



UEFA
EURO2024
GERMANY

**CATERING SERVICES FOR
THE INTERNATIONAL
BROADCAST CENTRE FOR
UEFA EURO 2024™**

Phase 1: Request for Information



1. Introduction

From 14 June to 14 July 2024 the final tournament of the UEFA European Football Championship in 2024 (“**UEFA EURO 2024™**”) is due to be staged in Germany. In ten (10) German host cities fifty-one (51) matches will be played.

EURO 2024 GmbH, a joint venture established by UEFA Events SA and DFB EURO GmbH acting as the local organising structure for the UEFA EURO 2024™, having its registered office in Otto-Fleck-Schneise 6, 60528 Frankfurt a.M., Germany, wishes to select one or several company(ies) for the provision of catering services at the International Broadcast Centre (“**IBC**”) which will be located at the Leipziger Messe GMBH, Messe-Allee 1, 04356, Leipzig, Germany for UEFA EURO 2024™ (the “**Services**”).

The IBC is the hub of all broadcast operations at every major international sporting event. It houses the core broadcast operations and personnel and provides the focal point for all television and radio operations. The IBC serves as the headquarters of the host broadcaster (“**HB**”) during the final tournament. The HB is a group set up specifically to manage the production and broadcasting of the tournament, comprising multiple international suppliers and UEFA staff. Every television feed from each of the ten (10) UEFA EURO 2024™ venues is sent to the IBC, where it is monitored and distributed to the Broadcast Partners (“**BPs**”) for transmission to their own countries. The building will accommodate everything from TV studios, production areas and offices to shops, restaurants and other ancillary services. The IBC will operate 24 hours a day, 7 days a week during the tournament. The catering services at the IBC will be managed by Broadcast Logistics, a sub-project within the Event Operations unit of UEFA Events SA that is responsible for delivering integrated event support services to UEFA staff and suppliers at all UEFA EURO 2024™ venues, including the IBC.

An overview of the catering services required at the IBC is set out at Appendix 2 to this Request for Information.

For such purposes, EURO 2024 GmbH intends to organise a tendering process (“**Tender**”) and the interested candidate(s) is/are invited to participate.

In this document all references to EURO 2024 GmbH, shall be deemed to include, where applicable, Union des associations européennes de football (“**UEFA**”) and any UEFA subsidiary.

2. The Selection Process

The process for the selection of company(ies) for the provision of the Services at the IBC, as currently planned, is divided into two-phases:

- Phase 1 – Request for Information (“**RFI**”): the initial, pre-Tender phase during which EURO 2024 GmbH 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 Request for Proposals (“**RFP**”) which contains all applicable terms and conditions for the Tender together with a detailed overview of the requested Services will be sent out to the selected candidate(s) following the RFI (and/or to any other entities invited

by EURO 2024 GmbH), during which EURO 2024 GmbH 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, EURO 2024 GmbH has put into place the following Tender process plan (which may be subject to change at any time, as deemed necessary by EURO 2024 GmbH):

Publication of this Request for Information	19/12/2022
↓	
Deadline for submission of information	27/01/2023
↓	
Selected entity(ies) receive the RFP	01/02/2023
↓	
Selected entity(ies) submit their proposals for the RFP	March 2023
↓	
Evaluation, clarification and selection of short-listed entity(ies)	June to August 2023
↓	
Suppliers appointment, subject to contract	September 2023

3. Submission 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 the online form available on the Eproc platform [Click here](#) **by no later than 18:00 CET on 27/01/2023.**

For general queries, please contact:
CLEMENCE GOULESQUE
VENUE LOGISTICS COORDINATOR

clemence.goulesque@uefa.ch
 Main Tel: +41 (0) 22 702 85 67
 Mobile Tel: +41 (0) 75 419 06 79

Late and/or incomplete submissions which do not include all the requested information and documentation will be immediately rejected by EURO 2024 GmbH.

Upon receipt of the completed Online Form with all required supporting information and documentation, EURO 2024 GmbH 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, EURO 2024 GmbH reserves the right to contact the relevant candidate accordingly and to request that they provide such additional information/documentation.

EURO 2024 GmbH, at its sole discretion, will decide which candidate(s) is/are qualified to participate in the Tender and only such qualified candidate(s) will receive the RFP. Unsuccessful candidate(s) will be informed accordingly, and EURO 2024 GmbH 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, EURO 2024 GmbH 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):

- description of proven experience in the provision of catering services at major live events, together with named references and examples;
- evidence of sufficient resources and appropriate infrastructure to provide high-class catering services;
- "Statement of Undertaking" in the form provided in Appendix 1 to this RFI duly signed by an authorised representative of the interested entity;
- overview and specification of the technical event equipment owned by the candidate(s); and
- provision of an organisational chart with key personnel (need to be English-speaking and adequately trained management personnel).
- hygienic proposal submitted according to the guidelines of the Institute of Animal Hygiene and Veterinary Public Health.

NOTE: The requirement to submit the abovementioned information is mandatory for all candidates, including former and current suppliers. During any part of the Tender, EURO 2024 GmbH 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 EURO 2024 GmbH solely for its analysis and will not be disclosed to the public, provided, however, that EURO 2024 GmbH shall always be allowed to share such respective information with its affiliates, in particular UEFA and UEFA Events SA.

3. EURO 2024 GmbH 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 EURO 2024 GmbH's absolute discretion.
4. EURO 2024 GmbH has taken all reasonable care to ensure that any information provided by EURO 2024 GmbH 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 EURO 2024 GmbH intends to use, and neither EURO 2024 GmbH 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 EURO 2024 GmbH subject to the further provisions under section 6 below.
5. The candidate agrees that:
 - (a) it (and its officers, employees, representatives, agents and advisers) shall keep confidential (i) the terms of this RFI and any information relating to affairs or business of UEFA, UEFA Events SA and/or EURO 2024 GmbH which comes into its possession in relation to this RFI, (ii) the RFP and/or (iii) the Tender;
 - (b) it shall not disclose confidential information (or any parts of it) to any third party without the prior written consent of EURO 2024 GmbH, 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 EURO 2024 GmbH and any negotiation with EURO 2024 GmbH following receipt by EURO 2024 GmbH of its expression of interest (whether or not an invitation to participate in the RFP is issued). EURO 2024 GmbH 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, unless there is intentional or grossly negligent conduct in breach of contract by EURO 2024 GmbH or a legal representative or vicarious agent (*Erfüllungsgehilfe*). In the event of ordinary negligence (*einfache Fahrlässigkeit*), EURO 2024 GmbH, including its representatives or vicarious agents (*Erfüllungsgehilfen*), shall only be liable in the event of a breach of obligations which are indispensable for achieving the purpose of the contract and on whose strict compliance the respective other party must be able to rely (material contractual obligations / cardinal obligations (*Kardinalspflichten*)). In this case, liability shall be limited to the typical and foreseeable damage. In any case, the limitation of liability does not apply to liability for injury to life, body and/or health.
7. Each candidate is responsible for ensuring that no information nor representation made to EURO 2024 GmbH 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, EURO 2024 GmbH, UEFA, UEFA Events SA and/or any UEFA competition (whether it is invited to participate in the Tender or not) without the prior written consent of EURO 2024 GmbH, 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, EURO 2024 GmbH, this RFI, the RFP and/or the Tender belong exclusively to UEFA and/or EURO 2024 GmbH.
10. Each candidate shall comply with all legal provisions contained in this RFI or otherwise agreed in writing with EURO 2024 GmbH.
11. The appointment of any candidate to provide the Services is subject to such selected candidate and EURO 2024 GmbH (or any UEFA subsidiaries) entering into a long form agreement provided by EURO 2024 GmbH, which shall contain the full terms and conditions of such appointment.
12. EURO 2024 GmbH may determine that certain rights and obligations in relation to the Services are granted, assigned or transferred to any UEFA subsidiaries. The Successful Applicant shall, in such cases, treat all references to EURO 2024 GmbH contained in this RFI or any Agreement, to include any UEFA subsidiaries.
13. This RFI and all related documentation pertaining to the Tender (including any contracts) shall be governed and interpreted in accordance with German law without regard to choice of law principles. The exclusive place of jurisdiction shall be Frankfurt a.M., Germany.

APPENDIX 1: STATEMENT OF UNDERTAKING

Name of company: insert Name of Company
Tax number: insert tax number
Address: insert Street Postal Code City Country

referred to hereinafter as the “Company”, hereby expresses interest in participating in the Tender for the provision of IBC catering Services for UEFA EURO 2024™, and undertakes that:

1. no information provided nor representations made to EURO 2024 GmbH are false, inaccurate or misleading;
2. none of the Company nor its officers, employees, representatives, agents and advisors shall make any form of public announcement or statement relating directly or indirectly to EURO 2024 GmbH and/or the Tender to any third party (including but not limited to the media) without the prior written approval of EURO 2024 GmbH and the Company shall be held responsible for any damages caused due to any non-compliance with this paragraph 2;
3. the Company and its Personnel shall keep confidential the terms of this RFI and any information relating to affairs or business of EURO 2024 GmbH, UEFA or any UEFA subsidiaries which comes into its possession in relation to this RFI 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 EURO 2024 GmbH, 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, this RFI, the RFP and/or the Tender belong exclusively to UEFA and/or EURO 2024 GmbH;
5. it is capable of and shall comply with all legal provisions contained in this RFI or any other legal terms as otherwise agreed in writing with EURO 2024 GmbH;
6. it is capable and shall comply with the provisions of the UEFA Supplier Code, the EURO 2024 Health and Safety Guide, and the EURO 2024 Electrical Safety Guide;
7. EURO 2024 GmbH shall not be held responsible for any costs, expenses and/or liabilities incurred by the Company in the preparation and submission of the information and/or documentation in response to the RFI and/or any responses to requests for further information by EURO 2024 GmbH;
8. any association by the Company with EURO 2024 GmbH, UEFA or any UEFA competitions and events in any manner whatsoever without EURO 2024 GmbH's prior written approval is strictly prohibited;
9. EURO 2024 GmbH 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 or to re-open part of or the entire tendering process at a later stage and shall not be required to enter into any agreement with the Company;
10. this Statement of Undertaking and any related documentation shall be governed by and construed in accordance with the substantive laws of Germany. The place of jurisdiction shall be Frankfurt a.M., Germany.

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 EURO 2024 GmbH regarding the process for selection of a candidate(s) to provide IBC catering Services for UEFA EURO 2024™, 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: _____

APPENDIX 2: CATERING SERVICES DETAILS

Project Goals and Objectives

The International Broadcast Centre (“**IBC**”) will be comprised of a working population of approximately 400 UEFA staff and 300 Broadcast Partners (“**BPs**”) staff. The staff will typically reflect a wide range of different nationalities from across Europe and the world and will use the IBC as a full-time workplace, based in offices, studios and technical areas. Often staff will be working unusually long days from early morning to late evening, or even into the early hours of the following day, and it will be mostly the same staff on-site every day eating on-site, often twice a day. The quality, quantity and variety of dishes will be the key to making the IBC a comfortable working environment for the IBC staff.

It is therefore imperative that a varied choice of high quality international as well as local dishes are offered at each meal. Menus and meal descriptions must be displayed clearly in English at all times. Kitchens and eating areas on-site will need to be able to cater for at least 400 people per meal time at peak times. Peak numbers may reach as many as 700 people per day.

It is important that the candidate(s) is/are a flexible operation, which is able to grow according to the work schedule of the operation and according to on-site demand. Flexible opening and working hours should be taken into account, including late evening and weekend services.

Catering Facilities

Each candidate should be aware that UEFA reserves to select more than one supplier (“**Successful Applicant(s)**”), so as to encourage competition to keep prices reasonable and service levels and quality levels high, therefore the catering options may be split between several suppliers. Each candidate may express interest for one or more of the catering options and may be selected either for one or more services. The catering options will be identified in the Request for Proposals.

The Successful Applicant(s) will be responsible for setting up and operating the catering services at the IBC, which shall include but not be limited to the following key elements:

- An IBC café providing hot and cold drinks, pastries, snacks, salads and sandwiches in the IBC premises. The IBC Café will be operational from the 22nd of April 2024 to the 31st of July 2024 (or such other period as UEFA may in its discretion notify) during the operational period.
- An IBC restaurant comprising a full kitchen operation and restaurant/food market and a covered outside break area from the 15th May 2024 to the 16th of July 2024 (or such other period as UEFA may in its discretion notify). This catering solution will provide a full range and variety of food and drink products such as starters, hot dishes, snacks and pastries, as well as hot and cold beverages and alcoholic drinks (wine and beer). International cuisine will be required. Candidates may consider operating a food market concept as part of this solution which may involve subcontracting various foods stalls to other third parties.

- Additional temporary catering solutions, such as a food trucks, food booths, juice bars, grilled food buffets, providing food specialties as hot dogs, paella, fresh juices, barbecues etc.
- Should UEFA appoint commercial partners in a drink category (or in any other food and beverage or other product category), all Successful Applicants will be expected to work with such partners to maintain their exclusivity in their relevant area (for example soft drinks or beer). The candidate(s) may also be required to offer payment solutions consistent with any UEFA payment services sponsor.

The candidate(s) should be aware that no existing kitchen facilities will be made available to them for cooking on site. Therefore, the candidate(s) must be able to explain how, from a logistical perspective, they will be able to fulfil at least the above catering key elements. An outdoor space may be provided free of charge to be used for the building of an external structure for kitchen facilities. However, the candidate(s) will be responsible for costs of the structure and its construction and operation.

Certain kitchen facilities for storing, warming, cooling and serving pre-made food will be available along with some restaurant furniture free of charge. Corresponding maps which show what kitchen / restaurant facilities are available free of charge for these purposes are available in Appendix 3. Please note that this is indicative only and is subject to change.

The candidate(s) will need to:

1. cover their own utilities costs including electricity, gas and water;
2. provide their own cutlery and tableware including all dishes and glasses and be responsible for the washing of these;
3. provide sufficient seating for the proposed catering services;
4. provide all equipment and staff necessary to perform the catering services;
5. have their own insurance;
6. have good knowledge of all official German hygienic standards (cooling, storage, delivery etc.); and
7. maintain the agreed upon hours of operations, during which the candidate(s) shall cover lunch and evening meal options.

The candidate(s) may request an onsite visit from UEFA prior to submitting their proposal in Phase 2 (the RFP).

Below is the first estimation of the opening dates and times.

Action	Dates	Approximate number of staff on site	Café	Restaurant/ Terrace
Construction starts	1 April 2024	30		
UEFA offices open, MCR installation	22 April 2024	100	09:00 - 18:00	
Broadcasters arrival	15 May 2024	300	07:00 - 22:00	11:00 -21:00
IBC fully operational	10 June 2024	400	07:00 - 00:00	11:00 -21:00
Opening match	14 June 2024	700	07:00 - 00:00	11:00 -23:00
Final match	14 July 2024	600	07:00 - 00:00	11:00 -23:00

BP departures	16 July 2024	200	08:00 - 20:00	11:00 -23:00
Hand back of halls	31 July 2024	30	09:00 - 16:00	-

The candidate is informed that the numbers and dates contained within this RFI are approximate and subject to change.

Meal Planning

The Broadcast Logistics team will work closely with the candidate(s) and provide guidelines, where possible, on the expected numbers of IBC staff each day. They will meet regularly with the candidate(s)' main contact during the operational period to discuss catering feedback and planned weekly menus. The Broadcast Logistics team at the IBC is the point of contact and liaison for the IBC candidates and also for any issues, complaints or suggestions arising through the comments of staff on site.

Quality and Range of Cuisine

When performing the catering services, the candidate(s) will ensure that a varied choice of high quality international as well as local dishes are offered at every mealtime, with menus and meal descriptions displayed clearly in English at all times. The candidate(s) will use its/their best endeavours to serve food as fresh and local as possible and to ensure that all dishes are well-presented and tasty.

All dishes will be prepared freshly on site and the menu planning should be able to respond to the feedback and comments of the IBC staff and, in particular, UEFA project management. On-site chefs shall be directly involved in these discussions.

Menus will include vegetarian and gluten-free meal options and the candidate(s) shall be able to respond promptly to any special or additional dietary requests.

The candidate(s) will ensure they adhere to any sponsored product restrictions in food and drink categories, as well as ensuring acceptance of any credit card or banking sponsor cards or specific payment methods.

Local regulations, restrictions and permissions for outside or inside catering will be managed by the candidate(s).

Extra Catering

The candidate(s) will also offer a price list of extras, for meetings, VIP catering or special events which either UEFA units or BPs can order directly from the candidate and have delivered to their area. Broadcast Logistics has no budget for this and will not get involved in the ordering or invoicing process. It is simply an additional, optional and commercial service offered by the candidate(s).

Forms of Payment

The candidate will utilise the payment system (if any) specified by UEFA. This could include credit cards, including the cards or payment system of any UEFA banking or payment systems sponsor, cash and a meal voucher system. All such payment methods must be accepted as a form of payment at all catering solutions.

Scan devices system

UEFA will provide the candidate(s) with scanning devices in order to scan the accreditation of UEFA staff and suppliers working at the IBC who will constitute approximately 50% of the total IBC staff each day.

Each fully accredited UEFA staff member will be entitled to **one** meal per day (or such other number of meals as UEFA may determine) as from the date of activation of the accreditation scanning system (mid-May).

Other target groups will pay directly by credit card or cash or other payment methods.

Cleaning

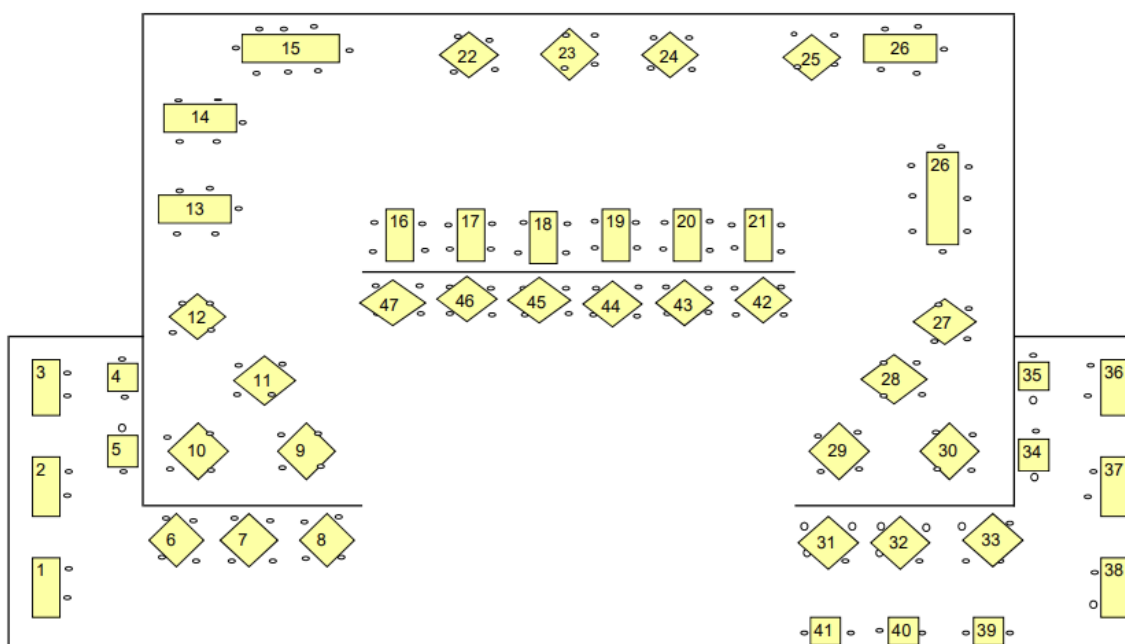
The candidate(s) will be responsible for the cleaning of the IBC catering facilities operated by them.

The candidate(s) will need to propose and provide their own waste management solution.

APPENDIX 3: MAPS

Seating capacity and existing furniture in the Restaurant Petershof:

1. Upper floor: 18 standing tables + 14 tables (with 4 chairs each table – total 56 seats)
2. Lower floor (map below): 55 tables with 189 chairs in total

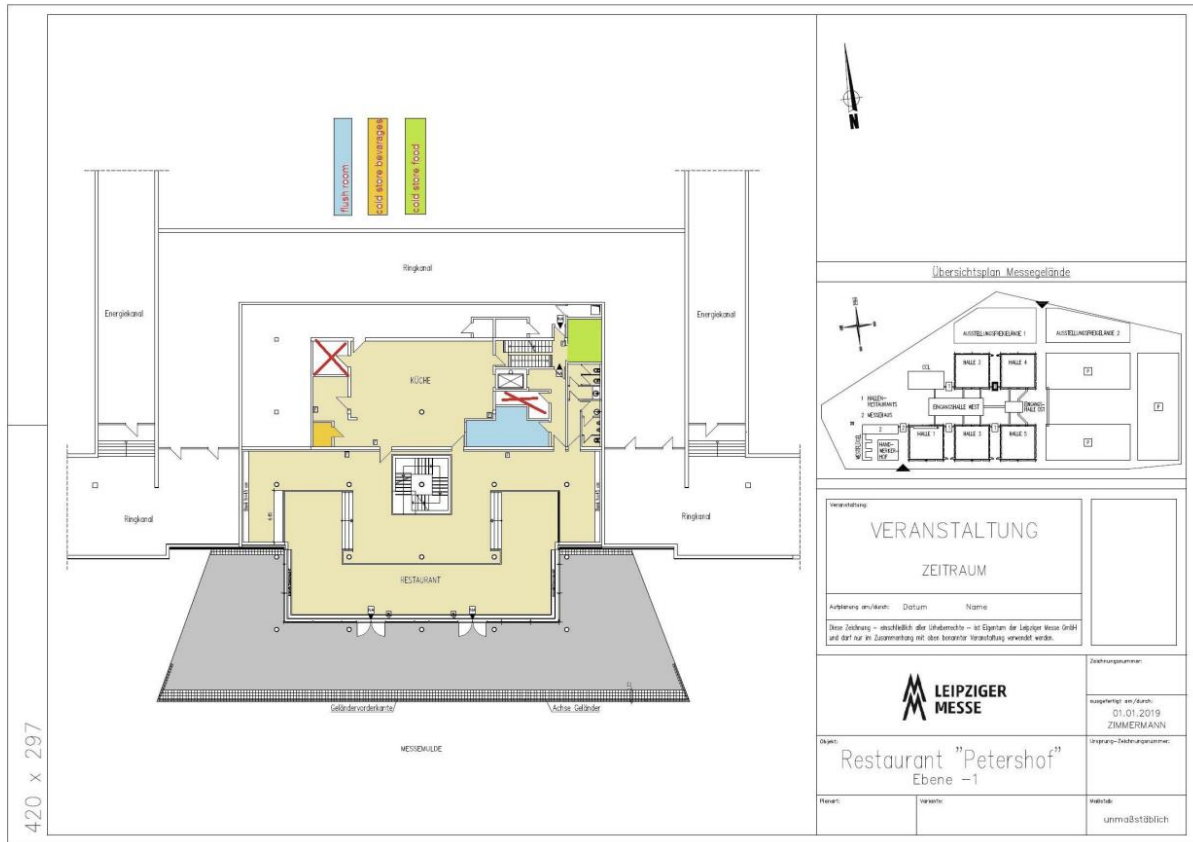


Restaurant 2/4

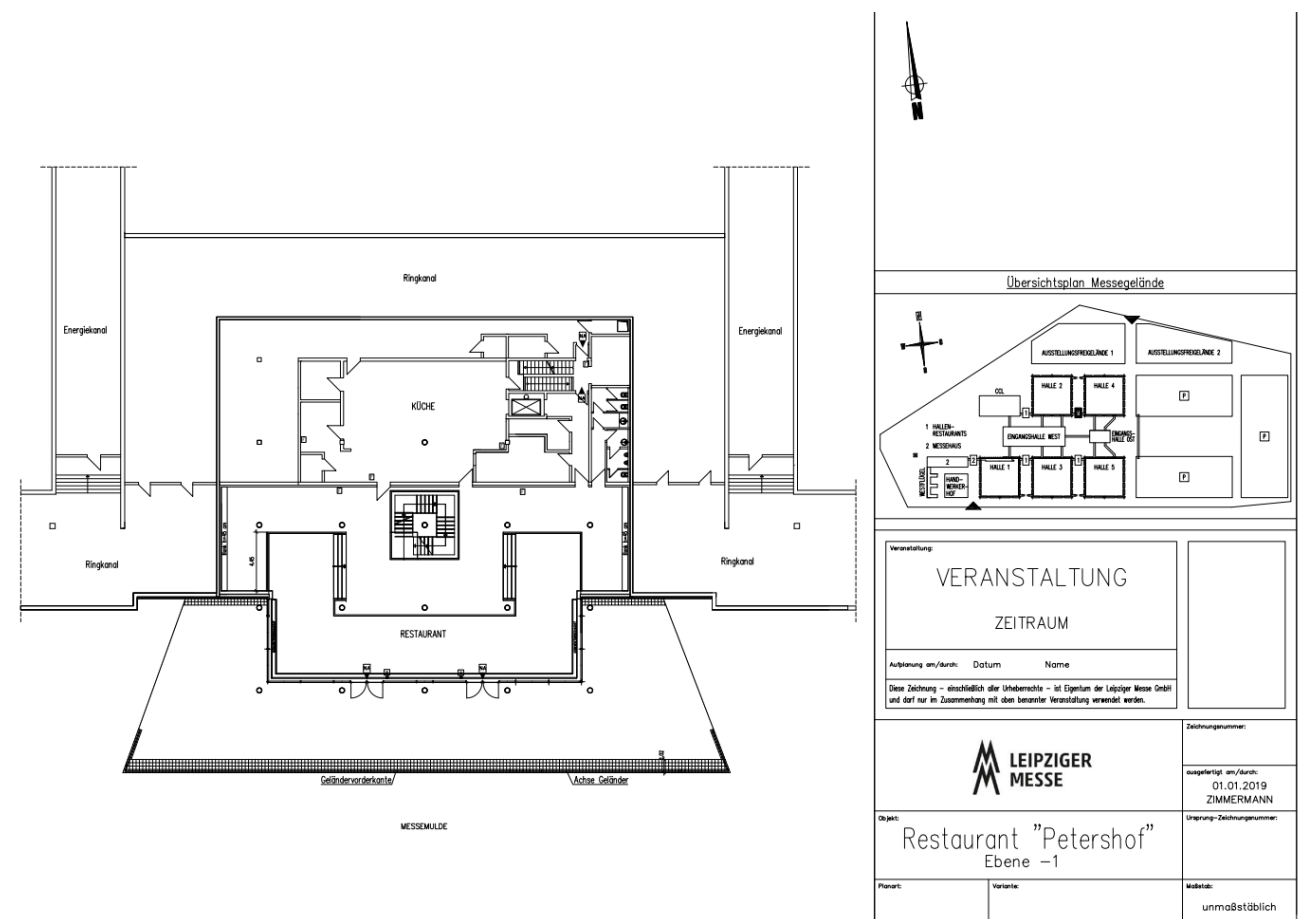
189 Sitzplätze



Existing Kitchen Facilities at the Restaurant Petershof – Level 0

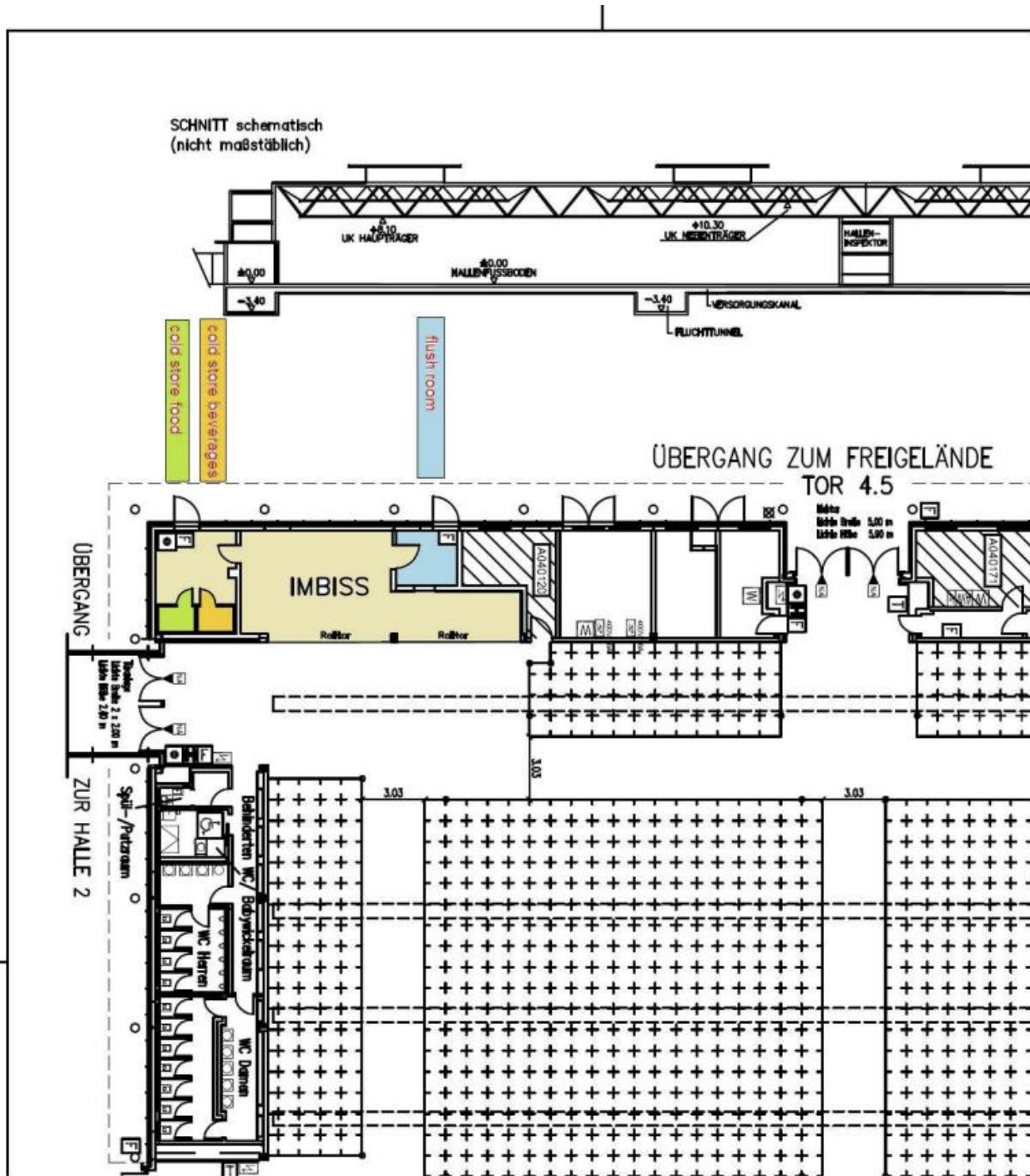


Existing Kitchen Facilities at the Restaurant Petershof – Level -1





Existing Kitchen Facilities at the Café





UEFA
ROUTE DE GENÈVE 46
CH-1260 NYON 2
SWITZERLAND
TELEPHONE: +41 848 00 27 27
TELEFAX: +41 848 01 27 27
UEFA.com

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