



# Request for Information (RFI)

LED & Static Board tender FIFA Senior  
Events 2021 - 2023

22<sup>nd</sup> September 2020



## 1. Introduction

FIFA is looking to appoint a service provider for the provision, management and operation of LED perimeter boards for the below FIFA competitions in the period from 2021 – 2023 (“Competitions”):

- Test Event to be held in Qatar in November/ December 2021 (max. 7 venues)
- FIFA World Cup Qatar 2022™ (8 venues)
- FIFA Women’s World Cup 2023™ to be held in Australia & New Zealand (10 venues projected, subject to confirmation)

The prospective service provider will be responsible for the provision, on a rental basis, of LED Board Perimeter Services (including but not limited to planning, supervision, set-up, operation, dismantling, as well as logistics services). The services required also include the production, provision and set-up of blindsides static boards in the venues and training sites/ Team Base Camps. Should the prospective service provider not have a static board operation, prospective service provider are requested to work with a partner company that is able to provide such services in order for the prospective service provider to present one combined solution.

The services shall include the provision of the following key elements:

- Sourcing LED systems in compliance with FIFA technical specifications and requirements as well as sustainability requirements;
- Sourcing static boards for blindsides and training sites with FIFA technical specifications and requirements as well as sustainability requirements;
- Delivery, setup, removal and operation of LED Advertising systems at all stadiums;
- Production, delivery, setup and removal of static Blindsides Advertising boards at all stadiums;
- Production, delivery, setup and removal of Static Advertising Board systems at selected training sites;
- Artwork management through a supplier owned online tool;
- Reporting to FIFA during delivery phase and after each match;
- Organisation and performance of stadium and training site inspections in cooperation with FIFA.

In order to appoint a service provider, FIFA will organize a tender process. Interested companies should include *all* of the Competitions in their proposal.

Note that since the FIFA World Cup Qatar 2022™ is one of the key events of this tender process, it is expected that the appointed service provider complies with the FIFA World Cup Qatar 2022™ Sustainable Sourcing Code (Appendix I) for the scope of this project.

## 2. Process of Tender

The LED perimeter board tender process for the Competitions is split into 2 phases:

- Phase 1 – Request for Information (RFI):  
In this phase companies are asked to submit their interest for the participation in this tender and to share requested information (see below). Based on the submitted information, FIFA will assess which companies are eligible to participate in the 2<sup>nd</sup> phase of the tender process.

- Phase 2 – Request for Proposal (RFP):  
The companies selected by FIFA from Phase 1 will receive the full tender document and are requested to submit their full proposals (each a “Proposal”) to FIFA. FIFA will evaluate the submissions in order to select a service provider for the provision, management and operation of the services described above in respect of the Competitions.

Further details, terms and conditions will be made available to all companies eligible for the 2<sup>nd</sup> phase of the tender process.

Kindly see below the timelines for the overall process (phase 1 and phase 2). Please be aware that these may change at any time, as deemed necessary by FIFA:

Phase		Date
1	Request for Information (RFI) to be published on FIFA.com	22 <sup>nd</sup> September 2020
	Deadline submission of questions RFI	25 <sup>th</sup> September 2020, 15.00 CET
	Answers to be shared with all bidders	2 <sup>nd</sup> October 2020
	Interested service providers to submit their required documents for the RFI	9 <sup>th</sup> October 2020, 15.00 CET
2	Selected service providers receive the RFP	16 <sup>th</sup> October 2020
	Deadline submission of questions RFP	23 <sup>rd</sup> October, 15.00 CET
	Answers to be shared with all bidders	30 <sup>th</sup> October 2020
	Selected service providers submit their proposals for the Tender	20 <sup>th</sup> November 2020, 15.00 CET
	Presentation by selected service providers	14 <sup>th</sup> – 18 <sup>th</sup> December 2020
	Evaluation of proposals	November 2020 – January 2021
	Appointment service provider	1 <sup>st</sup> February 2021

### 3. Request for Information (Phase 1)

Service providers that are interested in participating in the tender process are requested to provide the below information in order for FIFA to evaluate their eligibility to qualify for phase 2 of the process.

Any service provider who is interested in participating in the tender process shall confirm their interest by providing an official e-mail communication in English including the following information:

- Full details of the return address and contact person for all matters in connection with this Request for Information; and
- Information and documents (in English only) as detailed in Section 4 below - “Required Information and Documentation”.

The e-mail communication incl. all supporting information and documentation must be emailed to FIFA at the below email address and received **no later than 15.00 CET on 9<sup>th</sup> October 2020** in order for prospective service providers to be included in FIFA’s phase 1 evaluations.

E-mail: **marketing.tender@fifa.org**

Any submissions received after the above-mentioned deadline and / or that do not include all the requested information, will not be included in FIFA’s evaluations.

After receiving the information in phase 1, FIFA will assess whether further information or clarifications from the prospective service providers are required. Should this be the case, FIFA reserves the right to contact the prospective service providers in order to request the required information or clarification.

FIFA, at its sole discretion, will evaluate all the phase 1 submissions and select the service providers that qualify to participate in the 2<sup>nd</sup> phase of the tender process. These service providers will receive the full tender document.

Service providers not selected to take part in the 2<sup>nd</sup> phase will be informed by FIFA. FIFA shall not be required to give any reasons for its decision not to select any service provider.

## 4. Required Information and Documentation

In order to evaluate the prospective service provider in the 1<sup>st</sup> phase of the tender process the below information/documentation (in English only) must be submitted to FIFA.

- Description of experience in the provision of LED Perimeter Board Services at major live events, including examples;
- Description of experience in the provision of Static Perimeter Board Services at major live events, including examples;
- Evidence of provision of resources and infrastructure as detailed in the services described above;
- Overview and specification of the technical event equipment owned by the prospective service provider;
- Annual financial reports from the last three years;
- Statements from the inland revenue, national treasury department or other relevant governmental body that demonstrates financial security of the supplier;
- Organisational chart of key English-speaking and appropriately trained personnel that would deliver the services;
- Information regarding the prospective service providers current presence in Qatar, Australia and New Zealand (if any), experience with working in those countries (if any), experience in transportation, customs and tax procedures in those countries (if any);
- Completed Sustainability Questionnaire (see Appendix III);
- A signed Sustainability Commitment Statement (signed by an authorised signatory of the organisation) in the form set out in Appendix II, confirming that the prospective service provider will comply with the FIFA World Cup Qatar 2022™ Sustainable Sourcing Code.

Note that FIFA reserves the right to request additional information/documentation as deemed necessary.

## 5. Legal Provisions

By participating in this tender process (through any response to this Request for Information, the Request for Proposal, the submission of a Proposal or otherwise), each prospective service provider fully and irrevocably agrees and acknowledges the following terms and conditions:

1. Nothing contained in this Request for Information, the Request for Proposal or in any related communication made by FIFA, its representatives, agents or employees during the tender process shall constitute an offer by FIFA or a binding promise to any prospective service provider or a contract between FIFA and any prospective service provider, nor shall it be taken as constituting any representation by FIFA that an appointment of any third party (including the prospective service provider) will be made pursuant to this Request for Information, the Request for Proposal or otherwise.

2. Each prospective service provider acknowledges that the appointment of the successful service provider(s) is subject to the successful service provider(s) and FIFA entering into an agreement setting out the terms on which the successful service provider(s) will carry out and deliver the services required relating to the project defined in this Request for Information and the Request for Proposal (including for the avoidance of doubt provisions assigning to FIFA any and all intellectual property in any works created). FIFA may, in its absolute discretion, opt to require a service provider to sign the agreement specified above, within a prescribed timeframe to be determined by FIFA, as a pre-condition to its continued participation in this tender process.
3. FIFA shall be under no obligation to review or consider any Proposal submitted by a prospective service provider, regardless of whether such Proposal is submitted to FIFA on time or in accordance with the procedures outlined by FIFA. FIFA shall, at its sole discretion, be entitled to withdraw from any discussions or negotiations with any prospective service provider and/or reject the Proposal, in each case without any requirement to give such prospective service provider any explanations.
4. FIFA reserves the right to work with multiple service providers at the same time for specific FIFA events and/or projects in relation to the project as defined in this Request for Information and the Request for Proposal.
5. FIFA reserves the right at any time, without giving reasons therefor, to amend, modify or terminate the tender procedures and timeline, and/or to change any aspect of the tender process at any time and/or to issue amended tender documents.
6. Responses to this Request for Information and the Request for Proposal must be signed by a duly authorised person entitled to undertake all legal obligations relating thereto and be binding upon the service providers' entity, confirming that the offer contained in any Proposal submitted is legally valid, binding on the service provider, unconditional and irrevocable until 31 December 2023.
7. FIFA reserves the right to request any service provider to amend its Proposal submitted in response to the Request for Proposal. Such amendments will form part of the tender process as outlined within the Request for Proposal and as such will not be subject to remuneration by FIFA.
8. Each prospective service provider 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 Request for Information, the Request for Proposal, the Proposal and/or any information, communication or correspondence of FIFA in relation thereto to the fullest extent permitted by law.
9. Each prospective service provider is solely responsible for all costs, expenses and liabilities incurred by prospective service provider 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 an agreement is entered into with such prospective service provider).
10. 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 in the preparation of its Proposal.
11. The full content of the Request for Proposal and associated supporting materials are confidential. Each prospective service provider will keep confidential its participation in the tender process and the terms and conditions applicable thereto.
12. Each prospective service provider must ensure that any person who receives a copy of the Request for Proposal or any other confidential information relating to the tender process is bound by this confidentiality obligation. FIFA may require, in its absolute discretion, that the prospective service provider and/or such person(s) execute a separate confidentiality agreement or undertaking, within a prescribed timeframe to be determined by FIFA, as a pre-condition of its continued participation in this tender process.

13. For the sake of clarity, any disclosure of the Request for Proposal to any third party will be strictly and solely at the discretion of FIFA.
14. Each service provider acknowledges, by itself and its staff that all rights to FIFA's intellectual property portfolio, including this Request for Information and the Request for Proposal shall remain the sole and exclusive property of FIFA.
15. The prospective service provider acknowledges that, unless otherwise expressly communicated by FIFA as part of the tender process, any quotation to be provided as part of service provider's Proposal is all-inclusive and covers all services, all taxes, duties levies, etc. In the event the prospective service provider is selected by FIFA, the prospective service provider will be responsible for reporting and paying any taxes, duties and levies, social security contributions and the like which become due on the consideration to be paid by FIFA.
16. This tender process (including the contents of this Request for Information and the Request for Proposal) 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 tender process 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 three (3) arbitrators under the auspices of, and pursuant to, the Swiss Rules of International Arbitration of the Swiss Chambers Arbitration Institution. 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.

# Appendix I – FIFA World Cup Qatar 2022™ Sustainable Sourcing Code

See separate document.

# Appendix II – Sustainability Commitment Statement

As a prospective service provider to FIFA, we understand that FIFA wants to engage and collaborate with organisations that will contribute actively to delivering its vision for a sustainable FIFA World Cup Qatar 2022™, 2021 FIFA test event held in Qatar and FIFA Women’s World Cup 2023™.

Should we become a FIFA service provider, we commit to complying with the requirements outlined in the FIFA World Cup Qatar 2022™ Sustainable Sourcing Code related to the potential sustainability impacts of our category of supply, and to implement them in our business and supply chains for the goods and services provided under the LED Advertising & Static Boards Project. We acknowledge that these requirements constitute minimum and not maximum standards.

In case a contractual agreement is established with FIFA, we agree to be monitored and evaluated on our sustainability performance within the areas relevant to our category of supply described in the Sustainable Sourcing Code priority heat map. Should there be a breach in the requirements set out in the Sustainable Sourcing Code, we agree to cover any costs incurred from actions taken to address issues identified.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name and position held)  
Duly authorised to sign for and on behalf of

\_\_\_\_\_  
(Company name)

Date: \_\_\_\_\_

## Appendix III – Sustainability Questionnaire

The prospective service provider shall provide the information requested in this Sustainability Questionnaire. Failure to provide this information may result in disqualification from the tender.

### Requirement 1 – Sustainability Management Information

No.	Requirement	Response
1.1	Does your organisation have a Sustainability Officer/Manager or other staff responsible for sustainability matters? If so, please describe his/her role and position within your organisation chart.	[Name, Position, short description] Organisation chart attached to tender documents: <input type="checkbox"/> Yes <input type="checkbox"/> No Attachments: [Please list any supporting documentation that is submitted with the tender]
1.2	Does your organisation have a public sustainability policy and/or strategy, and/or a policy and strategy related to any particular sustainability topics (e.g. equality, human rights, environmental protection, health and safety, etc.)? If so, please provide details, including organisational scope (i.e. the extent they would apply to goods and services supplied).	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, short description] Attachments: [Please list any supporting documentation that is submitted with the tender]
1.3	Does your organisation have formal certified systems in place to manage environmental and social issues (examples include: Environment [e.g. ISO 14001]; H&S [e.g. ISO 45001]; Sustainable Building certification for warehouses [e.g. GSAS, LEED]? If so, please provide supporting certification documentation.	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, short description] Attachments: [Please list any supporting documentation that is submitted with the tender]
1.4	Does your organisation formally report externally on progress towards meeting your sustainability objectives and targets? If so, please provide examples (e.g. your latest Sustainability Report).	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, short description] Attachments: [Please list any supporting documentation that is submitted with the tender]
1.5	Has your organisation been prosecuted for infringement of environmental or human rights related legislation and/or received adverse media or stakeholder critique in the past five years? If yes, please explain and outline the measures your company took to rectify the situation and measures taken to minimise the chances of reoccurrence.	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, short description] Attachments: [Please list any supporting documentation that is submitted with the tender]

## Requirement 2 – Sustainable Sourcing Information

No.	Requirement	Response
2.1	Does your organisation have an Ethical Sourcing Policy or Supplier Code of Conduct? If so, please state what it covers, e.g. human rights, labour standards, environmental management, etc., and share with us the policy or code.	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, short description] <b>Attachments:</b> [Please list any supporting documentation that is submitted with the tender]
2.4	Is your organisation registered on SEDEX?	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, please provide your Sedex registration number]
2.2	Has your organisation traced the tiers of its supply chain? If so, please provide details of the level of visibility you have across different tiers. Please include details on your use of Sedex, if relevant, and the level of visibility you have across different tiers of your supply chain on that platform.	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, short description] <b>Attachments</b> [Please list any supporting documentation that is submitted with the tender]
2.3	Does your organisation ensure that people affected by your supply chain activities have access to grievance mechanisms and remedy? If so, please provide details.	<input type="checkbox"/> Yes <input type="checkbox"/> No [If yes, short description] <b>Attachments:</b> [Please list any supporting documentation that is submitted with the tender]