



UEFA TECHNICAL SERVICES & OVERLAY / TENDER PROCESS

## Supplier for Temporary Sound System Upgrade for UEFA Club Finals 2019

### Phase 1 – Invitation to Express Interest

## Supplier for Temporary Sound System Upgrade for UEFA Club Finals 2019

### 1. Introduction

There are three UEFA Club Finals in 2019 (the "Events"):

1. UEFA Europa League Final (UELF) 2019 will be held in Baku, Olympic Stadium on 29 May 2019
2. UEFA Champions League Final (UCLF) 2019 will be held in Madrid, Stadium Wanda Metropolitano on 01 June 2019
3. UEFA Super Cup 2019 will be held in Istanbul, Vodafone Park on 14 August 2019.

UEFA wishes to select a company to organize and provide the following services (the "Services"):

- Temporary Upgrade of the Sound Systems for the three listed stadia above; and
- Provision of FANtertainment FOH equipment for all three events.

For this purpose, UEFA intends to organise a tender in accordance with the procedure set out in this Invitation to Express Interest.

UEFA's goal is to appoint one supplier for all three Events. However, **UEFA explicitly reserves the right to award separate contracts for each Event.**

Therefore, applicants are invited to provide an offer for the provision of the Services at all three Events together. The applicant shall provide its offer on a "per Event" basis with a separate quotation which details the synergy effects and rebates which would apply for getting appointed for all three Events. The offers shall be valid regardless of whether UEFA decides to award the provision of the Services to an applicant for one or multiple Events.

### 2. The Selection Process

The process for the selection of the successful applicant(s) is divided into two-phases:

- Phase 1 – Invitation to Express Interest: the initial, pre-Tender phase during which UEFA collects information regarding the applicant(s) based on which it evaluates eligibility of such applicant(s) to participate in Phase 2;
- Phase 2 – The Tender: the tender for the selected applicant(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 above mentioned services for the UEFA Club Finals.

Selected applicants, 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 applicant 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):

## Supplier for Temporary Sound System Upgrade for UEFA Club Finals 2019

Action	Deadline
Deadline for applicant(s) to express interest	23 Nov 2018
Selected entity(ies) receive the ITT	26 Nov 2018
Deadline for selected entity(ies) to submit Proposals	14 Dec 2018
Selected entity(ies) conferences (via phone)	17-21 Dec 2018
Deadline for selected entity(ies) to submit adjusted Proposals	4 Jan 2019
Final negotiations	7-9 Jan 2019
Appointment of Successful Applicant, subject to contract	18 Jan 2019
Site Visit UELF in Baku (tbc)	28 Jan – 01 Feb 2019
Site Visit UCLF in Madrid (tbc)	18 - 22 Feb 2019
Site Visit Super Cup in Istanbul (tbc)	01 - 05 Apr 2019

### 3. Submissions of Expression of Interest

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

Applicant(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 authorized representative.

The Letter with all supporting information and documentation must be sent in hardcopy and by registered post in order **to be received by UEFA by no later than 18h00 CET on 23<sup>rd</sup> November 2018** at the following address:

UEFA Events S.A.  
Christian Hirschmüller  
Route de Genève 46  
CH-1260 Nyon 2

For general queries, please contact:

Uli Dietze  
Technical Services Operations Consultant  
Operations Division  
[uli.dietze@uefa.ch](mailto:uli.dietze@uefa.ch)

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

## Supplier for Temporary Sound System Upgrade for UEFA Club Finals 2019

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 applicant(s). In such cases, UEFA reserves the right to contact the relevant applicant accordingly and to request that they provide such additional information/documentation.

### 4. Required Information and Documentation

Before selection of the applicant (s) that will participate in the Tender and receive the ITT, UEFA shall evaluate the eligibility of any applicant(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 organizational 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 applicant(s); and
- Description of proven experience in implementing any comparable scope on live entertainment programs for sports or large events.

NOTE: The requirement to submit the abovementioned information is mandatory for all applicants, including former and current suppliers of UEFA or any of its subsidiaries, or any other affiliated organizations. 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 applicant 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

## Supplier for Temporary Sound System Upgrade for UEFA Club Finals 2019

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 applicant 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 applicants.
6. Each applicant 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 applicant 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 applicant 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 'Temporary Sound System Upgrade for the UEFA Club Finals 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 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 Club Competition Finals, 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;

Supplier for Temporary Sound System Upgrade for UEFA Club Finals 2019

7. Any association with UEFA 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 an applicant(s) to provide the related services for 'Temporary Sound System Upgrade for the UEFA Club Finals 2019 and agree that the Company that I/we duly represent is/are bound by such terms and conditions.

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

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

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





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