



VENUE OPERATIONS

**Accreditation Services for
UEFA Club Competition Finals 2019 -2021**

Invitation to express interest

1. Introduction

The UEFA Club Competition Finals ("CCFs"), namely the UEFA Champions League Final, the UEFA Women's Champions League Final, the UEFA Europa League Final and the UEFA Super Cup take place annually in different stadiums across Europe.

UEFA wishes to select one or several company (ies) for the provision of Accreditation Operational Services for the CCFs from 2019-2021 (inclusive). The company (ies) will be required to use UEFA's current accreditation system software (contained within UEFA's 'FAME' portal) in the provision of the Services.

The selected company will be responsible for the full management of Accreditation Services from 2019 – 2021, including the following key elements:

- Set-up and management of the UEFA accreditation database per event
- Definition and implementation of screening processes per event (if required)
- Management of the data entry process
- Production of briefing documents
- Delivery of trainings on the UEFA accreditation database
- Concept and implementation of access posters for the UEFA Women's Champions League Final
- On-site implementation, including for example:
 - set-up of accreditation centres
 - management of accreditation production
 - late application management
 - training of on-site staff (volunteers)
 - training of stewards

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

2. The Selection Process

The process for the selection of company (ies) for the CCFs 2019 -2021, Accreditation Services, 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 CCFs 2019 -2021, Accreditation Services.

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.

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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):

Publication of this Invitation to Express Interest	07 September 2018
Deadline for entity(ies) to submit declaration of interest	21 September 2018
Selected entity (ies) receive the ITT	14 October 2018
Selected entity (ies) submit their proposals for the Tender	16 November 2018
Evaluation, clarification and selection of proposal(s)	30 November 2018
Supplier(s) appointment	14 December 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.

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 21 September 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 authorised representative from the interested entity.

The Letter with all supporting information and documentation must be sent in hardcopy and by registered post to the following address and be received by no later than 18h00 CEST on 21 September 2018 to:

**Katharina Scheel
UEFA Events S.A.
Venue Operations
Route de Genève 46
CH-1260 Nyon 2**

For general queries, please contact:

Katharina Scheel

Venue Operations Coordinator

Katharina.Scheel@uefa.ch

Direct Tel: +41 22 707 2129

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 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.

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.

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 operational Accreditation Services for major football events with more than 10,000 accredited people, including set-up and management of background screening;
- examples and references of previous operational Accreditation Services for football events managed by the candidate;
- evidence of sufficient resources and appropriate infrastructure to provide operational Accreditation Services for the CCFs 2019 -2021;
- proven experience in working with client specific accreditation software (Please note, candidates are not asked to propose a new software solution);
- 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 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

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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.

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 provision of Accreditation Services for the UEFA Club Competition Finals 2019-2021, 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 the 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-organise any services related to the Tender, cancel the Tender (in whole or in part) 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 provision of Accreditation Services at the UEFA Club Competition Finals 2019-2021, 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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