



GUAM VISITORS BUREAU  
REQUEST FOR PROPOSAL  
**TOURISM DESTINATION  
REPRESENTATION SERVICES IN CHINA**

RFP Number:

RFP Title:

**GVB RFP NO. 2011-012**

**Tourism Destination  
Representation Services in China**

RFP Due Date and Time:

**Friday, September 9, 2011**

Number of Pages:

**23**

ISSUING AGENCY INFORMATION

GUAM VISITORS BUREAU

Issue Date:

**Friday, August 5, 2011**

Mrs. Joann G. Camacho  
General Manager

401 Pale San Vitores Road  
Tumon, Guam 96913  
Phone: (671) 646-5278  
Fax: (671) 646-8861  
Website: www.visitguam.org

INSTRUCTIONS TO OFFERORS

Delivery of Proposal

*By U.S. Mail or Deliver Only to the attention of:*

**Mrs. Joann G. Camacho  
General Manager  
Guam Visitors Bureau  
401 Pale San Vitores Road  
Tumon, Guam 96913**

Mark Face of Envelope/Package:

**RFP Number: 2011-012  
RFP Due Date: Friday, September 9, 2011**

Special Instructions:

**Mark "Confidential RFP Document"  
on envelope**

**IMPORTANT: SEE TERMS AND CONDITIONS  
OFFERORS MUST COMPLETE THE FOLLOWING**

Offeror Name/Mailing Address:

Authorized Offeror Signatory:

(Please print name and sign in ink)

Offeror Title:

Offeror Email Address:

Offeror Telephone Number:

Offeror FAX Number:

**OFFERORS MUST RETURN THIS COVER SHEET WITH RFP RESPONSE**





**OFFEROR'S RFP CHECKLIST**

The 10 Most Critical Things to Keep in Mind When Responding to an RFP for GVB

1.	_____	<b>Read the <u>entire</u> document.</b> Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2.	_____	<b>Note the procurement officer's name, address, phone numbers and e-mail address.</b> This is the only person you are allowed to communicate with regarding the RFP and is an excellent source of information for any questions you may have.
3.	_____	<b>Attend the pre-proposal conference</b> if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify GVB of any ambiguities, inconsistencies, or errors in the RFP.
4.	_____	<b>Take advantage of the "question and answer" period.</b> Submit your <b>written</b> questions to the procurement officer by the due date listed in the Schedule of Events and view the answers given. Should an addendum be required, GVB will issue a formal "addenda" for the RFP. All addenda issued for an RFP are posted on GVB's website.
5.	_____	<b>Follow the format required in the RFP</b> when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6.	_____	<b>Provide complete answers/description.</b> Read and answer <b>all</b> questions and requirements. Don't assume GVB or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with GVB. The proposals are evaluated based solely on the information and materials provided in your response.
7.	_____	<b>Use the forms provided</b> , i.e., cover page, "ALL" Affidavit forms, etc.
8.	_____	<b>Check the GVB website for RFP addenda.</b> Before submitting your response, check the GVB website at <a href="http://www.visitguam.org">http://www.visitguam.org</a> to see whether any addenda were issued for the RFP. If so, you must submit a signed copy of the addendum for each addendum issued along with your RFP response.
9.	_____	<b>Review and read the RFP document again</b> to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10.	_____	<b>Submit your response on time.</b> Note all the dates and times listed in the Schedule of Events and within the document, and be sure to submit all required items on time. Late proposal responses are <b>never</b> accepted.

This checklist is provided for assistance only and should not be submitted with the Offeror's Response.

