



# Asian Football Confederation

---

Request for Proposal (RFP)

**HOTEL PROCUREMENT FOR THE  
AFC ASIAN CUP CHINA 2023™**

2 December 2020

PROJECT CODE: 008/2020

## **Purpose of this document**

Asian Football Confederation (AFC) is issuing this Request for Proposal (RFP) document to Hoteliers in the People's Republic of China ("Prospective Bidders") to receive a formal proposal and quotation for the provision of Hotel accommodation for the AFC Asian Cup China 2023™ ("Project").

From the RFP exercise, the AFC expects to select and contract with a number of preferred Hotels in the People's Republic of China for the delivery of the said services based on AFC's requirements under an agreement.

Prospective Bidders should note that this RFP does not constitute an offer on the part of AFC. No agreement or any other binding obligation on AFC shall be implied unless a Services Agreement is executed between the parties. The issuance of this RFP and the submission of the Prospective Bidders' responses shall not create any obligation upon AFC to enter into any binding legal relationship with any of the Prospective Bidders.

## **About Asian Football Confederation (AFC)**

AFC is the governing body of football in Asia with a membership comprising of forty-seven (47) Member Associations in accordance with FIFA and AFC Statutes. Based in Kuala Lumpur, the AFC organises various football competitions, both on national and club levels and its objectives include, inter alia promoting, regulating, controlling and improving the game of Football constantly in the territory of Asia in the light of fair play and its unifying, educational, cultural and humanitarian values, particularly through youth and development programs.

## TABLE OF CONTENTS

PART A GENERAL	4
1.1 Confidential Information	4
1.2 Structure of this RFP	4
1.3 Instructions to Prospective Bidders	4
1.3.3 RFP Timeline	6
1.3.4 Best and Final Offer	7
1.3.5 Language and Currency	7
1.3.6 Validity of the Quotation Proposal	7
PART B REQUIREMENTS	11
2.1 AFC's Requirements	11
PART C FINANCIAL PROPOSAL	20
Pricing Matrix	20

APPENDIX A – Conflict of Interest Declaration Form

APPENDIX B – Personal Data Protection Notice and Declaration of Consent Form

APPENDIX C – Soft Copy Submission Guidelines

## **PART A GENERAL**

### **1.1 Confidential Information**

- 1.1 Upon receipt of this RFP document, you acknowledge that the information contained herein is confidential and proprietary to the AFC and is not to be disclosed by you to any third party or used by you for any purpose other than in good faith of the RFP without the expressed written consent of AFC.
- 1.2 All information provided by the Prospective Bidders to the AFC for this tender shall be used by the AFC for the purpose of this Project and shall be kept confidential.

### **1.2 Structure of this RFP**

This RFP is organised as follows:

- In this PART A, you will find the general RFP process and response instructions;
- In PART B, you will find the AFC's requirements in respect of the Project; and
- In PART C, you will find the Pricing Matrix.

### **1.3 Instructions to Prospective Bidders**

#### **1.3.1 Intention to Participate**

All Prospective Bidders who are interested to bid for this Project are required to confirm their participation through the online registration form in the AFC website (tender article) by clicking on the "I agree to the terms and conditions" checkbox by Thursday, 7 January 2021

### 1.3.2 Submission of Quotation Proposal

Once participation is confirmed, Prospective Bidders will be required to submit their quotation proposals which shall contain the following information and/or documentation :

- a) the Prospective Bidder's **Company Prospectus** outlining information relating to the Prospective Bidder including without limitation, company background, company audited accounts for the ("Company Prospectus") past two (2) years, list of company directors, shareholders equity and percentage; and
- b) the Prospective Bidder's **Financial Proposal** which shall contain all costs associated to the Project ("Financial Proposal"); and
- c) a signed copy of the Conflict of Interest Declaration as set out in **Appendix A**, signed by a Director or CEO of the company; and
- d) a signed copy of the Declaration of Consent Form as set out in **Appendix B**, signed by a Director or CEO of the company.
- e) Online Submission of the Service Level Questionnaires.
- f) Hotel Classification/Rating Certification by the Ministry of Tourism.

The documents referred to in (a) and (b) above shall be labelled separately to read as "Company Prospectus" and "Financial Proposal" and also the remaining documents should all be submitted via soft copy by email to [tender.submission@the-afc.com](mailto:tender.submission@the-afc.com) and must be password protected.

*[Please refer to the Appendix C for soft copy submission guidelines and procedures.]*

All required documents shall be submitted in the prescribed format as provided for in this RFP to enable the AFC to efficiently evaluate the respective submissions on or before **1400 hours (Malaysian Standard Time), Friday, 16 April 2021.**

**All documents submitted must be in English. If the documents are in the local language, it must be translated into English and certified.**

Any submissions received after the deadline stipulated shall not be given due consideration.

Upon receipt of submission, the AFC shall issue an email to the respective bidders acknowledging receipt of submission.

All shortlisted Prospective Bidders may where required, be invited to present their proposals, in person, to the AFC administration at AFC House in Kuala Lumpur, Malaysia on a date to be advised by the AFC at its own cost and expense or by virtual presentation via video conference using a communication platform to be advised by the AFC. Each shortlisted Prospective Bidder will be allocated a maximum of sixty (60) minutes to propose their best and most cost-effective solution to meet AFC's requirements for the proposed Project, while ensuring a high level of service. This time shall also be used for open discussions about the details of the Project.

The AFC reserves the right to accept or reject any quotation proposals and to annul the solicitation process at any time prior to awarding a contract to a successful bidder, without incurring any liability to any Prospective Bidders or obligation to inform the Prospective Bidders of the grounds of the AFC's decision.

The AFC shall award the contract to the most successful bidder whose proposal, after being evaluated, is considered to be the most responsive to the needs and requirements of the AFC.

### 1.3.3 RFP Timeline

The following table outlines the indicative key milestones in the RFP process for this Project. It should however be clearly understood that the dates are provisional and are subject to change at the discretion of the AFC:

Activity	Date
Issuance of RFP document to Prospective Bidders	2 December 2020
Confirmation of intention to participate	7 January 2021
Briefing to Prospective Bidders	18 January 2021
Q & A from all confirmed Bidders	19 January to 1 March 2021
Submission of quotation documents to the AFC	16 April 2021
Evaluation and Site Visit	April to June 2021 – Evaluation July to August 2021 – Site Visit
Shortlist of selected bidder by the AFC	16 September 2021
Final Inspection and Negotiation with the Shortlisted Bidder	October to December 2021
Selection of preferred bidder by the AFC	28 January 2022
Contract ready for signature	28 Feb 2022

#### 1.3.4 Best and Final Offer

The AFC reserves the right, at its discretion, to request a best and final offer in respect of the submissions received hereunder. However, Prospective Bidders are advised that rejection of the quotation proposal submitted may be made without such request or further discussions. Therefore, it is strongly suggested that Prospective Bidders present their best offer at the outset when submitting their quotation proposals.

The AFC does not bind itself to accept the lowest priced quotation and is not obliged to give any reason for non-acceptance and rejection of any quotation.

#### 1.3.5 Language and Currency

Except where otherwise provided, all documents submitted and communications between the parties must be in English and all amounts referred to in the Financial Proposal shall be expressed in both US Dollar (USD) and Chinese Yuan Renminbi (CNY).

#### 1.3.6 Validity of the Quotation Proposal

All quotation proposals submitted should be valid for twelve (12) months from the date of submission.

#### 1.3.7 Costs

Prospective Bidders shall bear all costs associated with their participation in this tender including without limitation in respect to the preparation and submission of their respective quotation proposals and/or presentations (if any). The AFC shall in no way be responsible for any costs incurred by the Prospective Bidders as a result thereof, regardless of the conduct or outcome of the selection process.

#### 1.3.8 Service Agreement

Upon selection of a successful bidder, the Parties will formalise all terms of appointment in an agreement drafted either by the AFC or appointed company based on terms to be mutually agreed upon between the Parties. The final agreement will evolve from such draft negotiations and will be signed by the AFC and the appointed company.

## 1.4 RFP Enquiries

Prospective Bidders are advised to study all terms, conditions and requirements contained in this RFP and make all necessary clarifications before submitting their quotations.

All inquiries relating to this RFP shall be made in writing and directed via e-mail to:

AC2023 Hotel Procurement Process

Email : [ac2023.htp@the-afc.com](mailto:ac2023.htp@the-afc.com)

Each formal request must contain the following information:

- Name of the Prospective Bidders;
- E-mail address;
- Sequentially numbered questions; and
- Area in the RFP the question aimed at

There shall be no individual discussions or meetings with any Prospective Bidders until after the closing date of submission. From the date of issue of this RFP to the final selection of a successful bidder, contact with any AFC officials concerning the RFP process shall not be permitted, other than through the submission of queries to the specific persons in charge as indicated above.

Please note that the AFC will only answer questions directly related to this RFP as outlined above. The AFC reserves the right to copy any question submitted by a Prospective Bidder, and the AFC's answer to that question, to other suppliers in responding to this RFP. Thus, clarification and any missing information may be distributed to all Prospective Bidders involved, within the evaluation, as a result of a single question from one bidder. However, the identity of the requesting Bidders will not be disclosed and if necessary the questions will be made generic to preserve anonymity and confidentiality. Questions or discussions that address the validity or acceptance of a bidder's approach to this RFP will be kept confidential



## **1.5 Conflict of Interest**

Prospective Bidders are required to declare any conflict of interest or potential conflict of interest relating to the AFC and/or this RFP exercise by ensuring that the Conflict of Interest Declaration (“Declaration”) as set out in Appendix A is executed by their respective CEO or Director.

Prospective Bidders shall inform the AFC, without delay, of any situation which may constitute a conflict of interest or give rise to a conflict of interest in relation to the Prospective Bidders’ submissions hereunder. For the avoidance of doubt, a situation of conflict of interest shall mean any relationship, matter, circumstance, interest and/or activity which may or may appear to affect the awarding of the tender by the AFC to the prospective bidder.

Prospective Bidders shall be required to notify the AFC in writing of any changes which may affect the accuracy of this Declaration as soon as such information is known or becomes readily available to them.

In the event of a conflict of interest or potential conflict of interest, the AFC may, at its absolute discretion decide on the appropriate course of action to be taken against the Prospective Bidders and such decision of the AFC shall be final and binding in this regard.

## **1.6 Compliance**

Prospective Bidders who fail to comply with any of the terms and/or requirements contained in this RFP shall be disqualified from consideration.

Notwithstanding the above, Prospective Bidders agree that the obligations of confidentiality as imposed herein shall survive expiry of or any Prospective Bidder’s disqualification from the RFP process.

## **1.7 Suspension, Cancellation or Discontinuation of Tender Exercise**

The AFC reserves the right at its sole discretion, to suspend, cancel or discontinue the tender exercise at any time during the RFP timeline and shall use reasonable endeavors to inform all bidders in respect to the same.

## 1.8 Personal Data

The AFC shall collect, hold, use, delete, disclose, transfer, administer and process the personal data of Prospective Bidders in compliance with the *Personal Data Protection Act 2010* (“Act”), details of which are as set out under **Appendix B** attached hereto (“Personal Data Protection Notice and Declaration of Consent”).

The Prospective Bidders shall be required to read all terms contained in the Personal Data Protection Notice attached hereto and ensure that the Declaration of Consent form is executed by their respective CEO or Director on behalf of the company.

## PART B REQUIREMENTS

### 2.1 AFC's Requirements

This section sets out the AFC's requirements relating to the Project. The requirements set out herein is non-exhaustive and the AFC reserves the right to amend the same at any time, at its discretion.

#### 2.1.1 Criteria

The bidders **MUST** possess the requisite experience, strength and capability in providing the services necessary to meet the requirements as described in this RFP. The bidders **MUST** possess the knowledge and technical know-how that would be required to successfully deliver the Project.

The bids must be complete in all parts and should cover the entire scope of work as stipulated in the RFP document. This tender exercise is open to all bidders who meet the eligibility criteria as provided below:

- a) The bidders should be a Registered (Hotel)/firm (or) Private or Public Limited Company registered under the legislation of the People's Republic of China;
- b) The bidders should be a Hotel/Company registered with the China Hotel Association authorised by the Ministry of Civil Administration of the People's Republic of China;
- c) The bidders should be a four (4) or five (5) star hotel with the experience in providing similar Hotel Accommodation Services in the People's Republic of China or globally in the past two (2) years and with the ability to undertake and provide the AFC with the services required under this RFP;
- d) The bidders should not have been blacklisted / barred by the Government of The People's Republic of China; and
- e) The bidders should not be subject to any winding up/ liquidation order or is/are under any civil or criminal proceedings.

Note:

- The RFP will explicitly exclude any marketing and sponsorship rights pertaining to the Competition
- Should a brand express an interest in sponsorship opportunity (cash fee and/or VIK), this will be viewed favourably in the evaluation of the RFP

## 2.2 Project Requirements

The Project requirements will be as follows:

### Hotel Categories and Requirements for the AFC Asian Cup China 2023™

#### Competition Dates

Mid-June to Mid-July 2023 (31 days)

#### Number of Host Cities/Venues

10 Venues (10 Stadiums, 10 Host Cities)

City	Stadiums	GPS Coordinates
Beijing	Beijing Workers' Stadium	116.440833°E,39.929444°N
Tianjin	Tianjin TEDA Soccer Stadium <i>(Official Name to be confirmed)</i>	117.430842°E,39.014947°N
Shanghai	Shanghai Pudong Football Stadium	121.60785°E,31.24081°N
Chongqing	Chongqing Longxing Football Center Stadium	106.807151°E,29.711319°N
Chengdu	Chengdu Phoenix Hill Stadium	104.07648°E,30.765337°N
Xi'an	Xi'an International Football Center	108.768820°E,34.283380°N
Dalian	Dalian Suoyuwan Football Stadium	121.620402°E,38.951247°N
Qingdao	Qingdao Youth Football Stadium	120.409722°E,36.281667°N

Xiamen	Xiamen Egret Stadium	118.114207°E,024.340054° N
Suzhou	Kunshan Football Stadium	121.061411°E, 31.376044°N

Indicated below is the overview of Hotel Categories and Requirements across the ten (10) host cities/venues during the upcoming AFC Asian Cup China 2023™.

### Hotel Selection

#### Type of Hotel, Location and Access

- 4/5 Stars International Chain Hotel or 5 Stars Local Chain Hotel.
- Within 30 minutes' drive: Stadium / Training fields / Hospital.
- Calm and secure environment.

#### a) AFC VVIP Hotel in the Main City/Venue.

Approximately one hundred and eighty (180) to two hundred (200) rooms/suites will be required to house Invited Guests for the Opening Match as well as from the Semi-final matches until the Final.

Staggered arrivals of the AFC Delegation will be from beginning of June 2023.

The room requirements and duration for the following events are listed below:

- Opening Match day from mid-June 2023 (7 days)
- Throughout the Competition from mid-June to mid-July 2023 (31 days)
- Semi-finals and Final Match days from mid-July 2023 (7 days)

The function room requirements at the AFC VVIP Hotel are as listed below:

Function Room	Size (approximate)	Duration	Total Days (approximate)
AFC Private Dining Room	<i>*Convert one existing Hotel Restaurant</i>	Mid-June 2023	2 Days

		Mid-July 2023	5 Days
AFC VIP Lounge	250 m <sup>2</sup>	Mid-June to Mid-July 2023	30 Days
AFC President's Office & Waiting Room	<i>*Converted Suite and connecting room</i>		
Hospitality Desk (Lobby Level)	<i>*Table for 4 persons with Competition Tower</i>	Beginning of June 2023 onwards	

**b) AFC Match Officials' Hotel in the Main City/Venue.**

Approximately one hundred and eighteen (118) to one hundred and twenty-five (125) rooms/suites will be required to house AFC Match Officials and the AFC Delegation.

Staggered arrivals of the AFC Delegation will be from beginning of June 2023.

The function room requirements at the AFC Match Official Hotel are as listed below:

Function Room	Size (approximate)	Duration	Total Days (approximate)
AFC Referees Meeting Room	300 m <sup>2</sup>	Beginning of June to Mid-July 2023	40 Days
AFC Referees Office	60 m <sup>2</sup>		
Equipment Distribution Room	80 m <sup>2</sup>		

AFC Referee Assessors Meeting Room	60 m <sup>2</sup>		
AFC Referees Match Observation Room	60 m <sup>2</sup>		
AFC Referees Lounge	120 m <sup>2</sup>		
Hospitality Desk (Lobby Level)	<i>*Table for 4 persons with Competition Tower</i>	Beginning of June 2023 onwards	

c) AFC Headquarters (HQ) Hotel in the Main City/Venue.

Approximately one hundred and twenty (120) to one hundred and forty (140) rooms/suites will be required to house the AFC Delegation.

Staggered arrivals of the AFC Delegation will be from beginning of June 2023.

The function room requirements at the AFC Headquarters (HQ) are as listed below:

Function Room	Size (approximate)	Duration	Total Days (approximate)
OCAC Chairman's Office	35 to 45 m <sup>2</sup>	Mid-June to Mid-July 2023	30 Days
AFC General Secretary's Office	80 to 95 m <sup>2</sup>		

AFC HQ Secretariat	100 m <sup>2</sup>	Beginning of June to Mid-July 2023	40 Days
AFC Venue Secretariat	120 m <sup>2</sup>		
LOC Office	100 m <sup>2</sup>		
<b>Function Room</b>	<b>Size (approximate)</b>	<b>Duration</b>	<b>Total Days (approximate)</b>
Equipment Distribution & Storage Room	100 m <sup>2</sup>	Beginning of June to Mid-July 2023	40 Days
AFC Match Operation Centre	60 m <sup>2</sup>	Mid-June to Mid-July 2023	35 Days
AFC Operations Secretariat	60 m <sup>2</sup>		
AFC Communications Office	60 m <sup>2</sup>		
AFC Finance & Travel Office	60 m <sup>2</sup>		
AFC Legal Office	60 m <sup>2</sup>		
AFC Events Office	60 m <sup>2</sup>		
AFC Meeting Room 1	200 to 250 m <sup>2</sup>		



AFC Meeting Room 2	120 to 150 m <sup>2</sup>	Beginning of June to Mid-July 2023	40 Days
AFC Venue Meeting Room	100 m <sup>2</sup>		
AFC Delegation Lounge	<i>*Ballroom Foyer Area</i>		
Hospitality Desk (Lobby Level)	<i>*Table for 4 persons with Competition Tower</i>	Beginning of June 2023 onwards	

d) AFC Venue Hotel in the 9 other Cities/Venues.

The AFC will select one (1) hotel as the AFC Venue Hotel per city/venue with approximately twenty-two (22) to twenty-eight (28) rooms/suites required to house the AFC Delegation at the AFC Venue Hotel across nine (9) other cities/venues for the duration of the competition at the respective city/venue.

Staggered arrivals of the AFC Delegation will be from beginning of June 2023.

The AFC also require additional rooms at the AFC Venue Hotels for the Match Officials and Invited Guests, who will arrive one (1) day prior to the match at the respective venue and depart directly from the Stadium or depart one (1) day after (subject to the match kick-off timing).

The function room requirements at each of the AFC Venue Hotel are as listed below:

Function Room	Size (approximate)	Duration	Total Days (approximate)
AFC Venue Secretariat	120 m <sup>2</sup>		

AFC Venue Meeting Room	100 m <sup>2</sup>	Beginning of June to 1 day after Last Match Day	35 Days
Equipment Storage Room	40 m <sup>2</sup>		
Hospitality Desk (Lobby Level)	<i>*Table for 4 persons with Competition Tower</i>	Beginning of June 2023 onwards	

e) Team Venue Hotel in all 10 cities/venues.

The AFC will select two (2) or a maximum three (3) Team Venue Hotels in each city/venue. The duration of stay and the function rooms in the respective Hotel will be as per the match schedule.

Each Participating Team Delegation will have a minimum of 45 persons with the Official Delegation comprising twenty-three (23) Players and twenty-two (22) Officials. Any additional rooms required or persons accompanying the delegation will be on the Team's own account.

Number and Type of Room Required Per Team ideally per floor are as follows:

- Eleven (11) Twin rooms for twenty-two (22) Players
- Twenty-three (23) Single rooms for one (1) Player and twenty (20) Team Officials and
- \*\* Two (2) complimentary upgrades to Suites for the Head of Delegation and the Head Coach
- Two (2) Empty rooms to be used as medical room and equipment rooms

The Participating Team may travel with a Team Chef and he/she would require access to the Hotel Kitchen to prepare home cooked meals and have use of the chiller/fridge for storage of meat and other cooking ingredients.

The Participating Team will be entitled to their own private "Meal and Meeting room" to be used for their daily meals and meetings. The selected venue will be on hold for 24 hours during the duration of their stay.

Staggered arrivals of the AFC Delegation will be from beginning of June 2023 while the arrival and departure of the Participating Team will be accordance to their respective match schedule during the competition.

The function room requirements at each of the Team Venue Hotel are as listed below:

Function Room	Size (approximate)	Duration	Total Days (approximate)
Meeting Room 1	80m <sup>2</sup>	Beginning of June to Last Match Day	30 Days
Meeting Room 2	80m <sup>2</sup>		
Meal Room <sub>[CG3]</sub> 1	120m <sup>2</sup>	Beginning of June to 1 day after Last Match Day	30 Days
Meal Room <sub>[CG4]</sub> 2	120m <sup>2</sup>		
LOC Office	30m <sup>2</sup>	Beginning of June to 1 day after Last Match Day	25 Days
Storage Room	30m <sup>2</sup>		
Hospitality Desk (Lobby Level)	<i>*Table for 4 persons with Competition Tower</i>	Beginning of June 2023 onwards	

The detailed information on the accommodation and function room requirements, benefits, attrition, and payment clauses will be explained in detail during the Hotel Procurement Briefing which will be held virtually on 18 January 2021.

## PART C FINANCIAL PROPOSAL

### Pricing Matrix

No.1

#### AFC HEADQUARTERS HOTEL PRICING TEMPLATE

(ALL RATES ARE TO BE NETT, NON COMMISSIONABLE AND INCLUSIVE OF ALL TAXES)

<b>HOTEL INFORMATION</b>	Hotel Chain	
	Hotel Name	
	Star Rating	
	Address	
	Total Room Inventory	
<b>HOTEL CONTACT PERSON</b>	Name	
	Designation	
	Mobile No.	
	Email	
<b>ACCOMMODATION PRICING / POLICY</b>	Single Room (ROH) with Breakfast	
	Club / Executive Room with Breakfast	
	Entry Level Suite with Breakfast	
	Mid Level Suite with Breakfast	
	High Level Suite with Breakfast	
	Number of Smoking Rooms	
	Complimentary Upgrades	
	Complimentary Policy	
	Early Check-in Policy	
Late Check-out Policy		
<b>MEAL PRICING</b>	Additional Buffet Breakfast	
	Buffet Lunch	
	Buffet Dinner	
<b>FUNCTION ROOM PRICING (please indicated complimentary or price if chargeable)</b>	AFC Venue Secretariat	
	AFC Venue Meeting Room	
	AFC HQ Secretariat	
	AFC Match Operation Centre	
	AFC Legal Office	
	AFC Communications Office	
	AFC Operations Secretariat	
	AFC Equipment Distribution & Storage	
	AFC Finance & Travel Office	
	AFC Event Office	
	AFC Meeting Room 1	
	AFC Meeting Room 2	
OCAC's Office		

	AFC General Secretary's Office	
	LOC Office	
	AFC Delegation Lounge	
	AV Equipments	
	Hospitality Desk	
	All Day Snack Menu	
	Non Alcoholic Beverage Package	
<b>LAUNDRY PRICING</b>	Laundry Package (6 pcs)	
	Laundry Package (8 pcs)	
	Dry Cleaning Package (2 pcs)	
	Express Laundry Surcharge	
<b>MISC PRICING (please indicated complimentary or price if chargeable)</b>	Parking charges	
	Room drop charges	
	Extra Bed Charges	
	Mini Bar removal charges	
	Internet Charges at Function Rooms	
	Usage of Hotel Gym	
	Usage of Hotel Pool	

**No.2**

**VVIP HOTEL PRICING TEMPLATE**

**(ALL RATES ARE TO BE NETT, NON COMMISSIONABLE AND INCLUSIVE OF ALL TAXES)**

<b>HOTEL INFORMATION</b>	Hotel Chain	
	Hotel Name	
	Star Rating	
	Address	
	Total Room Inventory	
<b>HOTEL CONTACT PERSON</b>	Name	
	Designation	
	Mobile No.	
	Email	
<b>ACCOMMODATION PRICING / POLICY</b>	Single Room (ROH) with Breakfast	
	Club / Executive Room with Breakfast	
	Entry Level Suite with Breakfast	
	Mid Level Suite with Breakfast	
	High Level Suite with Breakfast	
	Number of Smoking Rooms	
	Complimentary Upgrades	
	Complimentary Policy	
	Early Check-in Policy	
	Late Check-out Policy	
<b>MEAL PRICING</b>	Additional Buffet Breakfast	
	Buffet Lunch	
	Buffet Dinner	
<b>FUNCTION ROOM PRICING (please indicated complimentary or price if chargeable)</b>	VVIP Lounge	
	AV Equipments	
	Hospitality Desk	
	All Day Snack Menu	
	Evening Cocktail Menu	
	Non Alcoholic Beverage Package	
<b>LAUNDRY PRICING</b>	Laundry Package (6 pcs)	
	Laundry Package (8 pcs)	
	Dry Cleaning Package (2 pcs)	
	Express Laundry Surcharge	
<b>MISC PRICING (please indicated complimentary or price if chargeable)</b>	Parking charges	
	Room drop charges	
	Extra Bed Charges	
	Mini Bar removal charges	
	Internet Charges at Function Rooms	
	Usage of Hotel Gym	
	Usage of Hotel Pool	

No. 3

### AFC VENUE HOTEL PRICING TEMPLATE

(ALL RATES ARE TO BE NETT, NON COMMISSIONABLE AND INCLUSIVE OF ALL TAXES)

<b>HOTEL INFORMATION</b>	Hotel Chain	
	Hotel Name	
	Star Rating	
	Address	
	Total Room Inventory	
<b>HOTEL CONTACT PERSON</b>	Name	
	Designation	
	Mobile No.	
	Email	
<b>ACCOMMODATION PRICING / POLICY</b>	Single Room (ROH) with Breakfast	
	Club / Executive Room with Breakfast	
	Entry Level Suite with Breakfast	
	Mid Level Suite with Breakfast	
	High Level Suite with Breakfast	
	Number of Smoking Rooms	
	Complimentary Upgrades	
	Complimentary Policy	
	Early Check-in Policy	
	Late Check-out Policy	
<b>MEAL PRICING</b>	Additional Buffet Breakfast	
	Buffet Lunch	
	Buffet Dinner	
<b>FUNCTION ROOM PRICING (please indicated complimentary or price if chargeable)</b>	AFC Venue Secretariat	
	AFC Venue Meeting Room	
	AFC Venue Storage Room	
	AV Equipments	
	Hospitality Desk	
	All Day Snack Menu	
	Non Alcoholic Beverage Package	
<b>LAUNDRY PRICING</b>	Laundry Package (6 pcs)	
	Laundry Package (8 pcs)	
	Dry Cleaning Package (2 pcs)	
	Express Laundry Surcharge	
<b>MISC PRICING (please indicated complimentary or price if chargeable)</b>	Parking charges	
	Room drop charges	
	Extra Bed Charges	
	Mini Bar removal charges	
	Internet Charges at Function Rooms	

	Usage of Hotel Gym	
	Usage of Hotel Pool	



No. 4

**PARTICIPATING TEAM HOTEL PRICING TEMPLATE**  
(ALL RATES ARE TO BE NETT, NON COMMISSIONABLE AND INCLUSIVE OF ALL TAXES)

<b>HOTEL INFORMATION</b>	Hotel Chain	
	Hotel Name	
	Star Rating	
	Address	
	Total Room Inventory	
<b>HOTEL CONTACT PERSON</b>	Name	
	Designation	
	Mobile No.	
	Email	
<b>ACCOMMODATION PRICING / POLICY</b>	Single Room	
	Twin Room	
	Empty Room	
	Suite Room	
	Complimentary Upgrades	
	Complimentary Policy	
	Early Check-in Policy	
Late Check-out Policy		
<b>MEAL PRICING</b>	Buffet Breakfast	
	Buffet Lunch	
	Buffet Dinner	
	Snack Menu	
<b>FUNCTION ROOM PRICING (please indicated complimentary or price if chargeable)</b>	Team Meeting Room	
	Team Meal Room	
	Storage Room	
	LOC Secretariat	
	AV Equipments	
	Hospitality Desk	
<b>LAUNDRY PRICING</b>	Laundry Package (8 pcs)	
	Express Laundry Surcharge (if any)	
	Dry Cleaning (if any)	
	Pressing (if any)	
<b>MISC PRICING (please indicated complimentary or price if chargeable)</b>	Kitchen Access & Storage	
	Ice per kg (if required)	
	Parking charges	
	Room drop charges	
	Additional Towels Charges	
	Extra Bed Charges	
	Mini Bar removal charges	

Internet Charges at Function Rooms	
Usage of Hotel Gym	
Exclusive usage of Hotel Gym (p/hour)	
Usage of Aerobics Room (if any)	
Exclusive usage of Aerobics Room (p/hour)	
Usage of Hotel Pool	
Exclusive usage of Hotel Pool (p/hour)	

No. 5

### MATCH OFFICIALS HOTEL PRICING TEMPLATE

(ALL RATES ARE TO BE NETT, NON COMMISSIONABLE AND INCLUSIVE OF ALL TAXES)

<b>HOTEL INFORMATION</b>	Hotel Chain	
	Hotel Name	
	Star Rating	
	Address	
	Total Room Inventory	
<b>HOTEL CONTACT PERSON</b>	Name	
	Designation	
	Mobile No.	
	Email	
<b>ACCOMMODATION PRICING / POLICY</b>	Single Room (ROH) with Breakfast	
	Club / Executive Room with Breakfast	
	Entry Level Suite with Breakfast	
	Empty Room (Massage Room)	
	Number of Smoking Rooms	
	Complimentary Upgrades	
	Complimentary Policy	
	Early Check-in Policy	
Late Check-out Policy		
<b>MEAL PRICING</b>	Additional Buffet Breakfast	
	Buffet Lunch	
	Buffet Dinner	
<b>FUNCTION ROOM PRICING (please indicated complimentary or price if chargeable)</b>	AFC Referees Meeting Room	
	AFC Referees Office	
	AFC Referees Assessors Meeting Room	
	AFC Referees Match Observation Room	
	AFC Referees Lounge	
	AV Equipments	
	Hospitality Desk	
	All Day Snack Menu	
Non Alcoholic Beverage Package		
<b>LAUNDRY PRICING</b>	Laundry Package (6 pcs)	
	Laundry Package (8 pcs)	
	Dry Cleaning Package (2 pcs)	
	Express Laundry Surcharge	
<b>MISC PRICING (please indicated complimentary or price if chargeable)</b>	Parking charges	
	Ice per kg (if required)	
	Room drop charges	
	Additional Towels Charges	

	Extra Bed Charges	
	Mini Bar removal charges	
	Internet Charges at Function Rooms	
	Usage of Hotel Gym	
	Exclusive usage of Hotel Gym (p/hour)	
	Usage of Aerobics Room (if any)	
	Exclusive usage of Aerobics Room (p/hour)	
	Usage of Hotel Pool	
	Exclusive usage of Hotel Pool (p/hour)	

**APPENDIX A  
CONFLICT OF INTEREST DECLARATION FORM  
(FOR PROSPECTIVE BIDDERS)**

This declaration must be completed and signed as part of the quotation proposal.

We, \_\_\_\_\_, submitting a quotation proposal in respect to the RFP exercise for the Hotel Procurement for the “AFC Asian Cup China 2023™” , hereby confirm that:

*(please tick the applicable box below)*

YES, we are aware of a conflict of interest or any potential conflict of interest in relation to the submission of our proposal to the AFC; OR

NO, we are NOT aware of a conflict of interest or any potential conflict of interest in relation to the submission of our proposal to the AFC.

If YES, kindly provide details of any conflict of interest and/or potential conflict of interest, where applicable.

We have not made, and will not purport to make, any offer of any kind to the AFC which may affect and/or impair the overall RFP exercise.

We have not granted or sought to obtain or accept and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the tender.

We acknowledge that the AFC reserves the right to verify all information contained herein and agree to accept the consequences which may derive from any false declarations made in respect to the information provided hereunder.

Name	
Signature	
Date	
Position	Director/CEO
On behalf of	

## APPENDIX B PERSONAL DATA PROTECTION NOTICE AND DECLARATION OF CONSENT

### PERSONAL DATA PROTECTION NOTICE (FOR PROSPECTIVE BIDDERS)

In compliance with the *Personal Data Protection Act 2010* (“Act”) and its regulations, this document is issued to all applicable persons whose personal data are used and processed by the Asian Football Confederation (AFC).

In order to process and perform all required obligations under this tender exercise, the AFC may be required to collect, hold, use, delete, disclose, transfer, administer and process your personal data. The use of your personal data by the AFC shall be for the purposes as indicated below.

#### Type of Personal Data

Such personal data shall include without limitation your company name, company registration number, company address, name of company directors and related personnel, contact details of the company, etc.

#### Source of Personal Data

The AFC may obtain your personal data from the following sources:

- Information in which you have provided to the AFC;
- Name cards;
- Existing records under the AFC administration system;
- Information available in the public domain.

#### Purpose of Use

The AFC will use or grant others (as defined below) to use your personal data for the following Purposes including without limitation:

- Communication with you and delivery of information relating to this tender exercise;
- Verification of details as provided by you by virtue of your participation in this tender;
- Preparation of service agreement (where successfully appointed);
- Internal record keeping, including for the purpose of administration, auditing, data analysis, research, benchmarking and/or statistical analysis;
- Verification of identity for purposes of accreditation;
- Promotional and marketing purposes; and
- Compliance with any legal and/or regulatory requirements.

#### Third Party Disclosure

The AFC may disclose your personal data to the following category of Third Parties for the purposes as indicated above and may collect, process and store your personal data in connection with the purpose within or outside Malaysia as follows:

- AFC employees;
- Agents, partners, representatives and/or service providers;

- Auditors, business consultants, accountants, lawyers or other professional advisors and/or consultants as the AFC may deem necessary and appropriate;
- Any person to whom the AFC is compelled to or required under law or in response to a local, state or federal authority, industry regulator, enforcement agency, statutory authority, courts of law, tribunals, arbitration centres, commissions, councils or associations legally authorized by law.

#### Your Rights and Obligations

It is necessary for you to provide accurate and up to date personal data to the AFC to enable the AFC to process your data in connection with the above-said purposes.

Subject to the AFC's rights of refusal under the Act and reasonable notice, you are entitled to:

- request access to your personal data that is processed by the AFC;
- request the revision of any personal data held by us which may be inaccurate, incomplete or out of date;
- limit the AFC's processing of your personal data by expressly withdrawing your consent previously granted in respect to marketing and promotional purposes.

\*\*\*\*\*

**DECLARATION OF CONSENT**

By signing this form, I am declaring that I have read, understood and agreed to the terms of the AFC’s privacy notice and I am expressly consenting to and authorising the AFC and the Third Parties to collect, hold, use, delete, disclose, transfer, administer and process all information and personal data (including sensitive personal data and personal data of other Parties provided by me) (hereinafter referred to as “Personal Data”) given now or that is subsequently obtained from time to time for the Purposes (as defined hereto).

By signing this form, I further confirm that all personal data (including sensitive personal data) that I have provided are all true, up-to-date and accurate. Should there be any changes to any information or personal data submitted, I shall notify the AFC immediately. I understand that I have the right to access and correct my personal data by contacting the AFC at [dataprotection@the-afc.com](mailto:dataprotection@the-afc.com) I understand that the AFC may take steps to verify my identity before fulfilling my request for access to my personal data.

Unless it prevents the AFC from performing its obligations to me or goes against the very Purpose that I have given the personal data to the AFC, I can withdraw any part of this consent by letting the AFC know in writing.

With regards to promotional and marketing materials:

Yes, I/We expressly agree to AFC and/or Third Parties processing my/our personal data for promotional and marketing purposes.

No, I/We do not agree to AFC and/or Third Parties processing my/our personal Data for promotional and marketing purposes.

Signature: \_\_\_\_\_

Name:

Position/Title:

Date:



## APPENDIX C

### PROCEDURES FOR SOFT COPY SUBMISSION

Prospective bidder must:

- i. Upload a secure on-line storage arranged by the bidder (which must remain accessible by the AFC for a minimum of seven days) the tender documents;
- ii. Immediately thereafter, send the following (which must be received before tender deadline);
- iii. Bidders must send an email to the AFC at [tender.submission@the-afc.com](mailto:tender.submission@the-afc.com) confirming the upload of the tender documents; and containing information and/or link to enable the AFC to:
  - (i) access the online storage system to which the tender documents been uploaded; and/or
  - (ii) download a password secured zipped folders/files. Such email should not, however, contain any login/download password (see below for a guideline to create a password-protected zip file);
- iv. Bidders must send a short message service (SMS) to the AFC Internal Audit Department at +6012-3390618 containing the login/download passwords that are required to enable the downloading and review of the tender documents.

### GUIDELINES TO CREATE PASSWORD-PROTECTED ZIP FILE

There are two (2) methods available:

#### Method 1: Make a Password Protected Zip File with 7-Zip Utility

The later version of Windows does not have the in-built feature to add password to ZIP files, therefore third-party file compression utility is required. 7-Zip utility is one of the free file compression program that can easily encrypt a file with password.

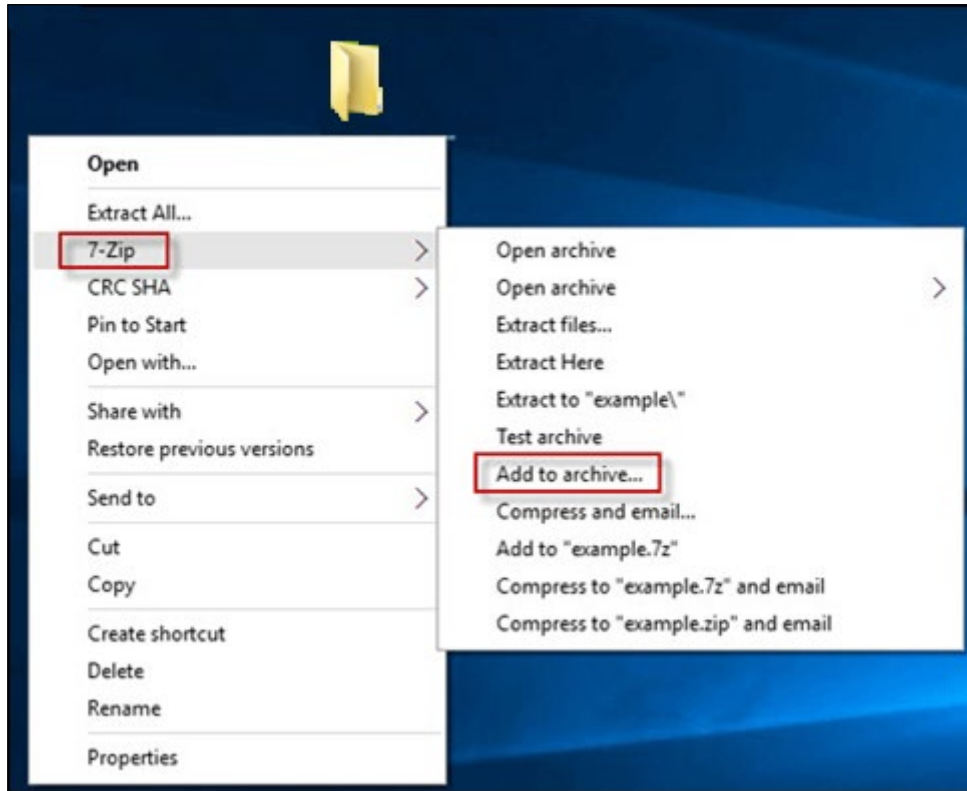
Step 1: Make sure that 7-Zip utility is installed.

Step 2: Place all the files that you want to archive into one folder.

Step 3: Right click on the folder you want to compress into a password protected Zip file.

Step 4: From the context menu, select "7-Zip".

Step 5: Select "Add to archive".

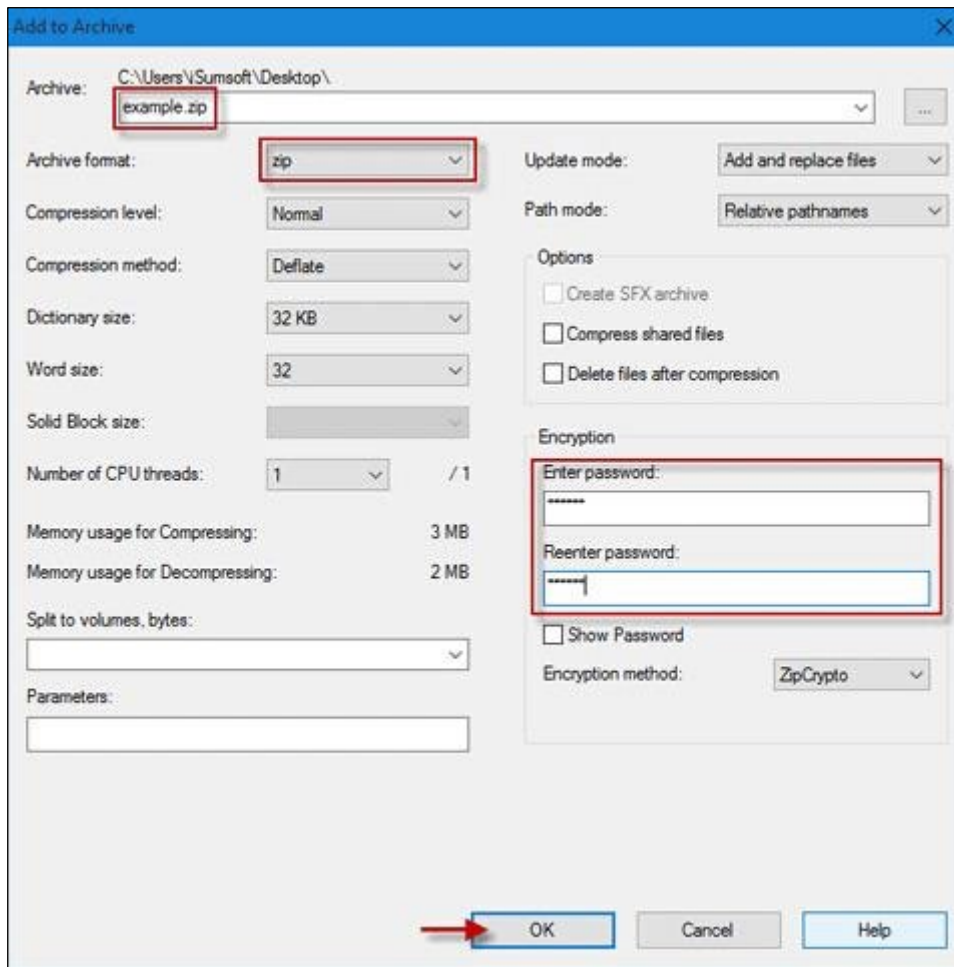


Step 6: In the “Add to archive” panel, type a name next to the archive section.

Step 7: Choose “zip” as the archive format.

Step 8: Go to the encryption box on the right of the panel and enter your password in the “Enter password” box and re-enter the same password again in the “Re-enter password” box.

Step 9: After you have done, click “OK” to finish the procedure.



Remarks:

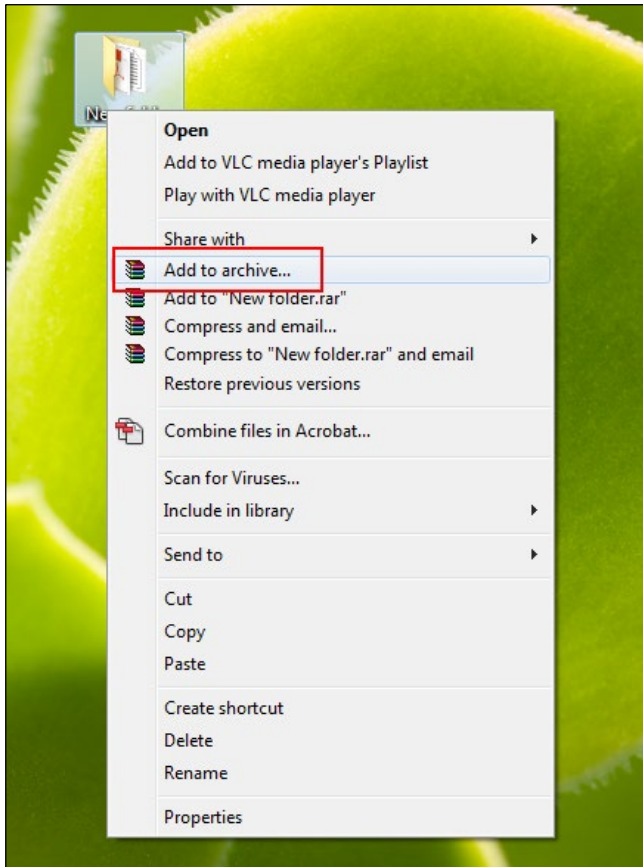
- ✓ The Zip file must appear with “.zip” extension, example “Proposal.zip”.
- ✓ If you want to email a large Zip file that exceeds your limit, you must split the files that you want to archive into multiple folders and compress into multiple zip files.
- ✓ Zip file password must contain minimum of 6 characters in alpha-numeric format.
- ✓ Please use the SAME password for multiple zip files.

Method 2: Make a Password Protected Zip File Using the Add to Archive Menu

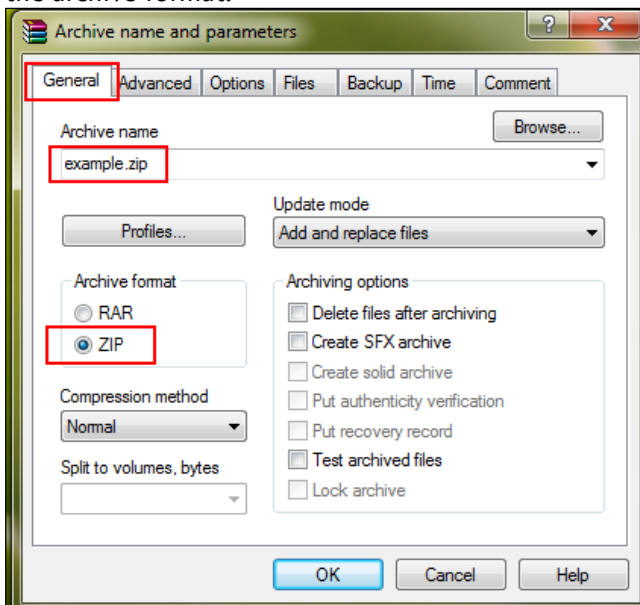
Step 1: Place all the files that you want to archive into one folder.

Step 2: Right click on the folder you want to compress into a password protected Zip file.

Step 3: From the context menu, select “Add to archive”.

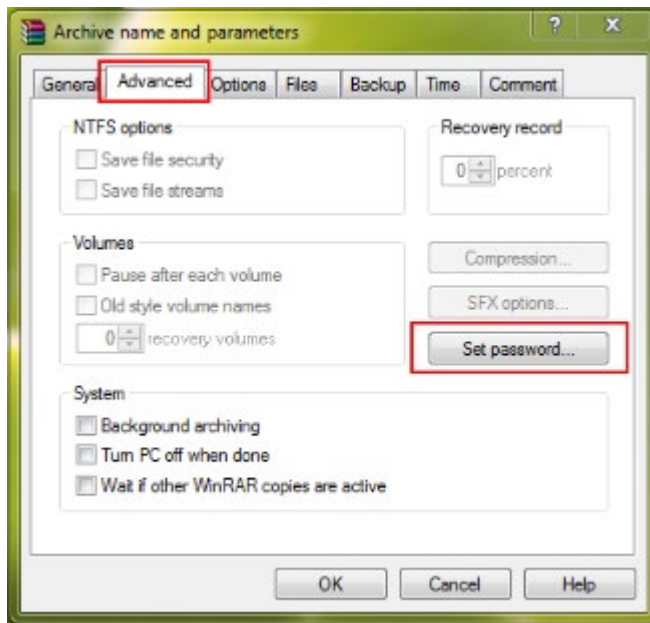


Step 4: From the General tab, type a name below the archive name section and choose “zip” as the archive format.



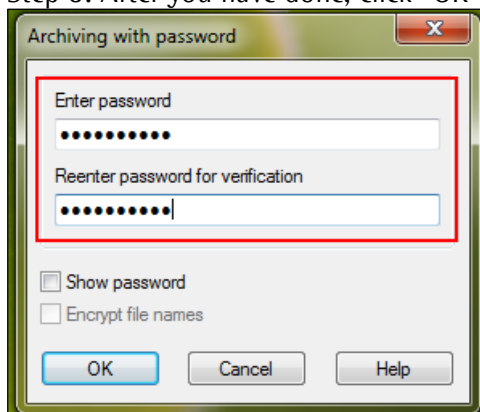
Step 5: Go to Advanced tab.

Step 6: Click on “Set password”.



Step 7: From the Archiving with password screen, enter your password in the “Enter password” box and re-enter the same password again in the “Reenter password for verification” box.

Step 8: After you have done, click “OK” to finish the procedure.



Remarks:

- ✓ The Zip file must appear with “.zip” extension, example “Proposal.zip”.
- ✓ If you want to email a large Zip file that exceeds your limit, you must split the files that you want to archive into multiple folders and compress into multiple zip files.
- ✓ Zip file password must contain minimum of six (6) characters in alpha-numeric format.
- ✓ Please use the SAME password for multiple zip files.

- **Send Zip File Password via SMS**

Prospective Bidder is required to send the Zip file password via SMS to Asian Football Confederation (AFC) Procurement Department, information as below: -

Phone Number : +6012-339 0618  
SMS Format : [Project Code]space[Company Name]space[Zip File Password]  
Example : PC001 ABCEnterprise 1234abcd

Remarks:

- ✓ Bid Code/Project Code - Provided by Procurement Department from AFC.
- ✓ Company Name - Prospective Bidder's company name.
- ✓ Zip File Password - Contains minimum of six (6) characters in alpha-numeric format.