



EURO2020



Invitation to Express Interest
Bus Services



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1. Introduction

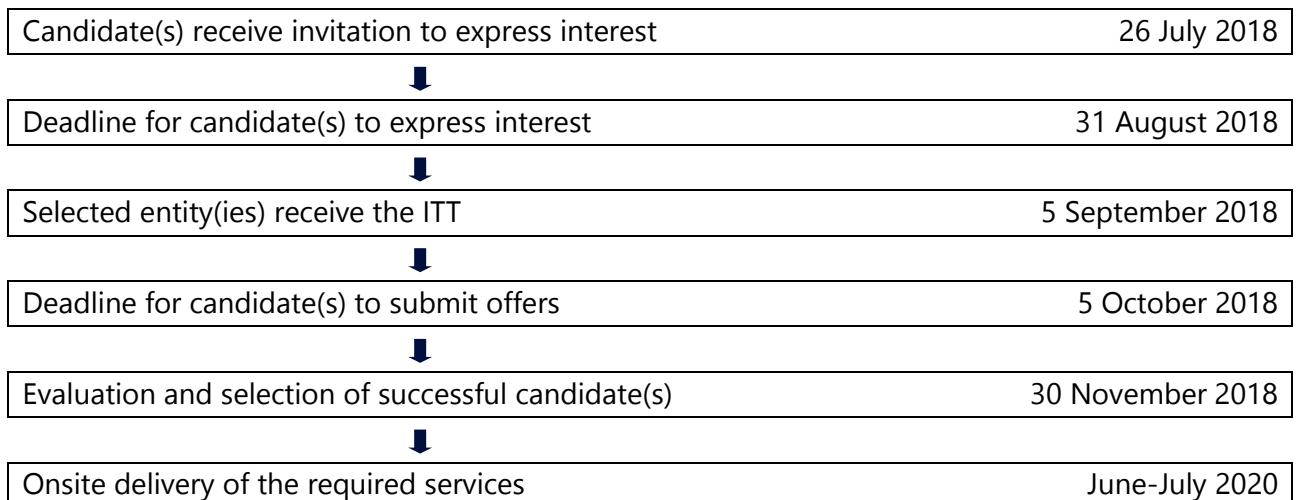
UEFA EURO 2020™ will be held in twelve (12) host cities across Europe in June and July 2020. UEFA, together with any of its subsidiaries, wishes to select a company responsible for the provision of Bus Services for the event in each and all of the host cities. For such purposes, UEFA intends to organise a tendering process ("Tender").

2. The Selection Process

The process for the selection of a company(ies) responsible for the provision of Bus Services for UEFA EURO 2020™, 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 2020™.

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):





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 31 August 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 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 in hardcopy or email to the following address by no later than **18:00 CET on 31 August 2018**:

Rafael Reimann
Route de Genève 46
CH-1260, Nyon 2 - Switzerland
rafael.reimann@uefa.ch

For general queries, please contact:

Rafael Reimann
rafael.reimann@uefa.ch
+41 22 707 2501

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):

- * Details of the Lot(s) being applied for;



- * Description of proven experience in provision of bus services of similar volume and complexity, being other sport events or international conferences;
- * Details of the bus and vehicle fleet owned and/or controlled by the candidate, and which will be available for the UEFA EURO 2020™ event;
- * 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;
- * 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 with the submission of information and documentation related to this Invitation to Express Interest.

Appendix 1: Description of Services

Bus Services

- * General description of the services

UEFA Event Transport within UEFA EURO 2020™ will provide transportation services to a number of specified target groups. Some of these movements will be provided by bus. In this regard UEFA wishes to source a sufficient number of buses to accommodate the needs in each of the Host Countries. These services will predominantly be in and around the UEFA EURO 2020™ Host Cities, however the candidates must be able to demonstrate the ability to provide services in the entire territory of the Host Country.

Map of UEFA EURO 2020™ Host Cities:



The following Target Groups are provided with Bus Services:

- * Participating National Associations – generally referred as “PNAs”:
 - ⌚ Team Base Camps (TBCs) – one bus per team, located in the respective Host Country territory. PNAs are entitled to services from 5 (five) days before the first match until 2 (two) days after their last match;
 - ⌚ Team Transfer Hotels (TTHs) – two buses per Host City, except for London where four buses will be required. These buses will be used generally from one or two days before the match until the day after the match in the respective Host City.



- * UEFA Guests and Staff:
 - ⌚ Buses will be generally used for transportation between different hotels and the stadium in the respective Host City.
- * UEFA Host Broadcaster Staff and Technical/Production Teams:
 - ⌚ Buses will be generally used for transportation between different hotels and the stadium in the respective Host City;
 - ⌚ Additionally buses will be required to transfer this target group to airports in specific occasions.

The candidate will need to demonstrate its capacity to provide the services with buses operated from its existing fleet. The appointed bus provider shall be responsible for all costs associated with the provision of the services in the respective Host Country including, without limitation, road taxes, tolls and driver services (including training, supervision, overtime and extended hours). Candidates will also be required for maintaining fully comprehensive insurance in respect of all buses that covers driver, passengers, luggage and all third party liabilities.

Additional Services

- * Team Base Camps

The candidate will be required to cover the provision of services in the entire Host Country territory. This could include the provision of additional bus services for Participating National Associations at Team Base Camps. In general, TBCs will be located in and in the surrounding regions of Host Cities. The majority of PNAs will be required to confirm their selection of TBCs by 31 January 2020, whilst the last four PNAs to qualify will need to confirm their selection of TBCs by 30 April 2020. In light of the late notification and nomination of TBCs, the candidate must be capable of providing the bus services required for the PNAs if required, by ensuring that it has sufficient fleet to do so.

- * Consultancy and Support

Candidates might be required to provide consultancy and support services during the planning and execution of the provisions. The following services could be required:

- ⌚ Assistance and Planning Support for bus routes within the Host City/Host Country
- ⌚ Bus Ground Coordinators
- ⌚ Bus Dispatchers
- ⌚ Contingency Planning and Incident Management



Appendix 2: Description of Tender Lots

This tender process will be split in 12 (twelve) geographical lots. Candidates may apply to provide the services in one (1), several or all of the Host Countries of UEFA EURO 2020™.

Lots	Description
Lot 1	Provision of Bus Services in the territory of Azerbaijan
Lot 2	Provision of Bus Services in the territory of Denmark
Lot 3	Provision of Bus Services in the territory of Germany
Lot 4	Provision of Bus Services in the territory of Hungary
Lot 5	Provision of Bus Services in the territory of Ireland
Lot 6	Provision of Bus Services in the territory of Italy
Lot 7	Provision of Bus Services in the territory of Netherlands
Lot 8	Provision of Bus Services in the territory of Romania
Lot 9	Provision of Bus Services in the territory of Russia
Lot 10	Provision of Bus Services in the territory of Spain
Lot 11	Provision of Bus Services in the territory of United Kingdom, England
Lot 12	Provision of Bus Services in the territory of United Kingdom, Scotland

Please find below the charts with the provisional needs identified in each of the Host Countries. The figures represent the amount of bus services required in each territory, per day. The duration, category and type of services will vary and shall be further detailed during Phase 2 of the tender process. This chart aims to provide candidates with an estimation of the needs during the event and exclude any needs related to the provision of services at TBCs.

Lot 1 – Provision of Bus Services in the territory of Azerbaijan

Lot 2 – Provision of Bus Services in the territory of Denmark



Lot 3 – Provision of Bus Services in the territory of Germany

Lot 4 – Provision of Bus Services in the territory of Hungary

Lot 5 – Provision of Bus Services in the territory of Ireland

Lot 6 – Provision of Bus Services in the territory of Italy

Lot 7 – Provision of Bus Services in the territory of Netherlands



Lot 8 – Provision of Bus Services in the territory of Romania

Lot 9 – Provision of Bus Services in the territory of Russia

Lot 10 – Provision of Bus Services in the territory of Spain

Lot 11 – Provision of Bus Services in the territory of United Kingdom, England

Lot 12 – Provision of Bus Services in the territory of United Kingdom, Scotland



Appendix 3: 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 provision of bus services for UEFA EURO 2020™ and requests the ITT from UEFA.

The Company is applying to provide the provision of bus services in respect of the following Lot(s):

Lots	Description	Included within Company's application?
Lot 1	Provision of Bus Services in the territory of Azerbaijan	
Lot 2	Provision of Bus Services in the territory of Denmark	
Lot 3	Provision of Bus Services in the territory of Germany	
Lot 4	Provision of Bus Services in the territory of Hungary	
Lot 5	Provision of Bus Services in the territory of Ireland	
Lot 6	Provision of Bus Services in the territory of Italy	
Lot 7	Provision of Bus Services in the territory of Netherlands	
Lot 8	Provision of Bus Services in the territory of Romania	
Lot 9	Provision of Bus Services in the territory of Russia	
Lot 10	Provision of Bus Services in the territory of Spain	
Lot 11	Provision of Bus Services in the territory of United Kingdom, England	
Lot 12	Provision of Bus Services in the territory of United Kingdom, Scotland	

The Company 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 2020™, this 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 2020™ 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 law 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 bus services for UEFA EURO 2020™, 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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