

To the members associations and the confederations

Circular no. 1532

Zurich, 22 March 2016
ASG/clo/csu

FIFA development programmes: procurement form for FIFA development programmes

Dear Sir or Madam,

In accordance with article 5.4 of the General Regulations for FIFA Development Programmes that were approved by the FIFA Executive Committee on 21 March 2013, FIFA member associations must be able to provide proof of offers received from a minimum of three different contractors for any expenses amounting to USD 50,000 or more for services or supplies provided by parties such as contractors, manufacturers, suppliers and consultants.

In order to facilitate this process, we are pleased to send you the new procurement form for FIFA development programmes. This procurement form needs to be filled out by the member association and sent to FIFA for all programmes funded by FIFA (e.g. *Goal*, PERFORMANCE) amounting to USD 50,000 or more.

These forms can also be downloaded from the Member Associations Extranet under the following link: <https://extranets.fifa.com/en/memberassociations>.

Your FIFA Development Office will guide you in the implementation of this new process and will be pleased to answer any questions you may have.

Finally, we would like to take this opportunity to thank you for the pleasant working relationship and for your continuous commitment to the development of our game.

Yours faithfully,

FIFA



Markus Kattner
Acting Secretary General

Enclosures:

- Procurement form

General information about the member association			
Member association			
Person responsible for the project (name, position, phone, e-mail)			
General information about the project			
Project title			
Description			
Objectives			
Expected outcome and results			
Main beneficiaries			
Planned start date		Planned duration	
Additional comments			
General information on products/services to be provided			
New or ongoing project?			
Description of products/services			
Type of contract (constructor, architect/consultant, purchase contract, etc.)			
Financial plan	Total costs (in USD)		Local currency (if applicable)
	FIFA funding requested		Other sources of funding

Tender/quotation process

1. Article 5.4 – General regulations for FIFA development programmes

Please note that within the framework of a FIFA development programme, member associations must be able to provide proof of offers received from a minimum of three different contractors for any expenses amounting to USD 50,000 or more for services or supplies provided by parties such as contractors, manufacturers, suppliers and consultants. If, for any reason, the provision of quotes is not possible, the member association has to provide FIFA with an official letter stating the reason for this.

2. Please note that a tender process is mandatory for all contracts relating to architects' services for infrastructure projects funded by FIFA

Specify bidders (documentation to be attached to this document):

Supplier name	Amount (USD)	Reason for selection (or not) of supplier

All quotes obtained to be attached.

MA personnel or officials involved in the tender process

Name	Function within your member association	Roles and responsibilities within the tender process

General information about the supplier chosen			
Supplier name		Bank account details (name, location, no.)	
Street & house no.		Bank account beneficiary	
City/Country		Company registration number	
Postcode/P.O. Box		VAT registration number	
Telephone/Fax		Web address	
E-mail		ISO standards (if any)	

Related-party considerations	
Is the contractual party to be considered a related party in accordance with Annexe 1 of this form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the question above has been answered with yes, please explain: - Individuals involved - Explanation of relationship	
Other information	
Are you already working with or have worked in the last five years with the chosen supplier ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the question above has been answered with yes, please explain in which circumstances - Project(s) - Selection process - Contract(s) duration - Explanation of relationship - Budget/amount of project(s) (if not confidential)	

We confirm that we, as well as the above-mentioned chosen supplier, observe all national laws and adhere to the standards as set out in the respective international conventions concerning workers' rights, the elimination of all forms of discrimination, as well as the banning of child labour and the combating of corruption and money laundering.

We hereby certify that the information provided is true, correct and complete to the best of our knowledge.

Furthermore, we declare that we have exercised due diligence to comply with the relevant national laws, international conventions and internal regulations.

Date:

President or secretary general of MA (signature and stamp)

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For internal use only:

Reviewed by FIFA Development Officer

Comments (if any):

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Date:

Signature:

Reviewed by FIFA Development Manager

Comments (if any):

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Date:

Signature:

Reviewed by FIFA Project Manager

Comments (if any):

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Date:

Signature:

Approved by:

Date:

Date:

Director – MA & Development

Project Leader



Forward together with the contract to the MA & Development Division

Annexe 1 – Related parties

A related party is a person or entity that is related to the member association, a person on the member association board or an employee of the member association.

Relation to the member association:

- Any entity which is controlled by the member association
- Any entity over which the member association has a significant influence
- Any entity in which a member association board member or a close relative of a board member has a key management position

Relation to the member association's management or employees

- Any individual who is related to a member association board member or employee
- Any entity in which a person holding a key management position is related to a member association board member or employee