



Invitation to Express Interest (ITEI)
Office Supplies Services



1. INTRODUCTION.....	3
2. THE SELECTION PROCESS.....	3
3. SUBMISSIONS OF EXPRESSION OF INTEREST	4
4. SERVICES PROVIDED.....	5
5. REQUIRED INFORMATION AND DOCUMENTATION	6
6. LEGAL PROVISIONS.....	6
APPENDIX 1: STATEMENT OF UNDERTAKING	8

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 or companies responsible for the provision of certain Office Supplies (as defined below) and packing and transportation of such Office Supplies to UEFA's warehouse in Aalst, Belgium, along with related management services, as more particularly defined in Section 4 below (the "Services"). Approximately 150 kits containing Office Supplies (which includes approximately 80 A4 paper boxes and 20 A3 paper boxes) will be purchased for each venue for UEFA EURO 2020™ and will be required to be packed and transported to UEFA's warehouse. For such purposes, UEFA intends to organise a tendering process ("Tender").

2. THE SELECTION PROCESS

The process for the selection of a company or companies responsible for the 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; and
- * 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 and a detailed overview of the requested Services. 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):

Candidate(s) receive invitation to express interest	Tuesday 1 st October 2019
↓	
Deadline for candidate(s) to express interest	by Friday 11 th October 2019
↓	
Selected entity(ies) receive the ITT	Thursday 17 th October 2019
↓	
Deadline for candidate(s) to submit proposal	by Friday 25 th October 2019
↓	
Evaluation and selection of short-listed candidate(s)	Thursday 31 st October 2019
↓	
Provisional appointment of the selected supplier(s)	Thursday 7 th November 2019
↓	
Signature of Agreement	Friday 13 th December 2019

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 **via the Bonfire platform - <https://uefa.bonfirehub.com>**

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 for **Office Supplies**, no later than 11th October 2019.

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 5 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 uploaded and submitted via the Bonfire platform by no later than **16:00 CET, 11th October 2019**.

For general queries, please contact:

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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. SERVICES PROVIDED

The Services to be provided must include the provision of, at a minimum, **all of** the following items of office supplies ("Office Supplies") (more details on the required number of each item will be set out in the ITT):

A3 paper boxes	Paper clips 28mm	Scissor
A4 paper boxes	Correction tape	Pen and pencil holder
Ballpen blue	Pins	Dry eraser for white board
Ballpen black	Magnets	Cable ties x 250
Ballpen red	Rubber bands	Gaffer tape
Permanent marker set	String	Mechanical pencil x 12
Permanent marker fine point	Cutter	Pencil leads
Boardmarker set	File folder A4	Highlighter pack
Self-stick notes	Plastic folder A4 for binders	Clipboard A4
Notepad A4	File rack	Flipchart refill paper
Notepad A5	Tape gun dispenser	Tape measure
Ruler 30 cm	Scotch tape brown	Shredder
Binder blue 8cm	Double sided tape	Laminating machine
Dividers	Calculator	Stapler
Glue stick	Sticky pads white	Stapler refill
Hole puncher	Key holders	Laminating pouches A4
Scotch tape dispenser	Key holder box	Laminating pouches A3
Scotch tape refill	Petty cash box	First-aid kit
USB Stick 16 GB	Carton boxes	Toolkit
Sticky board roll	A4 Standing display	Padlock
Envelopes #10		

Each applicant's proposal must also cover all of the following services:

- Project management, including packing of the Office Supplies items into carton boxes ("Kits") in accordance with the instructions provided by UEFA;
- Transportation, with a consolidated delivery to UEFA's warehouse in Belgium; and
- Clear identification of the Kits that are delivered (including identifying the type of Kit as described in the ITT).

There will be only one delivery of the Office Supplies - made by the successful applicant - to UEFA's warehouse in Aalst, Belgium. All the Office Supplies will be purchased by UEFA from the successful applicant.

5. 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):

- * Description of proven experience in provision of services similar to the Services;
- * 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; and
- * Provision of an organisational chart with key personnel (need to be English-speaking and adequately trained management personnel).

NOTE: During the Tender process, UEFA reserves the right to request additional information/documentation as deemed necessary, including but not limited to any guarantees.

6. 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 Services (as defined in the ITEI) for Office Supplies for UEFA EURO 2020™ 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 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 organize 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 capitalized 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 the 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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