



17th of May, 2021
Vilnius, Lithuania

INVITATION TO SUBMIT OFFERS FOR HIRE A TRANSPORTATION COMPANY

1. Introduction

1.1. Lithuanian Football Federation (Lietuvos futbolo federacija), identification No.190729624, registered office at Stadiono str. 2, Vilnius, the Republic of Lithuania, hereby announces the Invitation to submit offers for hiring Bus Services Provider, including related services specified in this document (hereinafter – the “Invitation”).

1.2. Lithuanian Football Federation (hereinafter – “LFF”) intends to hire Bus Services, Drivers and Rental Vehicles Provider (further in the text – Provider) for FIFA Futsal World Cup 2021. Provider should cover next services:

- Transportation between official locations within cities Vilnius, Kaunas, Klaipėda, Birštonas, Palanga and Prienai (airport, hotels, competition halls, training halls), but not limited with this locations;
- Transfers between Vilnius, Kaunas, Klaipėda, Birštonas, Palanga and Prienai.
- Rental vehicles including drivers for provision of transportation services between official locations within cities Vilnius, Kaunas, Klaipėda, Birštonas, Palanga and Prienai (airports, hotels, competition halls, training halls), but not limited with this locations and transfers between Vilnius, Kaunas, Klaipėda, Birštonas, Palanga and Prienai;
- Drivers for vehicles provided to LFF by a sponsor for provision of transportation services between official locations within cities Vilnius, Kaunas, Klaipėda, Birštonas, Palanga and Prienai (airports, hotels, competition halls, training halls), but not limited with this locations and transfers between Vilnius, Kaunas, Klaipėda, Birštonas, Palanga and Prienai;
- Transport coordinators to support operations in Vilnius, Kaunas and Klaipėda during FIFA Futsal World Cup 2021.





1.3. Operational period for rendering of all services for FIFA Futsal World Cup

2021 is confirmed from 30th August 2021 to 6th October 2021 (each service duration please see the annexes).

1.4. The client of all services will be LFF.

1.5. The daily transportation work, drivers and other related services provided by the awarded company will be under the supervision of LFF.

1.6. This Invitation establishes the main conditions of the Invitation, and shall be binding to all bidders. At any time prior to the deadline for submission of offers, LFF may amend the Invitation or recall the Invitation without any further consequences to LFF.

2. Scope of the Invitation and Requirements

2.1. Bus Service Provider should provide transportation services according to the bus schedule in the **Annex 1. Bus schedule is not definitive and can be amended after publication of this Invitation.**

2.2. Provider should provide rental vehicles, including drivers, in the amount and according to the rental fleet schedule provided in the **Annex 2. Rental fleet schedule is not definitive and can be amended after publication of this Invitation.**

2.3. Provider should provide drivers for vehicles supplied to LFF by a sponsor according to the drivers allocation schedule provided in the **Annex 3. Drivers allocation is not definitive and can be amended after publication of this Invitation.**

2.4. Bus Service Provider is required to:

- Guarantee that all buses and minibuses are officially licensed for use in Lithuania and have their periodic inspections in accordance with applicable laws;



- Cover costs associated with the operation of buses and minibuses and the supply of the bus services including, without limitation, fuels, road taxes and tolls;
- Maintain a fully comprehensive insurance in respect of all buses that covers drivers', passengers', luggage and all third party liabilities;
- Ensure that all drivers hours comply with Lithuanian legal requirements;
- Perform bus mechanical maintenance for all buses as required to include bus body, all on board equipment, tyres, engine, interiors etc.;
- Guarantee a bus and a minibus substitution anywhere within Lithuania within the time of a reported incident: 30 minutes if accident occurs within Kaunas, Vilnius and Klaipėda; 1 hour 30 minutes if accident occurs on the road between the cities;
- Ensure that no other branding (advertisement) is installed on buses and minibuses (otherwise such branding has to be covered if there is no possibility to remove it);
- Provide to LFF a permission to install GPS-trackers into all buses and minibuses (or provide access to own tracking system);
- Comply with tournament security and health and safety requirements;
- Provide buses and minibuses which are free from exterior and interior damage, and clean and tidy in presentation both internally and externally;
- Buses and minibuses must have valid technical passports and licences belonging to the Provider (please provide the scanned copies of those documents when submitting the tender);
- Unless requested to do otherwise by LFF, provide overnight parking for the buses and minibuses.

2.5. Bus specification:

- Age: maximum age 3 years for Team buses and 5 years for Referee buses with mileage not exceeding 300.000 kilometres;
- Capacity: minimum 45 seats;
- All buses should have equal colour (white or grey is preferable) and of one brand;
- Comfort standard: air conditioning, 2 passengers doors, clearly marked emergency exits, seat and PA equipment for hostess, radio and associated audio and video equipment with





- sufficient TV screens in passenger area, mini-bar and fridge, WC, navigation system, power points, disposal bins, seat belts for passengers, luggage compartment (under bus) and luggage rack (in bus).

2.6. Minibus specification:

- Age: maximum age 3 years old with mileage not exceeding 300.000 kilometres;
- Capacity: minimum 18 seats;
- All minibuses should have equal colour (white or grey is preferable) also preferably one brand;
- Comfort standard: air conditioning clearly marked emergency exits, seat belts for passengers, radio and associated audio player, luggage compartment.

2.7. Rental vehicles types and specification:

Passenger Vans

- Vehicle examples: Hyundai H1, VW Transporter, Mercedes V-class, Opel Vivaro
- Capacity: 8 passengers (without driver)
- Maximum age: 4 years
- Mileage: less than 80 000 km prior the first shift

Load Vans

- Vehicle examples: Hyundai H1, VW Transporter, Opel Vivaro
- Load capacity: 1.5 tones
- Maximum age: 6 years
- Mileage: less than 100 000 km prior the first shift

2.8. Temporary vehicle branding:

- Buses, Passenger vans provided to each Team will be branded in FIFA Futsal World Cup 2021 Lithuania dressing;
- Material production (stickers/adhesive foil) and application is funded and arranged by LFF;
- Buses, passenger vans will be branded on both sides and top of the windshield.

2.9. All drivers involved in the transport operations should fulfil the following requirements:

**LIETUVOS FUTBOLAS****LTFUTBOLAS****LIETUVOS FUTBOLAS****LTFUTBOLAS**



- Drivers must have a valid driving licence of proper categories.
- Drivers must be entitled to drive the buses, and to transport passengers. Furthermore, the driver must be compliant with the Road Traffic Regulations of Lithuania;
- Drivers should have a proficient knowledge of the road network and traffic situation within cities Vilnius, Kaunas, Klaipėda, Birštonas, Palanga and Prienai;
- All drivers must be specifically trained. Drivers must be aware about routes and roads, locations of load zones, holding areas and parking. Drivers will have to attend a specific training organized by LFF before the start of the Tournament;
- Drivers on duty must wear a Uniform or Suit, be clean and presentable;
- Drivers should have a good working knowledge of English;
- The driver must be equipped and reachable via cell phone. The list of drivers cell phone numbers have to be provided one week before the event;
- The driver can be requested to share his location via the application of Google Map with Transportation team;
- Drivers can be requested to travel to a different city and in some cases stay and provide transportation services in that city for several days. Accommodation in those cases will be arranged by LFF or Bus Service Provider (will be agreed in advance);
- All drivers will undergo a background check.
- Provider should organize and provide at least one meal to each driver on duty within duration of full shift which is 8 hours;
- Driver may be requested to leave his vehicle to meet clients and help with the movements of the clients' baggage.

2.10. Transport coordinators should fulfil the following requirements:

- All transport coordinators should have experience of organizing and/or coordinating transportation for large events;
- All transport coordinators must be specifically trained and aware of FIFA Futsal World Cup 2021 official locations, routes, locations of load zones, holding areas and parking. Transport coordinators will have to attend and understand a specific training organized by LFF before the start of the Tournament;





- Transport coordinators should have a good knowledge of English equivalent or above to Intermediate level B1;
- Transport coordinators will undergo a background check.

2.11. Transport coordinators must be provided according to the next schedule:

City	Headcount	Operational period
Kaunas	1	30 August 2021 – 05 October 2021
Vilnius	2	30 August 2021 – 05 October 2021
Klaipeda	1	30 August 2021 – 24 September 2021

Headcount and operational period of transport coordinator is a subject to potential changes.

2.12. COVID-19 precautions and requirements:

- All drivers and other staff on duty might be required to perform a periodical PCR-testing for COVID-19;
- All drivers and staff on duty must wear a mask at any time;
- All vehicles must be disinfected inside (including door handles) frequently;
- Face masks, gloves and hand sanitizers must be placed in each vehicle.

3. Procedures

3.1. Provider must be an eligible legal entity with no less than 10 years in formation and have the capabilities and the experience to meet all the requirements for International event stated in this Invitation.

3.2. The Offer is considered a filled out and sent to LFF template form provided in Annex 4.

3.3. Provider is allowed to submit only one Offer, any subsequent Offers shall be automatically rejected.

3.4. All Offers shall be in the English language (including all annexes and any correspondence related to this Invitation). The Offer shall be signed by duly authorised person(s) of the Provider. The statement of authorisation should be added. No oral information will be taken into consideration.



3.5. Offer must be delivered by the e-mail r.bagdoniene@lff.lt until 15:00(EEST) 21st May, 2021 (hereinafter – “Closing Date and Time”).

3.6. LFF may, at its own discretion, change the Closing Date and Time by adding additional time. Since time is of essence, additional time will, however, only be added in extreme circumstances. Any such change shall apply to all Providers.

3.7. Offers submitted to LFF in accordance with this Invitation shall be valid for a period of at least 4 months from the Closing Date and Time. During this time Offers shall remain binding and may be accepted by LFF at any time. On expiry of the Offer, each Provider shall, if LFF so requires, extend the validity of the Offer for a further period of one (1) month. The Offer valid for a shorter period shall be rejected by LFF as non-responsive. Offers cannot be withdrawn after submission.

3.8. Any Offer received by LFF after the Closing Date and Time may be rejected without any explanations from LFF side.

3.9. Provider shall submit Offer which complies with the requirements specified herein, including the basic technical requirements.

4. Evaluation

4.1. LFF reserves the right, at its own absolute discretion, to reject (without any compensation to the Provider) Offers received after the stipulated Closing Date and Time as well as Offers, which do not comply with the content requirements. The same applies to Offers that are not signed by a person or persons duly authorised to act on behalf of the Provider.

4.2. LFF reserves the right, at its own absolute discretion and as a result of its Offer evaluation process, to accept or reject (without any compensation to bidder) any Offer in whole or in part.

4.3. To facilitate the evaluation of the Offers, LFF may, at its own discretion, ask any and all Providers for clarifications of their Offers. Any response to a request for clarification shall be in writing.





- 4.4. LFF may request each Provider to participate in technical meetings to be held during the evaluation process in LFF offices in order to review the Offer and discuss possible clarifications, changes, additions or deletions.
- 4.5. The Providers that have submitted Offers, which are acceptable to LFF, will be short-listed and may be invited to negotiations. Such short-listing will be communicated in writing or via e-mail. In order to avoid doubts, the acceptance by LFF of any Offer at this stage does not constitute a legal offer, acceptance, contract or agreement or create any legal, valid or binding obligation(s).
- 4.6. Provider shall nominate a team for the negotiations and provide evidence, that this team has the full authority to negotiate.
- 4.7. Negotiations with Providers are currently planned to take place at LFF office in Vilnius, Lithuania on separately communicated date. LFF reserves the right to change the above to another date and/or place.
- 4.8. LFF is under no obligation to disclose the results of the evaluation process or to disclose the reason(s) of the rejection of any Offer.

5. Miscellaneous

- 5.1. Any bidder submitting an Offer to LFF in accordance with this Invitation shall (and hence LFF shall not for any reason be obliged to) bear the responsibility for and pay all costs and expenses and other charges incurred when preparing, submitting and, if relevant, negotiating the Offer. LFF shall accordingly not for any reason be obliged to bear any such costs and expenses related to the preparation, submission and, if relevant, negotiation of any Offer.
- 5.2. LFF reserves the right at the time of award of the Agreement to increase or decrease the quantity of services specified herein without any change in the Prices for services, or other terms and conditions.



5.3. LFF reserves the right, at its own absolute discretion, to modify or withdraw the Invitation prior to the Closing Date and Time. Any modification will be submitted to all bidders.

5.4. LFF reserved the right to withdraw the Invitation at any time without any further consequences to LFF.

Lithuanian Football Federation

General Secretary

Edgaras Stankevičius





Annex 1

FFWC Lithuania 2021 Buses

Host City	Client Group	Vehicle Type	Add days 2021	5 Sep	6-Sep	7-Sep	8 Sep	9-Sep	10-Sep	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	1 Oct	2-Oct	3-Oct	4-Oct	5-Oct		
Kaunas	Team	Coach Bus																																		
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Annex 3 – Driver's Allocation

FFWC Lithuania 2021 VIK Drivers

Host City	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep	12-Sep	13-Sep	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	28-Sep	29-Sep	30-Sep	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct	6-Oct		
Kaunas	14	14	14	12	12	12	20	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	26	26	22	22	22	22	25	25	25	25	25	15	13	
Klaipėda	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Vilnius	3	3	3	3	3	3	7	7	7	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	7	7	7	3								
TOTAL	19	19	19	17	17	17	29	33	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	15	13

Opening Match

Group Phase

Round of 16

Quarter Finals

Semi Finals

Finals

Driver's allocation is not definitive and can be amended after publication of this Invitation.





Annex 4

I. Provider Information

Company Name:

Address:

VAT Tax number:

Webpage:

Account Manager
assigned to the
tender:

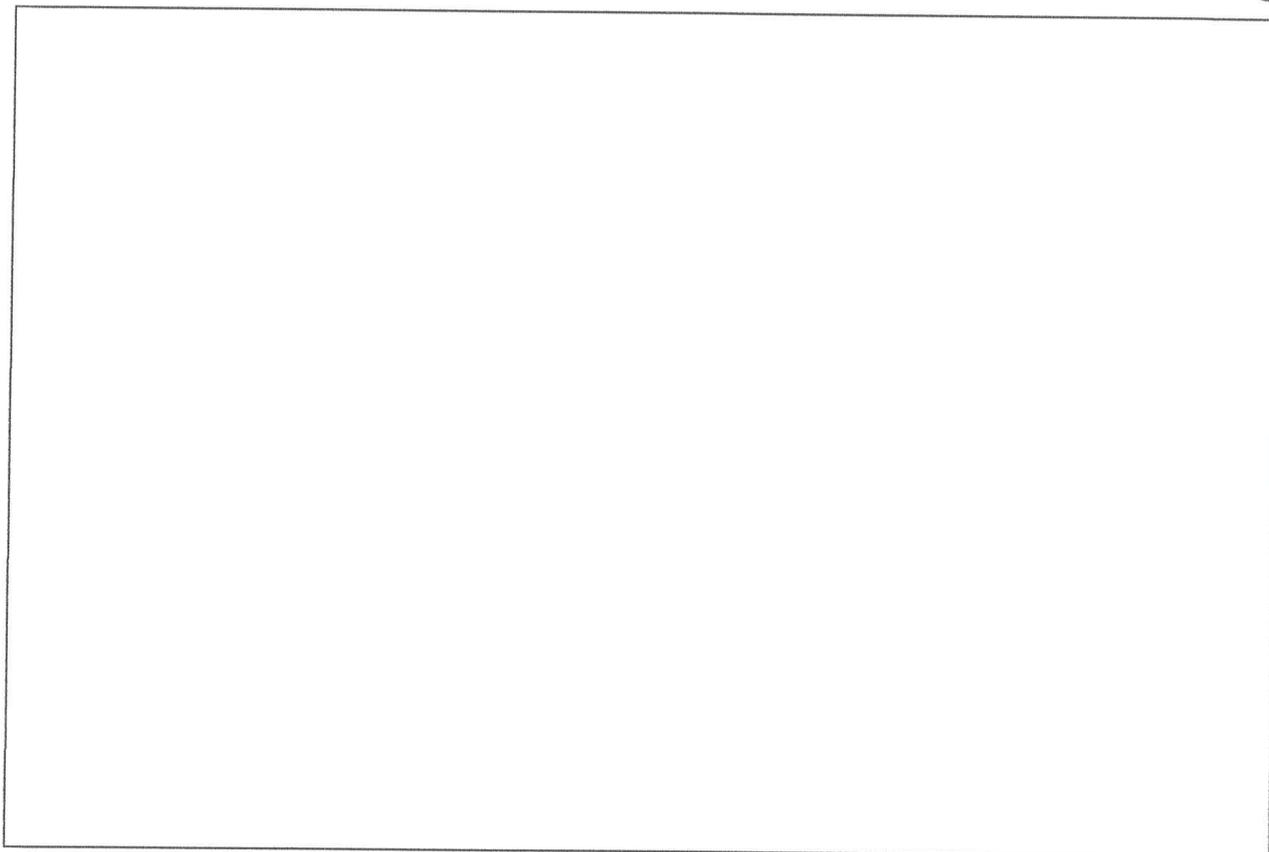
Phone number:

Email:





Executive Summary:





II. Description of available buses and minibuses

Type of Bus	Quantity	Year of production	Model	Capacity	Notes (belongs to the company or provided by subcontractor)
Bus					
Minibus					

III. Depot infrastructure

City of location	Address	Bus and Minibus quantities	Description of infrastructure



IV. Detailed quotation

Vehicle Type	Approximate Amount [full day] All period [A]	Approximate Amount [1/2 day] All period [B]	Day Cost [in EUR] [C]	½ Day Cost [in EUR] [D]	Cost for each additional hour [after 8 hour shift] [in EUR]	Cost for each additional km [after 250 km [cumulative]	Offer price [in EUR] The offer price is calculated as follows: [Column A x Column C] + [Column B x Column D].
Bus	394	99					
Minibus	17						
Load van [Rental Fleet]	272	68					
Passenger Van [Rental Fleet]	284	71					
Extra Drivers for VIK	851	213					
Transport coordinator [one each city]	X	X	X	X		X	
Driver's/transport coordinator's accommodation [when/if needed]	X	X		X	X	X	

¹ A minimum of 24 buses and a minimum of 30 drivers will be required at a time (please see the schedule for more details).

² Bus/minibus shift starts from the moment of arrival to first pick up point and finishes at the last drop-off point.

³ Day cost should include vehicle management and all associated services mentioned in section 2.

⁴ Mileage limit is cumulative within a whole vehicle rent period. Additional kilometers calculates for each bus/minibus etc. as a difference between total mileage covered during the rental period for the Tournament purposes and mileage limit multiplied per total number of shifts. Cost for additional kilometers is paid at the end of the rental period.

⁵We emphasize that the figures provided in the table are preliminary ones and may change as the event approaches. These are not figures for order confirmation and are used to select the Provider.





V. Portfolio of up to 3 (three) previous event projects and references of clients.

Project 1: _____
Number of guests: _____
Number of vehicles _____
Duration: _____
Reference of the client: _____
Phone number: _____
Email: _____

Project 2: _____
Number of guests: _____
Number of vehicles _____
Duration: _____
Reference of the client: _____
Phone number: _____
Email: _____

Project 3: _____
Number of guests: _____
Number of vehicles _____
Duration: _____
Reference of the client: _____
Phone number: _____
Email: _____

Delivering the information above, the supplier agrees that the above mentioned clients might be contacted by LFF Transportation team to give reference.