

# FIFA Foundation

## Digital Education Programme

Request for proposal and specifications/supply of technological equipment

### 1. Introduction

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#### 1.1. FIFA and the FIFA Foundation

The Fédération Internationale de Football Association, based in Zurich, Switzerland, is the international governing body of association football, futsal and beach soccer, comprising of 211 member associations grouped into six recognised confederations. FIFA's activities extend far beyond its broad spectrum of international competitions, headed by the FIFA World Cup™. FIFA also provides material, financial and promotional resources for developing the game around the world and offers support to underprivileged communities. For more information on FIFA and its competitions, please visit the official website at [www.FIFA.com](http://www.FIFA.com).

The FIFA Foundation is an independent foundation established within the meaning of articles 80 et seq. of the Swiss Civil Code (SCC). As enshrined in article 2 of its Charter, the FIFA Foundation aims to promote social change worldwide through the support of programmes, initiatives, projects and organisations, in particular those using football as a tool for social development.

#### 1.2. Request for Proposal

By receiving this Request for Proposal (hereinafter referred to as the “**RFP**”), your company has been invited by FIFA to submit a proposal for the “FIFA Foundation Digital Education Programme”, to promote digital learning and the development of skills such as computational thinking, creativity, teamwork and problem-solving in students who live in underprivileged environments (hereinafter the “**Proposal**”).

### 2. Concept

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The FIFA Foundation is financing an educational initiative called the “Digital Education Programme” which provides knowledge, mentoring, training and digital resources to

primary schools in underprivileged areas. The aim is to help pupils to learn about and develop skills related to digital education, programming and educational robotics whilst promoting social inclusion and educational innovation through activities that combine education, technology and football.

Football, which is played in all four corners of the globe, has the unique power to inspire and motivate children and teenagers. By integrating football into digital education, programming and robotics, we can pique students' interest and hold their attention. This combination allows us to harness their passion for the sport as a gateway to teaching them key technology skills. For example, children can design their own football video games, programme applications to record match statistics or create simple robotics projects, such as an automatic goal tracker. These projects provide a familiar and exciting backdrop that makes learning more appealing and meaningful.

In this context, the FIFA Foundation has selected Paraguay as one of the countries in which this programme will be implemented, with the support and cooperation of the Ministry of Science and Education (MEC) and the Paraguayan Football Association (APF). The programme aims to reach a maximum of 100 schools, benefiting up to 25,000 students in the first and second cycle (broadly between ages 6 to 11) for three years, through teacher education, the provision of materials (including computers, projectors and educational robotics components), educational support and evaluation, supporting the implementation of robotics and technology projects initially within the activities of the Open Schools Programme and subsequently integrating this multi-dimensional approach into the normal school day.

To achieve its objectives, the programme involves taking several simultaneous steps and providing digital resources and technological equipment to the participating schools and their educational communities. This initiative will require close cooperation between the main partners and the various service providers:

Main partners:

- The MEC
- The APF
- The FIFA Foundation

Service providers:

- *Operational* – responsible for project management, coordination of partners and suppliers, organisation of events and logistics, monitoring and evaluation and communication materials, amongst other things.

- *Pedagogical* – responsible for the pedagogical technical proposal, methodology, designing content, training and mentoring educators, raising awareness amongst families and in the school environment, and developing materials (handbooks for educators and students and so on), amongst other things.
- *Technological* – responsible for supplying the technical equipment, for example robotics kits, projectors, netbooks, and charging carts, amongst other products described in this document.

### **3. Services, quality requirements and technical deliverable specifications**

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This RFP exclusively addresses the supply of technological equipment with the aim of supplying schools participating in the programme with these materials (section 4), together with the corresponding technical support and logistics services as described. In terms of the educational robotics kit, pedagogical support is also expected, as specified below (in the section entitled “Further considerations”).

**Location for the delivery of supplies:** Paraguay.

**Design:** the programme name and/or the FIFA Foundation logo must be visible on all devices included in the contract, following the awarding body’s brand guidelines.

**Compatibility:** Devices must be compatible with the standard electrical supply in Paraguay and any connector or plug must enable it to be used on the electricity network. Compatibility with standard peripherals such as mice, keyboards or video outputs is also expected.

**Warranty and technical support:** The devices must have a two-year (and preferably three-year) manufacturer’s warranty against malfunction, breakage in transit or other issues to be defined. Under this warranty period, appliances with any issues may be returned and replaced by similar or identical items. Technical support must also be offered in the event of malfunction.

**Samples:** samples of each product included in this RFP (including the software from the programming and robotics kit) must be provided to the FIFA Foundation

immediately after the contract start date. For a seven-day period, the awarding body may ask questions and/or request changes, as long as they are relevant to the terms in this RFP. The deadline for making these changes or for responding to questions is seven days from the date of receipt. Since the handbook (which is described in more detail in section 4) is a textbook, it may be sent for a final review of the text's grammar, syntax, orthotypography and style, amongst other things. The deadline for change requests will therefore be four weeks from receipt.

### **Packing and delivery specifications**

The technological equipment's packaging must clearly show the school's name and contain a detailed inventory.

The technical team will deliver the items as soon as possible and before 15 January 2025. The items will be delivered to a single location. If it is necessary to make partial deliveries, only two different delivery dates will be accepted, separated by a maximum of 15 days.

The supplier will keep one paper copy and one digitally scanned copy of each delivery receipt, in which the relevant information will be provided (place, date, equipment type, amount, recipient's name, role and signature, place of receipt). Printed and digital copies must also be provided to the awarding body, together with printed copies to each recipient school.

## **4. Technological equipment**

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In order to group together the equipment by school, details of specific individual units will be provided for a maximum of 100 schools. This document sets out the total amounts to be included in the Proposal and represents the supply for all of the schools taken together.

- 26\* video projectors with the following features:
  - HD resolution (1,080p)
  - Projection from 30" to 300"
  - Lamp lifespan >30,000 hrs
  - Built-in speaker
  - VGA+HDMI ports

- 820\* portable computing devices. Equipment specifications:
  - Suitable for the ages and level of the school years set out in the Proposal: size/weight/keyboards
  - Specifically configured using the awarding body's brand; access to programmes and applications to be determined by the awarding body
  - Security, anti-virus and age-restricted content control measures
  - Allow loading using storage carts
  - Spanish keyboard
  - External mouse
  - WiFi and Bluetooth connectivity
  - At least 4GB of RAM
  - A SSD drive of at least 128GB
  - A screen of at least 14"
  - Battery of at least 5,000mAh (ideally 10,000mAH)
  - Power supply (charger)
  
- 31\* charging trolleys for mobile devices with the following features:
  - Capacity for at least 16 units
  - Lockable security system
  - Smart charging
  - Mobility: resistant wheels, brakes and handles to facilitate movement around the school
  - All trolley components must be manufactured using fire-resistant materials. The design must also incorporate fire-proofing, such as ventilation systems and overload protection.
  
- **1,819\* robotics kits.** Robotics kit specifications:
  - **Assembly parts:** the construction kit must have the necessary number of parts to be able to make a minimum of 12 different educational prototypes suitable for the different grades within the first and second cycles of the Paraguayan education system. The parts must enable structures to be built using interlocking items, avoiding the use of screw fittings to the extent possible, especially if they are small. The parts may be made using plastic injection moulding, solid or pressed wood, metal or any material that ensures durability and wear resistance. All parts and items must be secure, suitable and appropriate to be handled by students aged six and over.

- **Electronic components:** the kit must be compatible with the Micro:bit V2, which means it must have a compatible expansion module. This module must have connection adaptors that enable sensors and actuators to be connected, such as RJ connectors or similar. It must have at least six inputs and outputs and the power system must be included to supply servos and at least two DC motors connected with additional connectors, the speed of which may be programme-controlled. Connection cables with adapted connectors must be separate from the other electronic components such that they may be replaced if necessary. The connection cables must be robust and torsion- and pull-resistant and must be electrically insulated. Regardless of expected durability, it is expected that more connection cables than strictly necessary will be provided as planned replacements for potential breakages or losses. In addition to the construction parts and the expansion module, the electronic components that must be provided include the following items as a minimum:
  - One ultrasonic sensor unit
  - One line follower module unit with at least two detection sensors, whether IR or another type
  - Two DC-motor units with mechanical reduction (DC gear units)
  - One soil moisture sensor unit
  - One colour sensor unit
  - Two angular-position servo motor units
  - A RGB LED module unit with at least five LEDs (flexible or rigid)
  - One display unit that is capable of showing alphanumeric text (LCD, OLED, etc.)
  - One module with push buttons or joystick
  - One module adaptor to which generic sensors can be attached using three pins (signal, voltage and ground)

Any proposal that includes items with specifications not covered by this list will be considered, as will proposals with more items than those indicated.

- **Additional items:** The kit must also include the following items:

- Two-wheel units (with rims and tires if necessary) to couple with the DC motors
  - Two footballs with dimensions of around 32mm in diameter
- **Storage box:** In order to store and organise parts correctly, all parts contained in the robotics kit must be kept in a plastic storage box or similar. Each box must contain a list of parts or components found in the kit, together with their quantities and names and an image or design so that users can easily identify them. The boxes must also be illustrated with the brand and/or design described in detail by the awarding body.
  - **Software:** The kit must be capable of being programmed using an open block-based programming environment. Furthermore, the ability to programme using pictograms for pre-readers and or/coding languages will be assessed.
  - **Batteries and power supply:** The kit must be capable of being operated autonomously using a rechargeable (ideally lithium ion) battery. The kit must include the necessary battery/batteries for the items to function properly and the necessary charger or power supply to charge it/them. A positive view will be taken of the ability to include twice the number of necessary batteries and the fact that the charger can be used externally to enable one set of batteries to be charged whilst the other is in use with the robotics kit.
  - **Handbook:** The kit must include a printed handbook that is also available in electronic format and that must principally function as a textbook.

This handbook will include educational projects with assembly instructions for the prototypes, that will be connected to a topic related to the United Nations Sustainable Development Goals and/or with physical activity and football. The projects must be based on the project-based learning methodology.

Furthermore, the handbook will have a technical chapter that must contain information about the product's general uses, tools and specific components, technical information regarding the equipment, common problems and solutions, connection and configuration details and

information about responsible use and basic care and maintenance of the equipment.

### **Further considerations**

#### Operational and pedagogical support for providers

Close cooperation and collaboration between the operational, pedagogical and technological suppliers is expected.

The Proposal must contain a training and support plan for the use of the robotics kit and its specific educational resources. This training plan may be aimed directly at teaching staff or to support the organisation that is ultimately selected in the tender process for the pedagogical supplier. For either option, the resources of the organisation chosen during the tender process for the operational implementing partner will be available, so only the direct costs of the support and training plan should be taken into account, ignoring those for the logistics relating to the beneficiaries of this plan (whether it is addressed directly to the educators or to the pedagogical implementer).

#### Accessibility and inclusion

Accessibility for, and inclusion of, the intended audience should be considered when preparing and publishing the educational resources.

#### Football

It is expected that the proposals submitted will explain how football and related concepts will be directly or indirectly integrated into the development of content and educational resources, together with the activities designed for both educators and students.

#### Education equality perspective

All resources, materials and activities to take place with directors, educators and students must take account of the education equality perspective to ensure there is a fair and inclusive environment. This means designing content and activities that avoid reinforcing stereotypes and discrimination, ensuring that all students feel valued and respected.



## 5. Payment schedule

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Payments will be made within 45 days of each delivery.

## 6. Proposal requirements

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The proposal must be written in Spanish or English, be clear and concise, and should include, without limitation, the following information:

- Portfolio of previous work, credentials;
- Detailed proposal according to the project brief in this document;
- Cost breakdown in USD. *No specific template is required. It must be specified whether the costs are fixed or variable, one-off or recurring;*
- Currency in which the FIFA Foundation will be invoiced;
- Signed copy of the FIFA Sustainable Sourcing Code as set forth [here](#);
- Response to the Compliance & Solvency questionnaire in Appendix 1 of this RFP;
- If your company's legal entity would be contracting with FIFA for the first time, fill in Supplier Creation Form included in Appendix 2 of this RFP;

## 7. Tender process schedule

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Dates	Milestones
25 September 2024	Issue of RFP to the bidders
30 September 2024	Deadline for confirmation of intent to submit a proposal ( <a href="#">here</a> ).
7 October 2024	Deadline for submission of questions ( <a href="#">here</a> )
14 October 2024	Clarification of all questions through the FIFA Foundation. Questions and answers will be anonymised and distributed to all bidders.
28 October 2024	<b>Deadline for submission of proposals (<a href="#">here</a>)</b> , comprised of proposal, budget, Supplier form and Compliance and Solvency questionnaire.
31 October 2024	Invitations sent to shortlisted bidders to schedule bid presentations.
Week of 4 November 2024	Presentations by shortlisted bidders
2 January 2025	Expected contract start date

## 8. Contact details

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For the attention of the FIFA Foundation Digital Education Programme,  
[digitaleducation@fifafoundation.org](mailto:digitaleducation@fifafoundation.org)

Copy to Andrea Kovacs, Senior Procurement Manager, [andrea.kovacs@fifa.org](mailto:andrea.kovacs@fifa.org)

## 9. Legal Considerations

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### Definitions and Interpretation

9.1 In this RFP:

- (a) capitalised expressions have the meanings ascribed to them in this RFP unless the context otherwise requires;
- (b) any reference to a “person” or to an “entity” or to a “third party” or to an “organisation” includes any individual, company, body corporate, corporation (sole or aggregate), government, state or agency of a state, firm, partnership, joint venture, association, organisation or trust (in each case whether or not having separate legal personality and irrespective of the jurisdiction in or under the law of which it was incorporated or exists) and a reference to any of them shall include a reference to the others; and
- (c) any reference to a “Section” is a reference to a section of this RFP.

### Acceptance of Terms and Conditions

9.2 Each bidder irrevocably and unconditionally accepts and agrees that, by participating in this tender process (through any response to this RFP, the submission of the Proposal or otherwise), it agrees to be bound by the provisions and procedures, and the terms and conditions (including the outcome), of this RFP.

### No grant of rights

9.3 This RFP is no more than an invitation to submit a Proposal. Nothing contained in this RFP, including all documents referred to herein and all related communications made by FIFA or its associates or their respective

representatives, agents or employees (i) shall confer any rights to, create any legally binding agreement with, or constitute an offer that is capable of acceptance by, any entity or recipient of this RFP with regard to the provision of goods and/or services relating to the project defined in this RFP; and/or (ii) shall be taken as constituting any representation by FIFA that an appointment of the bidder or any third party will be made pursuant to this RFP or otherwise.

### **Accuracy of RFP**

9.4 FIFA has taken all reasonable care to ensure that this RFP is accurate in all material respects at the time of publication. Notwithstanding the foregoing, all information contained herein is subject to amendment and/or variation by FIFA at any time and without any reason and/or prior notice being given to any bidder or any recipient of this RFP. In any case, each bidder and recipient of this RFP shall be responsible for verifying the accuracy of all information contained in this RFP and for making all necessary enquiries prior to the submission of its Proposal. Neither FIFA nor any of its associates nor any of their respective agents, employees or representatives will be liable for any claims, loss or damage suffered by any bidder or other recipient of this RFP as a result of reliance on any information contained herein, or otherwise.

### **Modification of the RFP**

9.5 FIFA may, in its sole discretion and without any liability whatsoever to any bidder or any recipient of this RFP, amend, alter and/or modify any or all of the provisions of, and/or withdraw in its entirety, this RFP at any time and without any reason and/or prior notice being given to any bidder or any recipient of this RFP.

### **Proposals**

9.6 Proposals in response to this RFP must be signed by a duly authorised person entitled to undertake all legal obligations relating to this RFP and the Proposal on behalf of the bidder.

9.7 Each bidder warrants, represents and undertakes to FIFA that:

- (a) all information contained in its Proposal will be complete and accurate in all respects and shall not be false or misleading; and

- (b) if, following submission of its Proposal, there are any changes in such bidder's circumstances that may affect any of the information contained in the bid, the bidder shall promptly notify FIFA in writing setting out the relevant details in full.
- (c) there exists not any conflict of interest between the bidder, its Proposal, FIFA and/or its staff. In case of potential conflict at the moment of the bid, the bidder shall disclose any such potential conflict in its Proposal. In case of potential conflict at later stage, the bidder shall disclose such conflict promptly to FIFA in writing.
- (d) the bidder will, during the tender process as well as when services will (in the event of a successful bid) be performed on behalf of FIFA, respect the principles of the FIFA Code of Conduct at all times and under all circumstances.

If FIFA considers that any bidder is, or may be, in breach of this Section 8.7, FIFA shall, without prejudice to any other rights or remedies that may be available to it, be entitled to withdraw from any discussions or negotiations with such bidder and/or to reject its Proposal, in each case without any requirement to give such bidder any notice and without liability on the part of FIFA to such bidder.

- 9.8 FIFA reserves the right to request any bidder to amend the Proposal submitted in response to this RFP. Such amendments will form part of the tender process as outlined within the RFP and as such will not attract remuneration from FIFA.

### **Financial terms**

- 9.9 Unless otherwise expressly stated in this RFP, the quotation to be provided as part of the Proposal is all inclusive and covers all Swiss and non-Swiss taxes, VAT/sales tax and the like, customs, duties, levies, imposts and any other charges. The successful service provider(s) will be responsible for reporting and paying any Swiss and non-Swiss taxes, VAT/sales tax and the like, customs, duties, levies, imposts and any other charges which become due on the consideration to be paid by FIFA, except for Swiss VAT and Swiss customs duty, if any, which shall be borne by FIFA.
- 9.10 The successful bidder shall indemnify, and keep fully and effectively indemnified, FIFA and its affiliates and officers from and against all obligations on FIFA in respect of all Swiss and non-Swiss taxes, VAT/sales tax and the

like, customs, duties, levies, imposts and any other charges arising from, and/or in connection with, any provision of goods and/or services pursuant to the relevant Services Agreement and the discharge of any and all obligations imposed on the successful bidder by this RFP, except for Swiss VAT and Swiss customs duty, if any, which shall be borne by FIFA.

## **Insurance**

- 9.11 The successful bidder will be required to maintain, at its own cost and through the term of relevant Services Agreement, adequate general third party liability and professional indemnity insurance (as well as additional insurance obligations as reasonably requested by FIFA) to cover, regardless of the form of action, whether in contract, tort or otherwise, its potential liability and indemnity obligations thereunder, including (without limitation) for any damages caused to FIFA in connection with the provision of goods and/or services relating to the project defined in this RFP.

## **Tender Costs**

- 9.12 Each bidder is solely responsible for all costs, expenses and liabilities incurred by the bidder in the preparation of its Proposal, any responses to requests for further information by FIFA and any negotiation with FIFA following receipt by FIFA of its Proposal (whether or not a Services Agreement is entered into with such bidder).
- 9.13 For the sake of clarity, the selected service provider(s) will not be reimbursed or otherwise remunerated by FIFA in relation to any costs, expenses and liabilities incurred by the bidder in the preparation of its Proposal or at any time during the tender process.

## **Ownership of Proposal**

- 9.14 Once received by FIFA, each Proposal becomes the physical property of FIFA and FIFA shall not be obliged to return any Proposal. FIFA shall be entitled to unrestricted use, free of charge, of any commercial initiatives, creative materials, procedures, suggestions and/or recommendations contained in each Proposal or otherwise provided and/or disclosed by each bidder in discussions or correspondence with FIFA during the tender process (the "**Bid Information**"). Each bidder shall execute any documents or undertake other acts which may be required by FIFA for the purposes of giving FIFA the full

benefit of this provision. Each bidder waives any right of action it may have against FIFA in relation to any use of the Bid Information.

### **Intellectual Property**

- 9.15 Each bidder acknowledges, by itself and its staff that all rights to FIFA's intellectual property portfolio, including the RFP shall remain the sole and exclusive property of FIFA.
- 9.16 Any successful bidder(s) may be required, pursuant to the terms of its Services Agreement with FIFA, to assign to FIFA any and all intellectual property in any works created. Furthermore, bidders may be required by FIFA to assign to FIFA any and all intellectual property in any works created in connection with this tender process, as a pre-condition to its continued participation in it.

### **Non-collusion**

- 9.17 The bidder must ensure that the bid is prepared without any agreement, arrangement, communication, understanding, promise or undertaking with any other competing entity or individual, including regarding price, bid submission procedure or any terms of the bid or potential award. In the event of any breach of this clause by any bidder, FIFA reserves the right to invalidate the bid submitted by that bidder and seek damages. Bidders who engage in bid-rigging conduct will be liable for the imposition of pecuniary penalties and other applicable sanctions. The former will not apply when the bidder has communicated with a competitor for the purpose of subcontracting a portion of the tender, and where the communication with that competitor is limited to the information required to facilitate that particular subcontract and has been duly disclosed and approved by FIFA, as outlined under the "Confidential Information" section of this RFP.

### **No obligations**

- 9.18 FIFA shall be under no obligation to review or consider any Proposal submitted by a bidder, regardless of whether such Proposal is submitted to FIFA on time or in accordance with the procedures outlined in this RFP or not. FIFA shall, at its sole discretion, be entitled to withdraw from any discussions or negotiations with any bidder and/or reject the Proposal at any time, in each case without any requirement to give such bidder any explanations.

- 9.19 FIFA reserves the right to work with multiple service providers at the same time for the provision of goods and/or services relating to the project defined in this RFP.

### **Sustainability and Human Rights**

- 9.20 Each bidder agrees to conduct all aspects of this RFP in a fair and reasonable manner and in keeping with the highest standards of responsible business conduct prevailing in its industry, following guidance from the OECD Guidelines for Multinational Enterprises where applicable. The successful bidder(s) will be requested to comply with the minimum requirements outlined in the [FIFA Sustainable Sourcing Code](#) related to the potential sustainability impacts of the products and services, and to enforce them in their business relationships and activities linked to this RFP, and meet its responsibility to respect, in all aspects of its activities relating to the project defined in this RFP, all human rights in accordance with the UN Guiding Principles. Where applicable, the successful bidder(s) will further comply with the WFSGI Code of Conduct – Guiding Principles of the World Federation of the Sporting Goods Industry then in circulation. FIFA may, at its absolute discretion and at any time during the tender process, require any information on how the bidder implements its sustainability and human rights-related responsibilities as outlined in this Section 8.19. The successful bidder will be required to report on its efforts to comply with FIFA's sustainability and human rights requirements throughout the project duration.

### **Data Protection**

- 9.21 When processing personal data on behalf of FIFA, the successful bidder is required to a) always comply with any applicable data protection laws and b) agree with and sign FIFA's data processing agreement. In addition, bidders shall provide, together with the Proposal, information concerning the processing of personal data such as, but not limited to; the geographical location of where the data will be stored, access rights, the technical and organizational measures (TOMs) in place, subcontractors used, security level and details of the data center security specifications, among others. Final confirmation of the supplier will be subject to the outcome of the appropriate assessments and the timely execution of any resulting agreed action.

### **Confidential Information**

- 9.22 The full content of this RFP and associated supporting materials are confidential. Each bidder will keep confidential its participation in the tender process and the terms set out herein.
- 9.23 Each bidder must ensure that any person who receives a copy of this RFP is bound by this confidentiality obligation. FIFA may, in its absolute discretion, opt to require to sign a confidentiality agreement or undertaking, within a prescribed timeframe to be determined by FIFA, as a pre-condition to its continued participation in this tender process.
- 9.24 For the sake of clarity, any disclosure of the RFP to any third party will be strictly and solely at the discretion of FIFA.

### **No right of action and no liability**

- 9.25 This RFP is provided solely by way of explanation only and does not contain any warranties, representations or undertakings whatsoever upon which any person may rely, or seek to initiate or substantiate any legal action, against FIFA and/or its associates or their respective agents, employees and/or representatives. In particular, all dates referenced herein are indicative only and FIFA expressly reserves the right to disregard and/or postpone any date herein without consulting and/or notifying any bidder and without incurring any liability whatsoever.
- 9.26 Each bidder expressly waives any right of action it may have against FIFA with regards to the tender process. There shall be no liability of FIFA of whatever nature in connection with this RFP, the Proposal and/or any information, communication or correspondence of FIFA in relation thereto to the fullest extent permitted by law.

### **Anti-Corruption**

- 9.27 Giving and taking bribes can lead to criminal proceedings in accordance with art. 4a of the Swiss Federal Law on Unfair Competition (art. 102 of the Swiss Criminal Code) and art. 322octies and art. 322novies of the Swiss Criminal Code and any other applicable anti-bribery or anti-corruption legislation.



## **Governing Law and Jurisdiction**

9.28 This RFP and the procedures outlined herein shall be governed by, and interpreted in accordance with, the laws of Switzerland, to the exclusion of any choice of law principles and to the exclusion of the Vienna Convention on Contracts for the International Sale of Goods. All disputes in connection with this RFP, including disputes as to its validity, invalidity, conclusion, binding effect, amendment, breach or termination, are to be promptly settled between the parties by negotiation. If no solution can be reached, such disputes shall, to the exclusion of any court or other forum, be exclusively resolved by an arbitral tribunal consisting of one (1) arbitrator under the auspices of, and pursuant to, the Swiss Rules of International Arbitration of the Swiss Arbitration Centre on the date on which the notice of arbitration is submitted in accordance with those rules. The seat of the arbitration shall be Zurich, Switzerland and the language of the proceedings shall be English. For the avoidance of any doubt, any determination made by the arbitral tribunal shall be final and binding on the parties.

With its signature the bidder confirms the content of this RFP and agrees to it.

### **For the bidder:**

Place/date

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**[Insert corporate name]**

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**[Name]**  
**[Function]**

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**[Name]**  
**[Function]**

## Appendix 1 - Compliance & Solvency Questionnaire

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### Conflict of interest :

1. Do any of your company's majority shareholders or directors have a shared business or personal interest or close relationship with a FIFA official or employee?

No       Yes

If "Yes", please provide the name of the FIFA official or employee as well as details on the interest/relationship:

2. Do any of your company's majority shareholders or directors have close ties to government officials, or do they hold any political functions?

No       Yes

If "Yes", please provide the name of these persons as well as details of their ties:

### Anti-bribery & Corruption:

3. Has your company or any of its directors, majority shareholders or employees ever been involved in an investigation or litigation on bribery or corruption, been involved in criminal investigations or convicted in criminal charges?

No       Yes

If "Yes", please provide the name of this person and details of investigation or conviction:

4. Has your company – directly or indirectly – provided an advantage or gift of any kind to an FIFA official or employee?

No       Yes

If "Yes", please provide the name of this person and details of the advantage or gift:

### **Solvency**

5. Has your company ever been bankrupt, or is in the process of being wound up, having its affairs administered by the courts, has entered an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning these matters, or is in any analogous situation arising from a similar procedure provided for by the law of any State?

No       Yes

If "Yes", please provide details

### **Ownership/Management**

6. Please provide an extract from the Ultimate Beneficial Ownership (UBO) register of your company, or list all shareholders with holdings greater than 5%, including full name, % shareholding and country of each principal shareholder, and a list of all registered directors, board members and executive team including full name and country.

## Appendix 2 – Supplier Creation Form

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This form is only applicable if your company’s legal entity would be contracting with FIFA for the first time.

Please fill in the fields in white:

General information	
Company Name	
Street address	
City	
Postal Code	
State/Province	
Country	
Communication	
First name of contact Person	
Last name of contact Person	
E-Mail address of contact Person	
Purchase Order E-Mail	
Bank details* - Country of bank account must match country of company address	
Bank Name	
IBAN (for IBAN registered companies)	
Account holder	
Account number	
SWIFT/BIC Code	
ACH Transfer Routing Number	
Wire Transfer Number	
Tax information	
Type of Company (Tax Registered, Company Register)	
Tax registration number	
VAT registration number	
Company registration number	
Purchasing Data	
Currency	
Payment terms	FIFA Standard = 30 days

\*Please provide an official letter from the bank confirming your bank details.