



UEFA EUROPA LEAGUE FINAL 2019: PROCUREMENT OF CASUAL  
UNIFORMS

# Invitation to express interest

## 1. Introduction

UEFA wishes to select one or several company(ies) for the procurement of casual uniforms for the UEFA Europa League Final 2019.

The selected company will be responsible for producing, packing and delivering the casual uniforms for the UEFA Europa League Final 2019.

Depending on the future needs of UEFA, the selected company or companies may be asked to extend their services to the UEFA Europa League Finals 2020 and 2021, as well as to other smaller events.

Casual uniform packs will consist of the following items:

- Polos or t-shirts
- Tracktops
- Rain jackets
- Football shirts for youth programme
- Football shorts for youth programme
- Football socks for youth programme
- Caps
- Backpacks

All items, excluding caps and backpacks, will be needed in men/women styles and in a wide range of sizes.

For such purposes, UEFA intends to organize a tendering process ("Tender").

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## 2. The Selection Process

The process for the selection of company(ies) for the procurement of casual uniforms 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(ies) for the procurement of casual uniforms for the UEFA Europa League Final 2019 and potentially other events.

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.

For both phases of the selection process UEFA will use a platform called Bonfire. All documents requested will need to be uploaded on the platform. The phase 1 of the project will be public on the platform. The phase 2 will only be on invitation for the selected candidates.

Link to the Bonfire platform: <https://uefa.bonfirehub.com>

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):

Project opening on Bonfire platform and publication on uefa.com	29 June 2018
↓	
Deadline for entity to submit Declaration of interest	20 July 2018
↓	
Selected entities receive the ITT	27 July 2018
↓	
Selected entities submit their Proposal for the Tender	31 August 2018
↓	
Selection of short-listed Applicants	14 September 2018
↓	
Proposal presentations to UEFA, incl. samples	22-26 October 2018
↓	
Supplier(s) appointment (subject to contract)	9 November 2018

### 3. Submissions of Expression of Interest

In order to be considered 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, via the Bonfire platform.

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, by no later than 20 July 2018. 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 to this Invitation to Express Interest, duly signed by an authorized representative from the interested entity.

The Letter and all supporting information and documentation must be uploaded and submitted via the Bonfire platform by no later than 18h00 CET on 20 July 2018.

For general queries, please contact:

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**Brand Production Manager**

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Questions can also be sent through the Bonfire platform, under the Messages section.

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

Upon receipt of the Letter and 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.

UEFA, at its sole discretion, will decide which candidate(s) are qualified to participate in the Tender and such qualified candidate(s) will receive the ITT. Unsuccessful candidate(s) will be informed accordingly and UEFA shall not be obliged to give any reason for its selection or rejection.

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### 4. Required Information and Documentation

Before selection of the candidate(s) that may participate in the Tender and receive the ITT, UEFA shall evaluate the eligibility of the candidate(s) based on the review of the following information and documentation (all documentation must be returned in English):

- description of proven experience in the procurement of casual uniforms (men's and women's uniforms) and related management services (including design, size sample, uniform production, delivery, packing).
- examples and references of previous casual uniform productions, packing and storage managed by the candidate;
- evidence of sufficient resources and appropriate infrastructure to provide production of casual uniforms and the provision of related services such as packing and delivery;
- 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;
- organisational chart with key personnel (must be English-speaking and adequately trained).

NOTE: During any part of 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 and/or 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
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## INVITATION TO EXPRESS INTEREST

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:
    - 5.1. 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;
    - 5.2. 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);
    - 5.3. it shall only be entitled to use confidential information for the purpose of the Tender; and
    - 5.4. 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. UEFA shall not be liable to any interested candidate for any costs or losses arising in connection with the submission of information and documentation related to this Invitation to Express Interest.
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## Appendix 1:

### Phase 1 - Statement of Undertaking

Name of company: insert Name of Company

Tax number: insert tax number

Address: insert Street Postal Code City Country

referred to hereinafter as the "Company", hereby expresses interest in participating in the Tender for the procurement of casual uniforms for the UEFA Europa League Final 2019 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, the 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 its competitions and events 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 re-organize any services related to the Tender 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) for the procurement of casual uniforms for the UEFA Europa League Final 2019, and agree that the Company which I/we duly represent is bound by such terms and conditions.

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

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

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

Official Stamp:



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