



# GUYANA FOOTBALL FEDERATION PROCUREMENT POLICY 2022

As approved by the GFF Council on August 6, 2022



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### **GENERAL**

1. In keeping with FIFA FORWARD Development Programme Regulations (7.4) and the GFF's enhanced policy of transparency and accountability, the Council will be implementing additional controls over the acquisition of goods and services. These GFF Rules of Procurement will have the additional benefits of promoting competition among suppliers and contractors, ensuring fairness and transparency in the procurement process, streamlining the supply chain, and promoting efficiency and cost reduction to the GFF.
2. It is a violation of these Rules, which will be subject to severe sanctions, if a contract is split in order to circumvent the thresholds for the procurement of goods and services.

### **DEFINITIONS**

3. In these Rules, the meaning of the words is as set out hereunder.

“construction” means all works associated with the construction, reconstruction, demolition, repair or renovation of a building, structure or works, such as site preparation, excavation, erection, building, installation of equipment or materials, decoration and finishing;

“consulting services” means services of an intellectual nature, which do not lead to a physically measurable result;

“goods” includes raw materials, products, equipment and other physical objects of every kind and description, whether in solid, liquid, or gaseous form, and electricity;

“services” means services of a general nature other than consulting and construction services;

“supplier or contractor” means, according to the context, any party or potential party to a procurement contract with the procuring entity and includes a consultant;





“tender security” means a security provided to the procuring entity to secure the fulfillment of any obligation by a supplier of goods or services and includes such arrangements as bank guarantees, surety bonds, stand-by letters of credit, cheques on which a bank is primarily liable, cash deposits, promissory notes, and bills of exchange.

## **RESPONSIBILITY FOR THE PROCUREMENT OF GOODS AND SERVICES**

4. The Procurement Authority for the GFF and its Members takes place at two levels:
  - a. The level of the Executive.
  - b. The level of the Clubs

## **FORMS OF PROCUREMENT**

5. The process of securing goods and supplies will take three forms: **Open Tendering**, **Restricted Tendering**, and **Request for Quotations**.

6. **Open Tendering**. For obtaining any goods or services with a value greater than (\$60MN), procurement by the GFF and its Members shall be by way of an open tender process. For such tendering, an invitation to tender or to prequalify, as applicable, is mandatory.

7. **Restricted Tendering**. The GFF and its Members may engage in procurement by restricted tendering as shown hereunder:

- a. When the goods, construction or services by reason of their highly complex or specialized nature, are available only from a limited number of suppliers or contractors, in which case all such suppliers or contractors shall be invited to submit tenders.
- b. If the estimated cost of the contract is greater than the sum of (\$10M).
- c. When the restricted tendering procedure is used, only suppliers or contractors invited by the procuring entity due to their qualifications can submit tenders.

8. **Request for Quotations**. The GFF and its Members may engage in procurement by means of a request for quotations as set out hereunder:

- a. Provided that the estimated value of the procurement contract does not exceed (\$10M).
- b. Before awarding a contract under this section, the GFF and its Members shall obtain



and compare quotations from as many qualified suppliers or contractors as feasible, but not fewer than three.

c. The GFF and its Members shall make its best efforts to check prices on the Internet to ensure the reasonableness of quoted prices.

d. Each supplier or contractor is permitted to give only one price quotation and is not permitted to change its quotation. No negotiations shall take place between the GFF and its Members and a supplier or contractor with respect to a quotation submitted by the supplier or contractor.

e. The GFF and its Members contract shall be awarded to the supplier or contractor that submitted the lowest-priced quotation that complied with the requirements of the invitation.

#### **GFF PROCUREMENT THRESHOLDS**

9. The matrix hereunder sets out the procurement thresholds applicable to the GFF and its Members:

Open Tendering		Restricted Tendering		Request for Quotation	
GFF	Members	GFF	Members	GFF	Members
G\$60M and above	G\$10M and above	G\$10M - 59.99 M	G\$ 1-10M	\$1-10 M	Under G\$1M

*Georgetown, 3<sup>rd</sup> October, 2022*  
**Place and date**

*I. Alves*  
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Rev. Ian Alves

**General Secretary**

*Wayne S. Forde*  
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Wayne S. Forde

**President**