



UEFA  
**EURO2016**  
FRANCE



Invitation to Express Interest  
CLEANING SERVICES  
STADIA PERIMETER AREAS



1. Introduction .....	3
2. The Selection Process.....	3
3. Submissions of Expression of Interest.....	4
4. Required Information and Documentation.....	5
5. Legal Provisions .....	6
Appendix 1: Statement of Undertaking .....	8



## 1. Introduction

UEFA EURO 2016™ will be held in France from 10 June to 10 July, 2016. In total 51 matches will be played in 10 venues. UEFA, together with its French-based subsidiary “EURO 2016 SAS”, wishes to select a company responsible for the cleaning services for the venues perimeter areas managed by UEFA (excluding inside the venues). For such purposes, UEFA intends to organise a tendering process (“Tender”).

All references to UEFA shall be deemed to include EURO 2016 SAS and vice versa.

## 2. The Selection Process

The process for the selection of a company(ies) responsible for the cleaning services for the venues perimeter areas managed by UEFA (excluding inside the venues) for UEFA EURO 2016™, as currently planned, is divided into two-phases:

- ✱ Phase 1 – Invitation to Express Interest: the initial, pre-Tender phase during which UEFA collects information regarding the candidate(s) based on which it evaluates eligibility of such candidate(s) to participate in Phase 2;
- ✱ Phase 2 – The Tender: the tender for the selected candidate(s) and/or any other entities invited by UEFA, during which UEFA will evaluate proposals and subsequently select and appoint a qualified company to provide the required services for UEFA EURO 2016™.

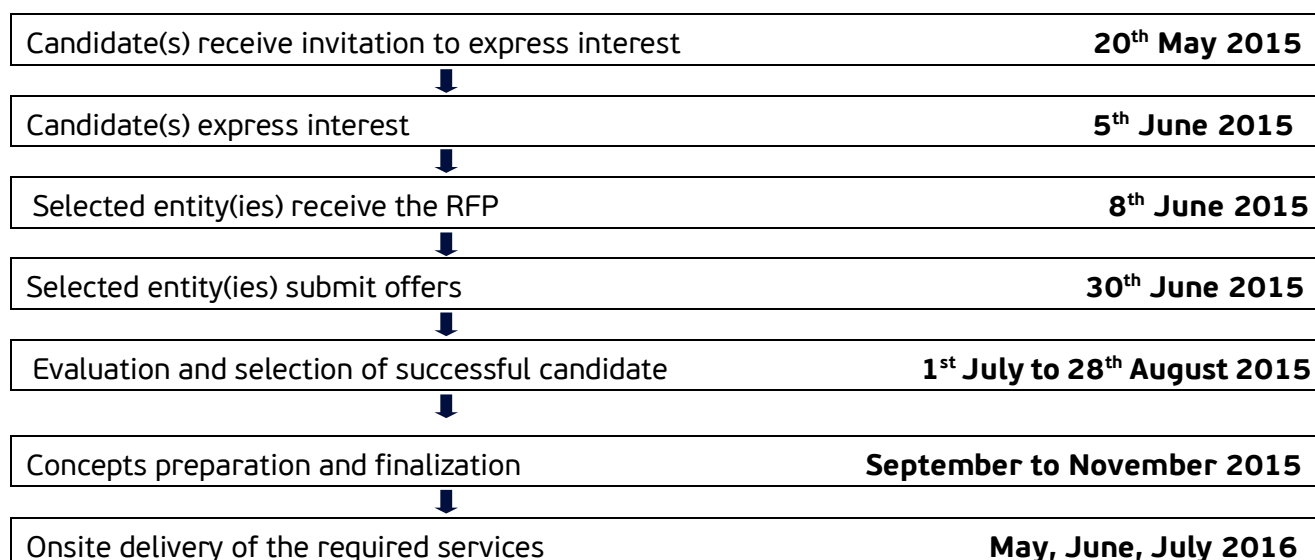
The services shall be provided in the 10 host cities of UEFA EURO 2016™. Consequently, the services are divided into several lots, as follows:

- Lot n°1: Cleaning BOR
- Lot n°2: Cleaning LEN
- Lot n°3: Cleaning LIL
- Lot n°4: Cleaning LYO
- Lot n°5: Cleaning MAR
- Lot n°6: Cleaning NIC
- Lot n°7: Cleaning PAR
- Lot n°8: Cleaning SDE
- Lot n°9: Cleaning SET
- Lot n°10: Cleaning TOU

All participants in the Tender will receive the Request for Proposal document (“RFP”), which will set forth all applicable terms and conditions for the Tender.



To give each candidate(s) an overview of the timing and further proceedings, EURO 2016 SAS has put into place the following tender process plan (which may be subject to change at any time, as deemed necessary by EURO 2016 SAS):



### 3. Submissions of Expression of Interest

In order to be considered eligible to participate in the Tender, interested candidate(s) shall respond to this ITEI by submitting the relevant information and documentation as set out below.

Candidate(s) shall submit to EURO 2016 SAS an official letter, on headed notepaper and in English (the "Letter") expressing their interest in participating in the Tender and requesting the RFP, no later than 5<sup>th</sup> June 2015. The Letter shall include the following supporting information:

- \* Full details of the return address and contact person for all matters in connection with this ITEI;
- \* All of the information/documents in English required in Section 4 below entitled "Required information and documentation"; and
- \* The "Statement of Undertaking" in the form provided in Appendix 1 below, duly signed by an authorised representative;
- \* The preference for the language of the RFP, i.e. in English or French version. EURO 2016 SAS reserves the right to send the RFP in its English version.

The Letter with all supporting information and documentation must be sent in hardcopy by mail and email to the following address by no later than **12.00 pm CET on 5<sup>th</sup> June 2015** to [Philippe.Vincent@euro2016.fr](mailto:Philippe.Vincent@euro2016.fr) and [purchasing@euro2016.fr](mailto:purchasing@euro2016.fr)





**Philippe VINCENT - Technical Services Manager**

EURO 2016 SAS

112 avenue Kléber – CS 81671

75773 Paris Cedex 16

Incomplete submissions which do not include all of the above information and/or documentation will be immediately rejected by EURO 2016 SAS. Upon receipt of the Letter with all required supporting information and documentation, EURO 2016 SAS shall determine, at its sole discretion, if it requires further information/documentation or clarification from any or all of the candidate(s).

In such cases, EURO 2016 SAS reserves the right to contact the relevant candidate accordingly and to request that they provide such additional information/documentation.

For general queries, please contact:

**Julien PERZO – Technical Services Coordinator (North)**

Julien.Perzo@euro2016.fr

**Vincent GAYET - Technical Services Coordinator (South)**

Vincent.Gayet@euro2016.fr

## **4. Required Information and Documentation**

Before selection of the candidate(s) that will participate in the Tender and receive the RFP, EURO 2016 SAS shall evaluate the eligibility of any candidate(s) based on the review of the following information and documentation (all documentation must be returned in English):

- \* Annual reports or key accounting figures from the last three years;
- \* Proof of strong financial standing with up-to-date declarations from the inland revenue, national treasury department or other relevant governmental body;
- \* Description of proven experience in cleaning services for sporting events;
- \* Evidence of sufficient resources and appropriate infrastructure to provide the services;
- \* Provision of an organisational chart with key personnel (need to be English-speaking);

NOTE: During the Tender, EURO 2016 SAS reserves the right to request additional information/documentation as deemed necessary including but not limited to any guarantees.



## 5. Legal Provisions

1. This ITEI does not constitute an invitation to make offers or an invitation to participate in the Tender, nor does it constitute the basis of any contract which may be concluded upon conclusion of the Tender.
2. Information collected through this Invitation to Express Interest will be used by EURO 2016 SAS solely for its analysis and will not be disclosed to the public.
3. EURO 2016 SAS reserves the right to reject any and all submissions of expression of interest, amend or supplement any rules set up herein as well to cancel part of or the entire selection process (and/or the Tender). If part of or the entire selection process is cancelled, it may be restarted at any time and any given interested candidate may or may not be invited to participate in the new selection process, at EURO 2016 SAS 's absolute discretion.
4. EURO 2016 SAS has taken all reasonable care to ensure that any information provided by EURO 2016 SAS in relation to this ITEI, the Tender and/or the RFP is accurate in all material respects. However, any such information is provided solely by way of explanation of the services which EURO 2016 SAS intends to use, and neither EURO 2016 SAS nor any of its representatives, agents or employees make any representation or warranty or accept any responsibility for the accuracy or completeness of any such information. Nor shall they be liable for any loss or damage suffered by any applicants in reliance on such information or any subsequent communication made by EURO 2016 SAS.
5. The candidate agrees that:
  - a. it (and its officers, employees, agents and advisers) shall keep confidential the terms of this ITEI and any information relating to affairs or business of EURO 2016 SAS which comes into its possession in relation to this ITEI and/or the Tender;
  - b. it shall not disclose confidential information (or any parts of it) to any third party without the prior written consent of EURO 2016 SAS, which may be given or withheld in its absolute discretion (save, where required by law);
  - c. it shall only be entitled to use confidential information for the purpose of the Tender; and
  - d. it shall not discuss the financial terms of the Tender with rival candidates.
6. Each candidate is responsible for all costs, expenses and liabilities incurred in the preparation of its Letter, any responses to requests for further information by EURO 2016 SAS and any negotiation with EURO 2016 SAS following receipt by EURO 2016 SAS of its Letter (whether or not an invitation to participate in the RFP is issued). EURO 2016 SAS shall bear no liability whatsoever in this respect.



7. Each candidate is strictly prohibited from making any form of public announcement or statement relating directly or indirectly to this ITEI, the Tender, EURO 2016 SAS, UEFA, and/or any UEFA competition (whether it is invited to participate in the Tender or not) without the prior written consent of EURO 2016 SAS, which may be given or withheld in its absolute discretion.
8. The appointment of the company to provide the Services will be subject to such selected company and UEFA or any of its subsidiaries entering into a long-form agreement(s) provided by EURO 2016 SAS in due course, which shall contain the full terms and conditions of such appointment.
9. EURO 2016 SAS shall not be liable to any interested candidate for any costs or losses arising in connection the submission of information and documentation related to this Invitation to Express Interest.



## Appendix 1: Statement of Undertaking

Name of company: \_\_\_\_\_

Tax number: \_\_\_\_\_

Address: \_\_\_\_\_

Referred to hereinafter as the "Company", hereby expresses interest in participating in the Tender for the cleaning services for the venues perimeter areas managed by UEFA (excluding inside the venues) for UEFA EURO 2016™ and requests the RFP from EURO 2016 SAS, and undertakes that:

1. No information provided nor representations made to EURO 2016 SAS are false, inaccurate or misleading;
2. None of the Company's representatives or employees shall make any form of public announcement or statement relating directly or indirectly to UEFA, EURO 2016 SAS, the Invitation to Express Interest and/or the Tender to any media without the prior written approval of EURO 2016 SAS and that any non-compliance will lead to the penalty of being held responsible for any damages caused;
3. It (and its officers, employees, agents and advisers) shall keep confidential the terms of this ITEI and any information relating to affairs or business of EURO 2016 SAS which comes into its possession in relation to this ITEI and/or the Tender, it shall not disclose confidential information (or any parts of it) to any third party without the prior written consent of EURO 2016 SAS, which may be given or withheld in its absolute discretion (save, where required by law) and it shall only be entitled to use confidential information for the purpose of the Tender;
4. All intellectual property and commercial rights in relation to UEFA, EURO 2016 SAS, UEFA EURO 2016™, Invitation to Express Interest and/or the Tender belong exclusively to UEFA;
5. it is capable of and shall comply with all legal provisions contained in the ITEI or otherwise agreed in writing with EURO 2016 SAS;
6. UEFA shall not be held responsible for any costs, expenses and/or liabilities incurred in by the Company in the preparation and submission of the information and/or documentation in response to the Invitation to Express Interest and/or any responses to requests for further information by EURO 2016 SAS;





7. Any association with UEFA, EURO 2016 SAS or UEFA EURO 2016™ in any manner whatsoever without EURO 2016 SAS's prior written approval is strictly prohibited;
8. EURO 2016 SAS shall not be required to invite the Company to participate in the Tender and reserves the right to organise any services related to the Tender itself or to re-open part of or the entire tendering process at a later stage;
9. This statement of undertaking and any related documentation shall be governed by and construed in accordance with the substantive laws of France. The place of jurisdiction shall be Paris, France;

By submitting this Statement of Undertaking (where capitalised terms shall have the meaning as defined in the Invitation to Express Interest, unless otherwise defined herein), I/we confirm that I/we have read and understood the foregoing terms and conditions issued by UEFA regarding the process for selection of a candidate(s) to provide the cleaning services for the venues perimeter areas managed by UEFA (excluding inside the venues) for UEFA EURO 2016™, and agree that the Company that I/we duly represent is/are bound by such terms and conditions.

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_ Date: \_\_\_\_\_

Place: \_\_\_\_\_ Official Stamp: \_\_\_\_\_



UEFA  
ROUTE DE GENÈVE 46  
CH-1260 NYON 2  
SWITZERLAND  
T: +41 848 00 27 27  
F: +41 848 01 27 27

EURO 2016 SAS  
112, AVENUE KLÉBER  
CS 81671  
75773 PARIS CEDEX 16  
FRANCE  
T: +33 (0)825 06 2016  
EURO2016.FR