hand shall be submitted to the [Member Association] 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 [Member Association] to efficiently evaluate the respective submissions on or before (Insert preferred Dateline for RFP to be submitted).

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

Upon receipt of submission, the [Member Association] 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 [Member Association] administration at [Member Association] House in [], on a date to be advised by the [Member Association]. Each shortlisted Prospective Bidder will be allocated a maximum of (insert duration of presentation) to propose their best and most cost-effective solution to meet [Member Association'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 [Member Association] 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 [Member Association's] decision.

The [Member Association] 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 [Member Association].

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 [Member Association]:

Activity	Date
Issuance of RFP document to Prospective Bidders	(Insert Date)
Confirmation of intention to participate	(Insert Date)
Submission of quotation documents	(Insert Date)
Evaluation and clarification	(Insert Date)
Shortlist of selected bidder	(Insert Date)
Presentation by shortlisted bidder, if necessary	(Insert Date)
Selection of preferred bidder	(Insert Date)
Start negotiations	(Insert Date)
Contract ready for signature	(Insert Date)

1.3.4 Best and Final Offer

[Member Association] 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.

[Member Association] 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 [Currency]

I.3.6 Validity of the Quotation Proposal

All quotation proposals submitted should be valid for (insert duration of validity of quotation proposals) from the date of submission.

I.3.7 Costs

Prospective Bidders shall bear all costs associated with the preparation and submission of their respective quotation proposals. [Member Association] 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 [Member Association] 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 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:

- [Member Association]

Email:

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
- (Insert any other relevant request)

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 [Member Association] 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 [Member Association] will only answer questions directly related to this RFP as outlined above. The [Member Association] reserves the right to copy any question submitted by a Prospective Bidder, and the [Member Association'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 [Member Association] 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 [Member Association], 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 [Member Association] to the prospective bidder.

Prospective Bidders shall be required to notify the [Member Association] 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 [Member Association] may, at its absolute discretion decide on the appropriate course of action to be taken against the Prospective Bidders and such decision of the [Member Association] 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 [Member Association's] Requirements (Insert the relevant requirements as per particular Project as requirements will differ on a project to project basis).

PART C FINANCIAL PROPOSAL

Pricing Matrix (Insert, where required, the pricing breakdown)

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 (to insert the project title) for the [Member Association], 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 [Member Association].

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 [Member Association] 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 [Member Association] 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	

TENDER REPORT

[MEMBER
ASSOCIATION]

AFC PRESIDENT'S INFRASTRUCTURE INITIATIVE
PROJECT [TITLE OF PROJECT]

[DATE]

I. Project Details

MA Tender Committee

Tender Committee Members

Name	Designation

Observer

Independent Auditor

Name: _____

2. Tender Timeline

Activity	Timeline
1. Tender Invitation Date (Issuance of RFP document to Prospective Bidders)	
2. Confirmation of Intention to Participate	
3. Submission of Proposal Documents	
4. Evaluation and Clarification	
5. Shortlisted Bidders	
6. Selection of Preferred Bidder	
7. Contract Ready for Signature	

3. Issuance of RFP to Prospective Bidders

The tender exercise was conducted based on Open Tender. The RFP was issued to [number] prospective firms from [date] onwards. (See *List of Prospective Bidders as per item 4 of this report.*)

4. Confirmation of Participation as at dd/mm/yyyy

No	Prospective Bidders	Tender Invitation Date	Confirmation of Intention to Participate by [dd/mm/yy]		
			Response date	Yes/No	Reasons For Not Participating
1.					
2.					
3.					
4.					
5.					
6.					
7.			-	-	
Total Number of Confirmed Participation = [number]					

5. Tender Received as of dd/mm/yyyy

- Number of tenders received: [number].
- Details of tenders received:

Tenderers	Tendered Sums
1.	
2.	
3.	
4.	

- The tender bids received conformed with the requirements of the tender document.
- No Conflicts of Interest were identified during the tender process.

6. Selection of [Company/Vendor/Contractor]

Financial Implication:

Appendix I – Delivery and Payment Schedule to be submitted by the Member Association

Prepared by
MA Project Manager

Observed by
Independent Auditor

Name:

Name:

.....

.....

Signature:

Signature:

.....

.....

Date:

Date:

Recommend By
MA Tender Committee

Name:

Name:

Name:

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.....

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Signature:

Signature:

Signature:

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Date:

Date:

Date:

Name:

Name:

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Signature:

Signature:

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Date:

Date:

Approved By
General Secretary

Name:

.....

Signature:

.....

Date:

Member Association Stamp:

Date

Mr XXX

Position held within company XXX Co. Ltd.

Dear Sir/Madam

Notification of Award Contract for the XXX Project

Thank you for your proposal submitted in response to our Request for Proposal (RFP) dated dd/mm/yyyy for the XXX Project. Our Tender Committee has evaluated all proposals in accordance with the evaluation criteria set forth in the RFP.

We are pleased to inform that XXX Co. Ltd. has been awarded the XXX Project (MA to put quotation amount here).

We will contact you to discuss and formalise all terms of appointment for preparation of agreement. The final agreement will evolve from such draft negotiations.

We look forward to working with XXX Co. Ltd. Thank you

Yours sincerely

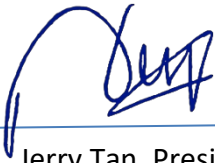
XXX

General Secretary

Adoption and Effective Date

1. The NMIFA Executive Committee approved the adoption of the NMIFA Procurement Regulations 2021 during its meeting on September 4, 2021.
2. The NMIFA Procurement Regulations 2021 will be in effect starting October 1, 2021.

Attested for the NMIFA Executive Committee by:

A handwritten signature in blue ink, appearing to read 'Jerry Tan', positioned above a horizontal blue line.

Jerry Tan, President

A handwritten signature in blue ink, appearing to read 'Rosauro D. Zapanta', positioned above a horizontal blue line.

Rosauro D. Zapanta, General Secretary