



UEFA
EURO2016
FRANCE



Invitation to Express Interest
Interpreter services for media
UEFA Media Services & Operations



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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 interpreter services for media. 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.

For the avoidance of the doubt, the exact services that shall be included within the scope of this Tender are explained below.

The concept of remote interpretation has become a regular feature of major football competitions in recent years, including the 2010 and 2014 FIFA World Cups and UEFA EURO 2012™.

UEFA Media Services & Operations intends to offer remote interpretation for all UEFA EURO 2016™ pre- and post-match press conferences, as well as post-match interviews conducted on the multi-lateral (international) signal. The same service will be offered for any press conferences held by UEFA at match stadiums during the tournament. All interpretation services will be conducted from the International Broadcasting Centre in Paris.

According to the match schedule, interpretation will be required for 102 pre-match press conferences, 102 post-match press conferences and 51 sets of post-match interviews. In addition, some matchdays will feature three matches (at 15:00, 18:00 and 21:00 respectively) and others will feature four matches (two kicking off at 18:00 and two at 21:00). Taking into account these kick-off times, as well as the pre-defined MD-1 press conference slots that teams may choose, UEFA calculates that up to four press conferences will take place simultaneously on some days.

The total number of interpreters required depends on the, participating national teams and their respective languages. UEFA reserves the right to review the numbers of interpreters after the Final Draw and adjust them if necessary.

Interpretation will be offered in English, French and the languages of the competing teams in any given match (if different). Pre-match press conferences must feature the head coach and at least one player, who may appear jointly or separately at the team’s discretion. Post-match press conferences feature only the head coach. Post-match interviews requiring interpretation are harder to gauge in terms of number, but will take place immediately after the final whistle and last for approximately 10 minutes.



2. The Selection Process

The process for the selection of a company(ies) responsible for interpreter services for media 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™.

All participants 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(s) 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	24 July 2015
Final negotiations	31 July 2015
Appointment of supplier	07 August 2015
Signing of contract	04 September 2015
Working on-site visit to IBC with contracted supplier	9-20 February 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 ITEI 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, no later than 12 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 Letter with all supporting information and documentation must be sent by email to the following address by no later than 17:00 CET on 12 June 2015:

Andrin Cooper, UEFA Media Services & Operations Manager

Andrin.cooper@uefa.ch

For general queries, please contact:

Andrin Cooper

Andrin.cooper@uefa.ch

+41 22 707 2781

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):

- * 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 provision of interpreter services for media;
- * Evidence of sufficient resources and appropriate infrastructure to provide the services;
- * Provision of an organisational chart with key personnel (need to be English-speaking and adequately trained management personnel);

NOTE: 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 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 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 ITEI, 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 the interpreter services for media for UEFA EURO 2016™ and requests the ITT from UEFA, 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 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 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, 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 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 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 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 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 interpreter services for media 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: _____



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