



UEFA  
**EURO2016**  
FRANCE



UEFA EURO 2016™

Media Services & Operations / Tender Process

Supplier for Technical Equipment in Media Facilities

Phase 1 - Invitation to Express Interest



1. Introduction .....	3
2. The Selection Process.....	3
3. Submissions of Expression of Interest.....	4
4. Required Information and Documentation.....	5
5. Legal Provisions .....	5
Appendix 1: Statement of Undertaking.....	7



## 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”, wish to select a company to organise and provide the following services:

### ✦ Technical Equipment in Media Facilities.

This includes the following modules related to remote interpretation and other press conference facilities:

- Simultaneous interpretation equipment (booths and consoles) located in the IBC (International Broadcast Centre, Paris);
- Audio equipment in the IBC to route up to four language channels per press conference and to manage live up to four press conferences in parallel (total of up to 16 languages active concurrently);
- Simultaneous interpretation equipment (receivers and headsets) in stadium press conference rooms;
- Event equipment for stadium press conference rooms, including audio systems and broadcast-quality lighting;
- Operation of the above systems in ten stadiums and IBC during the full duration of the event according to a timetable set by UEFA.

For this purpose, UEFA intends to organise a tendering process (“Tender”).

## 2. The Selection Process

The process for the selection of a company 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 abovementioned services for the UEFA EURO 2016™.

Selected candidates, considered by UEFA as eligible to participate in the Tender will receive the Invitation to Tender document (“ITT”), which will set forth all applicable terms and conditions for the Tender.

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



Action	Deadline
Deadline for candidate(s) to express interest	12 June 2015
Selected entity(ies) receive the ITT	19 June 2015
Deadline for selected entity(ies) to submit proposals	10 July 2015
Selected entity(ies) conferences (via phone)	13-17 July 2015
Deadline for selected entity(ies) to submit adjusted proposals	31 July 2015
Final negotiations	14 August 2015
Appointment of supplier	21 August 2015
Signing of contract	02 October 2015
Working on-site visit with contracted supplier	12-23 October 2015

### 3. Submissions of Expression of Interest

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

Candidate(s) shall submit to UEFA an official letter, on headed notepaper and in English (the "Letter") expressing their interest in participating in the Tender and requesting the ITT. The Letter shall include the following supporting information:

- ✧ Full details of the return address and contact person for all matters in connection with this Invitation to Express Interest;
- ✧ All of the information/documents (in English only) required in Section 4 below entitled "Required information and documentation"; and
- ✧ "Statement of Undertaking" in the form provided in Appendix 1 below, duly signed by an authorised representative.

The Letter with all supporting information and documentation must be sent in hardcopy and by registered post **by no later than 18h00 CET on 12 June 2015** to the following address:

UEFA Events S.A.

Andrin Cooper

Route de Genève 46

CH-1260 Nyon 2

For general queries, please contact:

Andrin Cooper

Media Services & Operations Manager

Operations Division

[andrin.cooper@uefa.ch](mailto:andrin.cooper@uefa.ch)

For general queries, please contact also: [andrin.cooper@uefa.ch](mailto:andrin.cooper@uefa.ch)





Incomplete submissions which do not include all of the above information and/or documentation will be immediately rejected by UEFA.

Upon receipt of the Letter with all required supporting information and documentation, UEFA 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, UEFA reserves the right to contact the relevant candidate accordingly and to request that they provide such additional information/documentation.

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

Before selection of the candidate(s) that will participate in the Tender and receive the ITT, UEFA 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 only):

- ✦ 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;
- ✦ Provision of an organisational chart with key personnel (need to be English-speaking and adequately trained management personnel);
- ✦ Evidence of sufficient resources and appropriate infrastructure to provide such services: Overview about employees in total and dedicated to the tendered subject as well as an overview and specification about technical event equipment owned by the candidate(s); and
- ✦ Description of proven experience in implementing any comparable scope on live entertainment programmes for sports or large events. Please mention as well any events or entertainment programmes held in France.

NOTE: The requirement to submit the abovementioned information is mandatory for all candidates, including former and current suppliers of UEFA, UMET, UEFA Events SA, Euro 2012 S.A., Euro 2008 S.A., Euro 2004 S.A. or any other affiliated organisations. Please be informed that no exceptions will be made. During the Tender, UEFA reserves the right to request additional information/documentation as deemed necessary including but not limited to any guarantees.

#### **5. Legal Provisions**

1. This Invitation to Express Interest 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 UEFA solely for its analysis and will not be disclosed to the public.
3. UEFA 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 UEFA's absolute discretion.

4. UEFA has taken all reasonable care to ensure that any information provided by UEFA in relation to this Invitation to Express Interest, the Tender and/or the ITT is accurate in all material respects. However, any such information is provided solely by way of explanation of the services which UEFA intends to use, and neither UEFA 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 UEFA.
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 UEFA 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 UEFA, 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 UEFA and any negotiation with UEFA following receipt by UEFA of its Letter (whether or not an invitation to participate in the ITT is issued). UEFA 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, UEFA, and/or any UEFA competition (whether it is invited to participate in the Tender or not) without the prior written consent of UEFA, 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 UEFA in due course, which shall contain the full terms and conditions of such appointment.
9. UEFA 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 ‘Technical Equipment in Media Facilities’ for the UEFA EURO 2016™, and undertakes that:

1. No information provided nor representations made to UEFA 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, the Invitation to Express Interest and/or the Tender and/or the proposal(s) resulting from the Tender to any media without the prior written approval of UEFA 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 Invitation to Express Interest and any information relating to affairs or business of UEFA which comes into its possession in relation to this Invitation to Express Interest 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 UEFA, 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, UEFA EURO 2016™, Invitation to Express Interest and/or the Tender and any proposals resulting from the Tender shall belong and/or accrue exclusively to UEFA;
5. It is capable of and shall comply with all legal provisions contained in the Invitation to Express Interest or otherwise agreed in writing with UEFA;
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 UEFA;
7. Any association with UEFA or the UEFA EURO 2016™ in any manner whatsoever without UEFA’s prior written approval is strictly prohibited;
8. UEFA 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 Switzerland. The place of jurisdiction shall be Nyon, Switzerland.

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 related services for 'Technical Equipment in Media Facilities' for the 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: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_\_

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