



ACCREDITATION OPERATIONAL SERVICES FOR THE UEFA CHAMPIONS LEAGUE FINAL 2023 AND 2024, THE UEFA EUROPA LEAGUE FINAL 2023 AND 2024, THE UEFA EUROPA CONFERENCE LEAGUE FINAL 2023 AND 2024, THE UEFA WOMEN'S CHAMPIONS LEAGUE FINAL 2023 AND 2024, THE UEFA SUPER CUP 2023 AND 2024 AND THE UEFA EUROPEAN UNDER 21 CHAMPIONSHIP FINAL TOURNAMENT 2023

Phase 1: Request for Information

1. Introduction

The UEFA Champions League™ Final, the UEFA Europa Conference League™ Final, the UEFA Europa League™ Final, the UEFA Women's Champions League™ Final and the UEFA Super Cup™ take place annually. In 2023, the UEFA European Under 21 Championship 2021-23 Final Tournament ("Under-21 EURO") will also take place. These events take place in different host countries and host-cities across Europe.

UEFA, together with any of its subsidiaries, wishes to select one or several company(ies) for the provision of Accreditation Operational Services for the above-mentioned events in 2023 and 2024 ("the Services). Candidates should note that UEFA is not looking at changing its current software solutions for accreditation services. New software solutions should not therefore be proposed and the selected company(ies) will be required to work with UEFA's current event management software and solutions for event accreditations.

The selected company(ies) will be responsible for the full management of Accreditation Operational Services for the above-mentioned events in 2023 and 2024, including but not limited to the following key elements:

- Set-up and management of the event specific requirements for Accreditation Services and liaising with all necessary internal and external service providers
- Definition and implementation of the screening process per event (if required)
- Management of the data entry processes for event accreditation applicants
- Adapting training documents and managing the training processes for Accreditation Application and Accreditation Delivery for all event stakeholders
- Managing onsite operations at the event Accreditation Centres, including:
 - Training of Accreditation Centre volunteers
 - Change Management processes
 - Onsite accreditations pass production
 - Stock management of accreditation materials
 - Shift planning of accreditation staff and volunteers

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

2. The Selection Process

The process for the selection of the company(ies) for Accreditation Operational Services for the above-mentioned events, is divided in 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;
 - Phase 2 – The Tender: the Request for Proposals ("RFP") which will set forth all applicable terms and conditions for the Tender and a detailed overview of the requested Services will be sent out
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to the selected candidate(s) following the RFI (and/or to 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 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):

Publication of this Request for Information	09.09.2022
↓	
Deadline for submission of information	23.09.2022
↓	
Selected entity(ies) receive the RFP	07.10.2022
↓	
Selected entity(ies) submit their proposals for the RFP	28.10.2022
↓	
Evaluation, clarification and selection of short-listed entity(ies)	11.11.2022
↓	
Suppliers appointment, subject to contract	18.11.2022

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, via email to be sent at Teresa.moraes@uefa.ch and Yasser.tajeddin@uefa.ch **by no later than 18:00 CET on Friday 23rd of September 2022.**

For general queries, please contact:

Teresa Moraes
Accreditation and Zoning Manager

Teresa.moraes@uefa.ch

Direct Tel: +41 22 707 2900

Mobile Tel: +41 79 829 2900

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

Upon receipt of the email 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.

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 the candidate(s) based on the review of the following information and documentation (all documentation must be returned in English):

- Full details of the organisation and main contacts and contact information
- Description of proven experience in Accreditation Operational Services for major football events with more than 10'000 accredited persons, including the set-up and management of background screening processes
- References from previous events
- Evidence of sufficient resources and appropriate infrastructure to provide Accreditation Operational Services for the specified events in 2023 and 2024, including proof of strong financial standing with up-to-date declarations from their inland revenue and/national treasury entities or other relevant government body
- Organisational chart with key personnel
- Previous experience in working with different accreditation software solutions
- "Statement of Undertaking" in the form provided in Appendix 1 to this RFI duly signed by an authorised representative of the interested entity

NOTE: The requirement to submit the abovementioned information is mandatory for all candidates, including former and 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 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 information, 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 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 candidates in reliance on such information or any subsequent communication made by UEFA.
 5. The candidate agrees that:
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- (a) it (and its officers, employees, representatives, 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 submission of information to participate in the Tender, any responses to requests for further information by UEFA and any negotiation with UEFA following receipt by UEFA of its expression of interest (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 is 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 RFP, 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 UEFA subsidiaries entering into a long form agreement provided by UEFA, which shall contain the full terms and conditions of such appointment.
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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 Accreditation Operational Services at the UEFA Club Competition Finals 2023 and 2023 and the UEFA European Under 21 Championship Final Tournament 2023, and undertakes that:

- 1. no information provided nor representations made to UEFA are false, inaccurate or misleading;
- 2. none of the Company nor its officers, employees, representatives, agents and advisers shall make any form of public announcement or statement relating directly or indirectly to UEFA, this RFI, the RFP and/or the Tender to any third-party (including but not limited to the 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. the Company and its officers, employees, representatives 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 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) 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, this RFI, the RFP and/or the Tender belong exclusively to UEFA;
- 5. the Company shall comply with all legal provisions contained in this RFI or otherwise agreed in writing with UEFA;
- 6. UEFA shall not be held responsible for any costs, expenses, losses and/or liabilities incurred in by the Company in the preparation and submission of its Letter and information and/or documentation in response to this RFI and/or any responses to requests for further information by UEFA;
- 7. any association with UEFA and/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 RFP and 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 this RFI, 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 Operational Services at the UEFA Club Competition Finals 2023 and 2023 and the UEFA European Under 21 Championship Final Tournament 2023 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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WE CARE ABOUT FOOTBALL
