



PHASE 1: REQUEST FOR INFORMATION

# VEHICLE SERVICES FOR UEFA FINALS AND EVENTS IN 2023 and 2024

## 1. Introduction

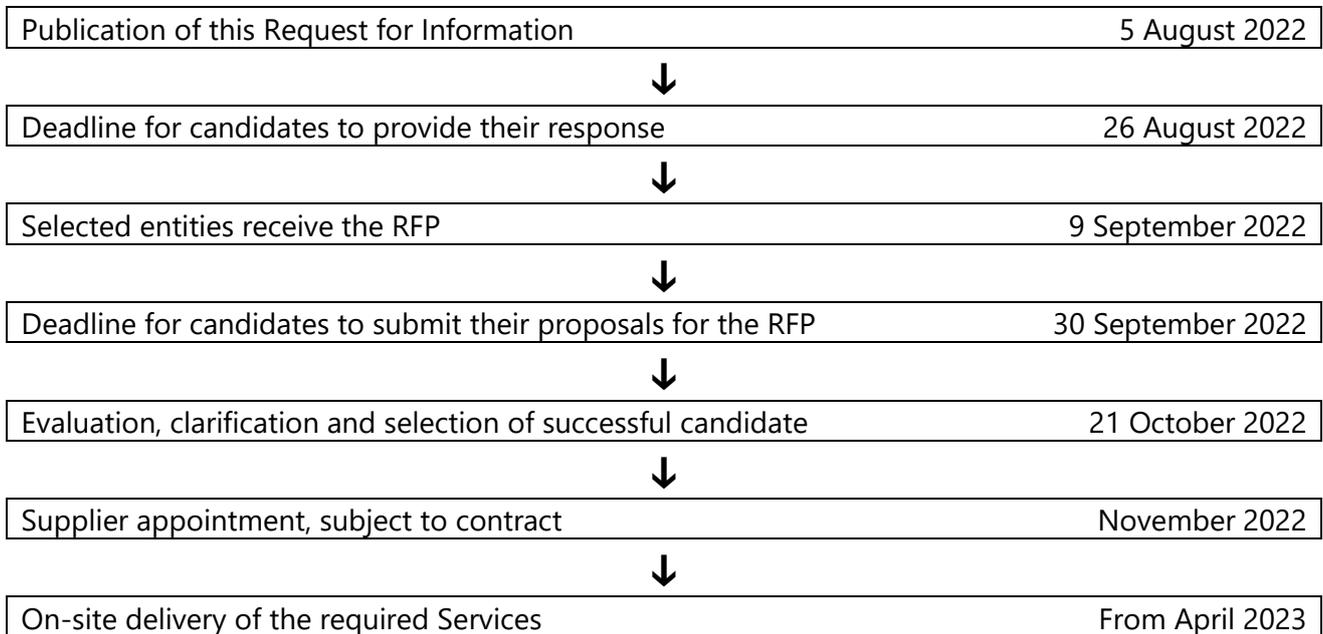
UEFA, together with any of its subsidiaries, wishes to select one (1) company responsible for the provision of rental vehicles and related vehicle management services ("Services") for some of the UEFA Club Finals and Events which will take place in 2023 and 2024 (as listed at Appendix 2). For such purposes, UEFA intends to organise a tendering process ("Tender").

## 2. The Selection Process

The process for the selection of the company responsible for the provision of Services, as currently planned, is divided into two-phases:

- Phase 1 – Request for Information ("RFI"): 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: candidate(s) selected in Phase 1 and/or other entities invited by UEFA will receive the Request for Proposals. UEFA will evaluate the proposals and subsequently select and appoint a qualified company for the provision of the 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):



---

### 3. Submissions of Information

In order to be considered eligible to participate in the Tender, interested candidate(s) shall respond to this RFI by submitting the relevant information and documentation as set out in Section 4 of this RFI, via the online form ("Online Form") available at <https://forms.office.com/r/zcZgiFFd4i>, **by no later than 18:00 CET on 26 August 2022.**

Late and/or incomplete submissions which do not include all the requested information and/or documentation will be immediately rejected by UEFA.

Upon receipt of the completed Online Form 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 RFP. Unsuccessful candidate(s) will be informed accordingly, and UEFA shall not be obliged to give any reason for its selection or rejection.

For general queries, please contact:

[ETRN.Procurement@uefa.ch](mailto:ETRN.Procurement@uefa.ch)

### 4. Required Information and Documentation

Before selection of the candidate(s) that may participate in the Tender and receive the RFP, 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):

- Company information detailing presence across the territories of UEFA's fifty-five (55) member associations, overall brand strategy and vehicle acquisition strategies;
- Description of experience in providing large vehicle fleets, by way of submitting a list of clients to whom such services were provided for, during the last three calendar years, in relation to meetings, conferences or sporting events;
- Evidence of suitable resources to provide the Services, including;
  - Details of preferred vehicle manufactures from who the fleet is acquired from;
  - Overall fleet size and classification per market;
  - Propulsion types;
  - Average vehicle lifespan; and
  - Average vehicle utilization rates.
- Details of existing insurance coverage provided and/or offered as part of rental vehicle services;
- Details of the company's roadside assistance program;
- Details of the company's fleet maintenance and quality program; and
- Description of pricing models the company applies to long term rentals.

NOTE: The requirement to submit the abovementioned information is mandatory for all candidates, including former and current suppliers. 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 RFI 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 RFI 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 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 RFI, the Tender and/or the RFP 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 and/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, representatives, employees, agents and advisers) shall keep confidential the terms of this RFI and any information relating to affairs or business of UEFA which comes into its possession in relation to this RFI, the RFP 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 applicable laws);
  - 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 other candidates.
6. Each candidate is responsible for all costs, expenses, losses and liabilities incurred in the preparation of its expression of interest in participating in this Tender, any responses to requests for further information by UEFA and any negotiation with UEFA following receipt by UEFA of its Online Form (whether or not an invitation to participate in the RFP is issued). 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 RFI.
7. Each candidate is responsible for ensuring that no information nor representation made to UEFA a false, inaccurate and/or misleading.
8. Each candidate is strictly prohibited from making any form of public announcement or statement relating directly or indirectly to this RFI, 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 and that any non-compliance will lead to the penalty of being held responsible for any damages caused.
9. All intellectual property and commercial rights in relation to UEFA, this RFI, the RFP and/or the Tender belong exclusively to UEFA;
10. Each candidate shall comply with all legal provisions contained in this RFI or otherwise agreed in writing with UEFA.
11. The appointment of any candidate to provide the Services is subject to such selected candidate and UEFA or any of its subsidiaries entering into a long-form agreement provided by UEFA in due course, which shall contain the full terms and conditions of such appointment.

---

## Appendix 1: Description of Services

UEFA Event Transport provides transportation services to specific target groups involved in UEFA Club Finals and Events. These target groups include, but are not limited to, UEFA VIP Guests, UEFA staff, finalist teams, and match officials.

Most transportation services for these target groups are provided by way of car and driver, with UEFA requiring a fleet of rental vehicles to use at their disposal, for the purposes of:

1. Allocating to a specific person as a self-drive vehicle; or
2. Operating as a pool vehicle for shared use by either volunteer or professional drivers.

UEFA wishes to appoint a company capable of providing the rental vehicle fleet in each Host City (as set out in Appendix 2), as well as all related vehicle management and maintenance services as required by UEFA. Aspects of vehicle management and maintenance Services to be provided by the appointed company include, but are not limited to, the following:

- Insurance – including comprehensive motor liability insurance, and comprehensive and adequate general third-party liability insurance (including public liability and product liability) in terms of bodily injuries and/or property damages and professional indemnity insurance;
- Logistical arrangements – including all aspects of vehicle delivery and collection from UEFA's fleet compound in each Host City;
- Vehicle readiness – including registration of vehicles for local tolls and road taxes, and any Event specific vehicle commissioning requirements such as installation of Event specific equipment and/or branding;
- Vehicle cleaning – including provision of an on-site solution at UEFA's fleet compound for daily vehicle disinfection, cleaning, and valeting;
- Incident management – including roadside assistance and claims management, as well as management of any fines and penalties incurred; and
- Account management – including working with UEFA to centrally manage the project, confirming volumes, vehicle details, hire periods and overarching policies and procedures relating to the provision of the Services in each Host City.

The appointed company shall provide vehicles in accordance with UEFA's defined set of vehicle categories, and adhere to UEFA's guidelines relating to the quality of the services and condition of the vehicles provided, such as:

- Maximum age;
- Maximum mileage;
- Cleanliness;
- Damage; and
- Vehicle accessories.

The UEFA Club Finals and Events which will take place in 2023 and 2024 will be held across several countries, as described in more detail in Appendix 2 of this RFI. Provision of the Services will primarily be required in the Host Countries as described in Appendix 2, however, the company must be able to demonstrate its ability to provide the Services in the territory of any of UEFA's fifty-five (55) member associations as outlined here: <https://www.uefa.com/insideuefa/national-associations/>.

## Appendix 2: Host City, Host Country Locations for the UEFA Club Finals and Events in 2023 and 2024

EVENT	2023	2024
UEFA Champions League™ Final (UCLF)	Istanbul, Turkey Jun-23	London, United Kingdom Jun-24
UEFA Europa League™ Final (UELF)	Budapest, Hungary May-23	Dublin, Republic of Ireland May-24
UEFA Women's Champions League™ Final (UWCLF)	Eindhoven, The Netherlands Jun-23	Bilbao, Spain May-24
UEFA Europa Conference League™ Final (UECLF)	Prague, Czech Republic Jun-23	<i>Location to be announced</i> May-24
Ordinary UEFA Congress (CONGRESS)	Lisbon, Portugal April-23	<i>Location to be announced</i> April/May-24
European Club Football Season Kick-Off (ECFSKO)	<i>Location to be announced</i> Aug-23	<i>Location to be announced</i> Aug-24
UEFA Super Cup™ (SCUP)	Kazan, Russia Aug-23	<i>Location to be announced</i> Aug-24
UEFA Nations League™ Final (UNLF)	<i>Location to be announced</i> Jun-23	N/A
UEFA Nations League™ Draw (UNLD)	N/A	Location to be announced Nov/Dec-24

Note: the above locations, dates and overall scope of the Services to be provided for the UEFA Club Finals and Events are subject to change at UEFA's sole discretion.



UEFA  
ROUTE DE GENÈVE 46  
CH-1260 NYON 2  
SWITZERLAND  
TELEPHONE: +41 848 00 27 27  
TELEFAX: +41 848 01 27 27  
[UEFA.com](http://UEFA.com)