

## **REQUEST FOR TENDERS FOR THE PROVISION OF ICE HOCKEY CONSULTANCY SERVICES**

### **1 INTRODUCTION**

#### **1.1 IIHF**

The International Ice Hockey Federation (IIHF) is the governing body of international ice hockey. The IIHF features 82 member associations, each of which is the national governing body of the sport in its nation. Besides controlling the international rulebook, processing international player transfers, and dictating officiating guidelines, the IIHF runs numerous development programs designed to bring hockey to a broader population. From its headquarters in Zurich, the IIHF organize in cooperation with its 32 staff members more than 25 international tournaments and competitions annually.

#### **1.2 Requisition for Tender**

With this Request for Tenders the International Ice Hockey Federation ("IIHF") is opening a public tender whereby companies are invited to submit proposals for the supply of ice hockey consultancy services and resource development in the following fields:

- 1.2.1 ice hockey development
- 1.2.2 player training and education
- 1.2.3 coach and coach developer training and education
- 1.2.4 organizational and leadership development
- 1.2.5 adult ice hockey learning principles

### **2. BACKGROUND AND PURPOSE**

The IIHF Sport Department is tasked with the responsibility of developing ice hockey globally. In this aim, due to the diverse expertise required to create a well-rounded effective development program which meets the needs of the IIHF's broad stakeholder base, the IIHF seeks to gain an ice hockey consultancy partner that can broaden the IIHF expertise base and help elevate the IIHF development program.

### **3. CONDITIONS OF TENDER**

3.1 Any interested tenderers can submit their tenders to:

**Brandschenkestrasse 50  
Postfach 1817  
8027 Zurich  
Switzerland**

or email: **[Compliance@iihfoffice.com](mailto:Compliance@iihfoffice.com)**

3.2 Tenders shall be submitted to the IIHF **by 9 October 2022, 23.59h Zurich time**.

3.3 Within this Request for Tenders you will find the details of the tender. You should take each into account in your tender response.

3.4 Please direct any questions regarding the tender content or process to the contact details indicated earlier. All questions should be submitted in writing either by post or to the email address provided. You should not contact any personnel at the IIHF unless directed to do so by an IIHF representative.

3.5 The IIHF reserves its rights to disqualify and reject proposals from tenderers who do not comply with these requirements and conditions.

3.6 As part of this tender process, the IIHF makes no obligations in any way to:

- Pay anyone for the tenders or quotes received; or
- Any other commitment to anyone responding to this tender, whatsoever.

#### **4. SCOPE OF SERVICES REQUIRED:**

The IIHF requires the supplier to provide the following services:

- a. Provide the IIHF with high-level expertise regarding ice hockey development.
- b. Support the IIHF and its Committees with the implementation of its development projects.
- c. Create Coach Developer, Coach Development and Leadership Development programs for the IIHF.
- d. Assist the IIHF with the creation of development and educational frameworks (e.g. Coach Framework) based on extensive national and international framework building experience.
- e. Perform development and maintenance services for the IIHF online Development tools.
- f. Provide high standard infrastructure, on- and off-ice, to build content for the IIHF Development Hub.
- g. Support and educate IIHF Staff and developers (e.g. adult education in ice hockey learning principles).
- h. Assist the IIHF with the analysis of IIHF Membership data and IIHF Championship data.
- i. Assist the IIHF with the creation and the evaluation of development plans for the IIHF Members.

- j. Provide evidence-based ice hockey studies and information.
- k. Assist the IIHF with the preparation and the execution of IIHF Seminars.

## 5. TENDER REQUIREMENTS:

- 5.1 As part of its tender response, the tenderer must submit the below Statement of Undertaking, specifying the full name of its company, registration number, VAT registration number, physical address, telephone number, fax number and email address.
- 5.2 The tenderer must provide its company profile and the details of the infrastructure and staff available to provide the services.
- 5.3 The tenderer must provide a summary of its qualifications and experience in the provision of the services.
- 5.4 The tenderer must provide the details of all pricing for its services.
- 5.5 The tenderer must provide the details of its required payment terms for its services.
- 5.6 Tenders must be presented as written submissions only.

## 6. TENDER EVALUATION:

The evaluation criteria will be based upon some or all of the following aspects of the tenderers' proposals (not in order of significance):

- a. **Commercial** - competitive price, payment terms and contractual compliance.
- b. **Service Capability** - service delivery experience, service delivery capacity, footprint, service delivery method, infrastructure, staff expertise and network, quality and compliance with the expected service levels.
- c. **Level of Compliance with this Tender** - adherence to the aforesaid requirements and conditions of tender.

## Statement of Undertaking

Name of  
company: \_\_\_\_\_

Registration  
number: \_\_\_\_\_

VAT Registration  
number: \_\_\_\_\_

Physical  
Address: \_\_\_\_\_

Phone  
number: \_\_\_\_\_

Fax  
number: \_\_\_\_\_

Email  
address: \_\_\_\_\_

referred to hereinafter as the “Tenderer”, hereby expresses interest in participating in the Tender for the provision of brand design services for the IIHF, and undertakes that:

1. no information provided, nor representations made to IIHF are false, inaccurate or misleading;
2. none of the Tenderer nor its officers, employees, representatives, agents and advisers shall make any form of public announcement or statement relating directly or indirectly to the IIHF, Request for Tenders to any third-party (including but not limited to the media) without the prior written approval of IIHF and that any non-compliance will lead to the penalty of being held responsible for any damages caused;
3. the Tenderer and its officers, employees, representatives agents and advisers shall keep confidential the terms of this Request for Tenders and any information relating to affairs or business of IIHF which comes into its possession in relation to this Request for Tenders and shall not disclose confidential information (or any parts of it) to any third party without the prior written consent of IIHF, 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 IIHF and this Request for Tenders belong exclusively to IIHF;
5. the Tenderer agrees to assign (or will procure the assignment of) all ownership rights in the material created (including intellectual property rights) to the IIHF;
6. the Tenderer shall comply with all legal provisions contained in this Request for Tenders or otherwise agreed in writing with IIHF;
7. IIHF shall not be held responsible for any costs, expenses, losses and/or liabilities incurred in by the Tenderer in the preparation and submission of its Letter and information and/or documentation in response to this Request for Tenders and/or any responses to requests for further information by IIHF;
8. any association with IIHF and/or its competitions and events in any manner whatsoever without IIHF's prior written approval is strictly prohibited;

9. IIHF shall not be required to invite the Tenderer to participate in the Request for Tenders and reserves the right to re-organize any services related to the Tender, to re-open part of or the entire tendering process at a later stage or to completely stop the tendering process without choosing a Tenderer for the requested tendered services;

10. 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 Zurich, Switzerland.

By submitting this Statement of, I/we confirm that I/we have read and understood the foregoing terms and conditions issued by IIHF regarding the process for selection of a candidate(s) for the provision of a lead creative agency for the brand design services of IIHF 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: