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TRANSPORTATION LOGISTICS SERVICES - CLUB COMPETITIONS

## Invitation to express interest

## 1. Introduction

UEFA wishes to select a company(ies) for the provision of the transportation logistics services of all the UEFA material from our centralised warehouse in Aalst (Belgium) for the following competitions and events during the period from August 2021 until June 2024 (June 2025 for UEFA Women's Champions League) ("the Services").

For this purpose, competitions and events are split into three different combinations (**1**, **2** and **3** set out below). The selected company(ies) shall be responsible for the provision of the following key elements (which may be subject to change) for the competitions and events:

### **1. UEFA Champions League, UEFA Super Cup, UEFA Youth League Finals and European Club Football Kick-off**

- UEFA Champions League Seasons 2021–24 (as of play-off round)
  - Play-off: Minimum 6x trucks to maximum 13x trucks, including drivers working on-site.
  - Group Stage: Minimum 16x trucks to maximum 20x trucks, including drivers working on-site.
  - Round of 16: Minimum 8x trucks to maximum 10x trucks, including drivers working on-site.
  - Quarter-Finals: Minimum 4x trucks to maximum 6 trucks, including drivers working on-site
  - Semi-Finals: Minimum 2x trucks to maximum 4 trucks, including drivers working on-site
  - 1x Emergency trailer loaded and ready to leave at any time.
- UEFA Champions League Final 2022/2023/2024
  - 4x trucks, including 4 drivers working on-site.
- UEFA Super Cup 2021/2022/2023
  - 2x trucks, including 2 drivers working on-site.
- UEFA Youth League Final 2022/2023/2024
  - 1x trucks, including 1 driver working on-site.
- European Club Football Kick-off 2021/2022/2023
  - 2x trucks, including 1 driver working on-site.

## 2. UEFA Europa League & UEFA Europa Conference League

- UEFA Europa League Seasons 2021–24 (as of group stage)
- UEFA Europa Conference League Seasons 2021–24 (as of group stage)
  - Group Stage: Minimum 32x trucks to maximum 40x trucks, including drivers working on-site.
  - Play-offs (R16): Minimum 16x trucks to maximum 21x trucks, including drivers working on-site.
  - Round of 16: Minimum 16x trucks to maximum 21x trucks, including drivers working on-site
  - Quarter-Finals: Minimum 8x trucks to maximum 16 trucks, including drivers working on-site
  - Semi-Finals: Minimum 4x trucks to maximum 8x trucks, including drivers working on-site
  - 1x Emergency trailer loaded and ready to leave at any time.
- UEFA Europa League Final 2022/2023/2024
  - 4x trucks, including 3 drivers working on-site.
- UEFA Europa Conference League Final 2022/2023/2024
  - 3x trucks, including 2 drivers working on-site.

## 3. UEFA Women's Champions League

- UEFA Women's Champions League Seasons 2021-25 (as of group stage)
  - Group Stage: Shipment of 2x flight cases (dims: 200x85x85cm) to 16x qualified Clubs\*
  - After Group Stage: Collection of 2x flight cases (dims: 200x85x85cm) from 8x eliminated Clubs.
  - Quarter-Finals: 8 trucks, only delivery and pick-up at venues, drivers do not stay working on-site.
  - Semi-Finals: 4 trucks, only delivery and pick-up at venues, drivers do not stay working on-site.
- \*Depends on participating clubs at previous round and transit time needed, some shipments can be done in prevision of clubs' participation in the Group Stage.*
- UEFA Women's Champions League Final 2022/2023/2024/2025
  - 2x trucks, including 1 driver working on-site.

UEFA intends therefore to organise a tendering process ("Tender") and will issue three invitations to tender ("ITT"), one per combination of competitions. Companies are invited to bid for only one, two, or all combinations of competitions, as desired.

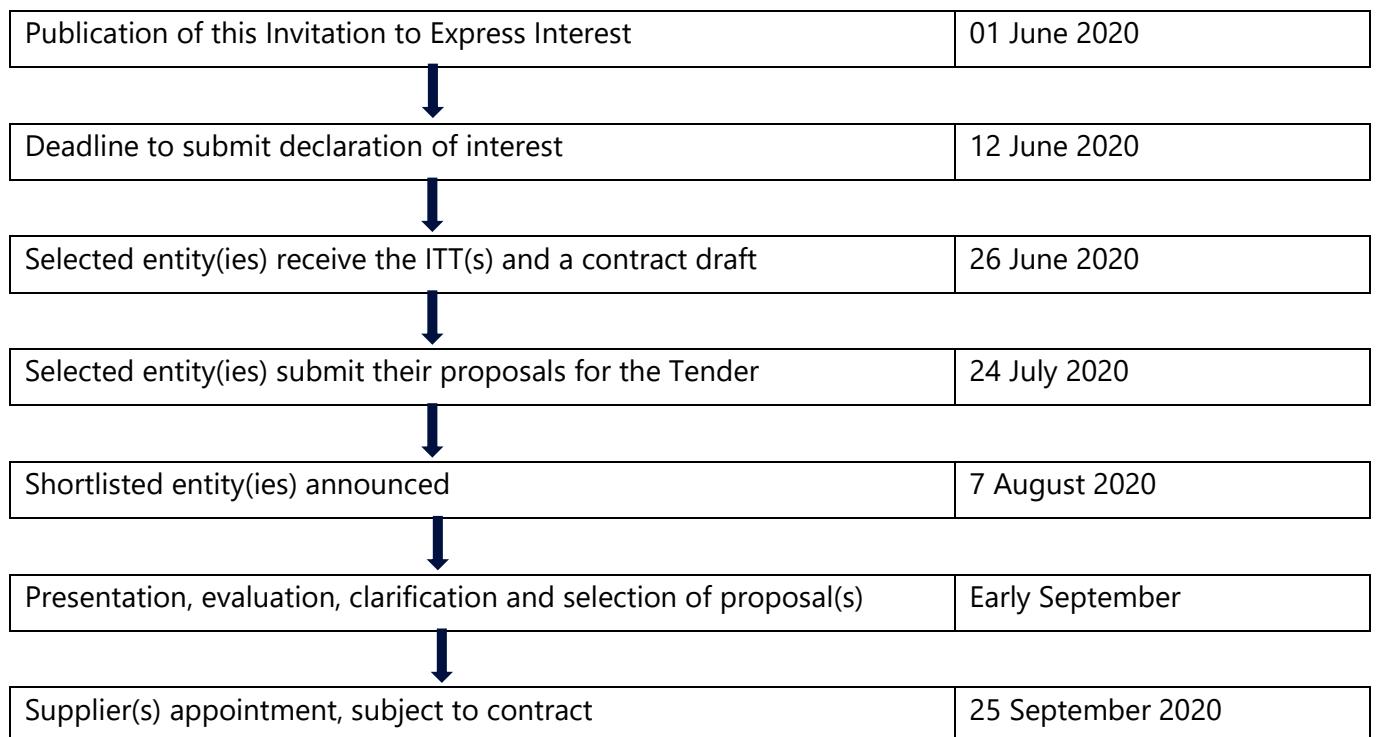
## 2. The Selection Process

The process for the selection of company(ies) for the provision of transportation logistics Services for the period from August 2021 until June 2024 (June 2025 for UEFA Women's Champions League), 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(s) 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 provision of transportation logistics Services for the relevant combination of competitions.

All participants interested in the Tender(s), and who are deemed eligible, at UEFA's sole discretion, after timely submission of the required Phase 1 documentation, will receive the Phase 2 Invitation(s) to Tender documentation- ITT(s), which will set forth all applicable terms and conditions for the Tender(s).

To give each candidate an overview of the timing and further proceedings, UEFA has put in 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 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.

Each candidate(s) should upload such information and documentation **via the Bonfire platform - <https://uefa.bonfirehub.com> by no later than 18h00 CEST on 12 June 2020.**

UEFA will not accept declarations of interest in any other form or by any other method.

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(s). 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 company.

For general queries, please contact:

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Late and/or 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 Tenders and such qualified candidate(s) will receive the ITT(s). 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 Tenders and receive the ITT(s), 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 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;
- proof and description of proven experience in the provision of transportation logistics services in connection with large events, together with named references and examples;
- evidence of sufficient resources and appropriate infrastructure to provide high-class transportation logistics services;
- organisational chart with key personnel (must be English-speaking and adequately trained).

NOTE: The requirement to submit the abovementioned information is mandatory for all candidates, including former or current suppliers. 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.

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## INVITATION TO EXPRESS INTEREST

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. 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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## INVITATION TO EXPRESS INTEREST

### Appendix 1:

#### Phase 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 provision of transportation logistics services during the period from august 2021 until June 2024 and/or 2025, 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-organise 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 provision of transportation logistics services during the period from august 2021 until June 2024 and/or 2025, 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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