

Bidding Process Informations

The Bidding Process will start on February 5th, 2019 and will end on February 19th, 2019 at 5:00pm BRA time (the “Bidding Period”). During the 2-week Bidding Period, the organizers will conduct meetings with potentially interested parties to address any questions that prospective Bidders may have.

Upon receipt of the Bid Submission form, Bidders should review and submit their respective Bids prior to the Deadline. Bidders must submit their Bids electronically using the e-mail address pedro.hashimoto@ca2019.org with copy to tenderca2019@conmebol.com. **Please answer the questions on the "Questions" tab below.**

For the sake of clarity, all Bids must be received by no later than February 19th, 2019 at 5:00 pm BRA time (the “Deadline”), in order to be considered.

Q&A process: any questions related to this document, requirements and appendix must be submitted by email to pedro.hashimoto@ca2019.org with copy to tenderca2019@conmebol.com by latest February, 8th and will be responded by DENTSU in 48h.

BID submission form for the full services of Advertising Boards - CONMEBOL Copa America Brasil 2019

#	Question	Answer	Obs
General questions:			
1	Does the company has demonstrated capabilities and expert experience in the production, signal generation, transport, assembly and disassembly, maintenance of field boards – both LED and static within the major football tournaments in Brazil and South America, led by strategic-minded senior leadership with a history of successfully exploiting this service? Please send us the demonstration documents attached.		
2	Does the company has a point of contact 100% dedicated to the project, preferably based in Rio de Janeiro?		Please inform the contact details
3	Does the company has a proven track record in providing the mentioned service at the major football tournaments in Brazil and South America? Please send us the demonstration documents attached.		
4	Does the company has produced at least 10 matches in Brazilian Territory during the last five years with the operations of LED Boards? Please send us the demonstration documents attached.		
5	Does the company has business relationship with major sports entities, such as CBF and AFA and the owners of the (5) five host-cities stadia chosen for the CONMEBOL Copa America 2019 ? Please send us the demonstration documents attached.		
6	Does the company has capacity of managing the full scope of service in-house? Please attach the organization chart.		
7	Has the company the resources, with both a sufficient team of executives as well as the required economic means, to executed the required services, so that CONMEBOL's defined objective is accomplished?		
8	Does the company has established office and CNPJ (National Register of Legal Entities) active in Brazil and associated with this specific job description for at least 2 (two) years. Please attach the CNPJ certificate document as well as tax residency certificate in Brazil. Please provide the copy of the Last Balance Published and audited compared to the previous fiscal year, according to the laws of your country and with the opinion of an external auditor. In case of not being obliged to external audit, send a sworn statement before Notary indicating this.		
9	Is the company in healthy financial standing and holds solid financial backing, with an unquestionable ability to fulfil the economic commitments it agrees to? Please send us the attached suitability document. Please provide certificate of the General Registry of Bankruptcy or similar documentation according to the Legislation applicable to the country of origin, or affidavit before Notary Public not to be in bankruptcy or summons of creditors corresponding to the natural or juridical person.		
10	Please provide a certificate of not being in judicial interdiction or similar documentation according to the Legislation applicable to the country of origin, or affidavit before Notary Public of having full capacity to contract and not having judicial liens.		
12	Does the company, legal representatives or shareholders appear in the list of sanctions of the American Office of Foreign Assets Control (OFAC) or in the list of sanctions of the United Nations Organization (UNO)? Please provide affidavit before public Notary that neither the Bidder, its shareholders, directors, or related companies, are on the sanctions lists of the Office of Asset Control EE. UU (OFAC) or in the sanctions list of the United Nations Organization (UNO).		
13	Has the company, legal representatives or shareholders been involved in litigation against CONMEBOL in the last five (5) years, either in its own name or as any director or shareholder? Has a member of company's Group, any director, shareholder, any member of its Group any time been under investigation in respect of the indictment issued by the United States District Court, Eastern District of New York on 20 May 2015 in respect of United States of America against, inter alios, Alejandro Burzaco, Jeffrey Webb and Jack Warner and the superseding indictment issued by the United States District Court, Eastern District of New York on 25 November 2015 in respect of United States of America against, inter alios, Jack Warner, Nicolas Leoz and Aaron Davidson? Please provide a sworn statement before a Notary Public that neither the bidder nor its shareholders, directors or related companies are under investigation in the FIFA Gate case and that they have not initiated or maintain legal disputes against CONMEBOL.		

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#	Question	Answer	Obs
14	<p>Please provide the following company documents:</p> <ul style="list-style-type: none"> -Document of Constitution or Establishment of the Company -Copy of the Identification of the Legal Representatives and shareholders / partners of the Company. -Copy of Powers in force. In case of not existing powers, inform through a note. -Copy of the Identification of the Attorneys - in case of existing powers. - Tax Identification of the company in its country of origin. -Certificate or similar document certifying compliance with tax obligations and compliance with employer contributions to social security. -Document of Constitution or Establishment of the Company. <p>Shareholders book updated</p> <ul style="list-style-type: none"> -In case of being a Limited Company and not listed on international stock exchanges. <p>Bank documents</p> <ul style="list-style-type: none"> - Bank Certificate (issued by your bank) where you certify that the account in which you wish to receive the payments has as a beneficiary the Bidder. This document must be signed by an agent of your bank and must have a letterhead of it. 		
Detailed proposal and payment terms:			
15	Please describe all service offered and associated costs to CONMEBOL:		
16	Please describe all costs for the full services of LED boards, static boards, emergency banners, logistics, operations, staff, power generation (Main power source and back up power plans), cabling and cabling protection behind each LED board, yellow jackets, and any other equipments, installation and dismantling. Please inform the costs for the full services with all applicable taxes included.		
17	Please describe the technology used for the LED Boards, years of use, equipment brand, country of origin and country of manufacture.		
18	Please inform the quantity of LED systems provided, size in linear meters, height, depth, etc:		
19	Please describe LED screen resolution of visible area and file specifications (size in pixels, file extension, frame rate, aspect ratio, codec and any other requirements)		
20	Please describe static boards technical drawings, indicating material and printing specifications:		
21	Please send us a demonstration (pictures) of the LED systems showing different angles and details.	Not Applicable	
22	Please send us a demonstration (pictures) of Footage of the LED systems being used during football matches in South America.	Not Applicable	
23	Please send us a demonstration (pictures) of the static boards system and also Emergency Banners, showing fixing methods and printing quality.	Not Applicable	
Timeline			
24	Please send us a simple timeline with date and order of deliveries and operations, considering the advertising boards must be installed 5 days prior to the first match in each venue.	Not Applicable	
Management and production:			
25	Please describe logistics included in the process – technical visits, layout approvals, printing location, storage, transportation to final destinations including shipment schedules and customs clearance processes, schedule for assembly and disassembly, power management, backup planning and execution, signal generation, overall operation, maintenance, oversight, dedicated staff for each step of the process		
26	Please describe the operation management in-stadium during the matches, including on-site client servicing:		
27	Please send us a sample of post-sales report with match log, incident reports, goal moments, total exposure per client / message:	Not Applicable	
28	Please send us a sample of guidelines document, specification documents and deadlines to be distributed to sponsors.	Not Applicable	
29	Please describe the space requirements in the stadium including necessary space/facilities on pitchside.		

Please, feel free to send us any videos, photos or other documents to prove the informations above.