



**REQUEST FOR PROPOSALS**

**PROVISION OF SPORT PRESENTATION SERVICES**

**FOR THE**

**ICC WOMEN'S T20 WORLD CUP 2024**

## REQUEST FOR PROPOSALS

### PROVISION OF SPORT PRESENTATION SERVICES – ICC WOMEN’S T20 WORLD CUP 2024

#### 1. INTRODUCTION

- 1.1 IBC, a wholly owned subsidiary of the ICC, is incorporated under the regulations of the Dubai Development Authority in the United Arab Emirates, and is sanctioned by the ICC to organise the ICC Event and to exploit all commercial rights pertaining to the ICC Event throughout the world.
- 1.2 IBC wishes to appoint a company to provide sport presentation services for the ICC Event including, without limitation, the services set out in Appendix B (the “**Services**”) in connection with the ICC Event.
- 1.3 Unless otherwise defined elsewhere, capitalised terms used in this RFP have the meanings set out in Appendix A.

#### 2. OBJECTIVES

- 2.1 The purpose of this RFP is to invite interested and qualified Applicants to submit Proposals for the right to provide the Services to IBC, as described in the overview of Services set out in Appendix B and on the terms and subject to the conditions set out in this RFP.
- 2.2 This RFP invites Proposals for the right to provide the Services in respect of the ICC Event from Applicants with:
  - (a) extensive proven experience in providing services similar to the Services;
  - (b) a strong financial position;
  - (c) sufficient resources (in particular staffing) to provide the Services; and
  - (d) trained personnel who are familiar with major international sporting events.
- 2.3 In submitting a Proposal for the right to provide the Services in respect of the ICC Event each Applicant must:
  - (a) complete, sign and return the form as set out in Appendix E – Details of Applicant, together with its detailed Proposal, by the applicable date specified in the Timetable;
  - (b) provide adequate and detailed answers and information to meet the requirements of the Criteria (as set out in Appendix C); and
  - (c) using the document titled ‘Price Quotation Template’ provide a full, detailed breakdown of costs in relation to creating the full list of deliverables required as part of the Services within the Price Quotation.
- 2.4 In submitting its Proposal, each Applicant will have to establish that it satisfies (or will satisfy in a timely fashion) the Criteria and the Requirements. IBC will evaluate the Proposals based on the extent to which they satisfy such conditions and requirements.

- 2.5 Each Applicant should provide satisfactory evidence to IBC in its Proposal of its financial standing and of its ability to meet the commitments it makes in its Proposal. IBC reserves its right to require appropriate bank guarantees and/or parent company performance guarantees.
- 2.6 IBC may, in its absolute discretion, waive any of the conditions and/or requirements set out in this RFP in respect of any or all of the Applicants. Each Applicant will be evaluated on the overall merits of its Proposal and the Successful Applicant(s) may not have satisfied all conditions and requirements and may not necessarily be the one which offers the most competitive financial terms.

### **3. ENQUIRIES**

- 3.1 IBC shall, where possible, answer questions or provide additional information reasonably requested by Applicants at any time during the Selection Procedure with respect to the contents of this RFP or the means by which the Successful Applicant(s) shall be appointed.
- 3.2 Queries should be addressed in an e-mail with the subject line "**ICC Women's T20 World Cup 2024 - Sport Presentation Services - Query**" to the following address:

[wt20wc24.sportainment@icc-cricket.com](mailto:wt20wc24.sportainment@icc-cricket.com)

- 3.3 IBC shall attempt to respond to all queries in as expeditious a manner as possible and in such a form as IBC considers appropriate. IBC reserves the right to make its response to any query from any Applicant available to all relevant Applicants without revealing the identity of the initial enquiring party.
- 3.4 IBC may not be able to provide responses and/or additional information to all queries and it shall definitely not be able to do so if such requests are sent less than 5 (five) business days before the due date for receipt of Proposals as set out in the Timetable.

### **4. SELECTION PROCEDURE OVERVIEW**

- 4.1 Each Applicant must submit to IBC its Proposal documents, in English, by email by no later than the due date prescribed in the Timetable to the following address:

[wt20wc24.sportainment@icc-cricket.com](mailto:wt20wc24.sportainment@icc-cricket.com)

- 4.2 Each Applicant must attach all applicable documents in support of its Proposal in accordance with the requirements set out in paragraph 2.3 of this RFP as well as any other relevant materials, weblinks, photographs and/or attachments. IBC may issue supplementary requests for information which, once issued, will form part of this RFP. IBC may also ask any Applicant for such further information, guarantees and/or documents as IBC deems necessary in connection with any Proposal at any time and any such further information, guarantee and/or document may be used at any point in the Selection Procedure by IBC to evaluate a Proposal.
- 4.3 Each Proposal, once submitted, constitutes a binding and irrevocable offer to provide the Services on the terms set out in the Proposal, which offer cannot be amended or withdrawn after its date of submission (in either case unless requested by IBC).
- 4.4 IBC is not obliged to accept or consider any Proposal in full or in part or any responses or submissions in relation thereto and IBC may reject any Proposal, responses or submissions (or any part thereof) and, in its sole discretion, may refuse to award any business in connection with this RFP. Without prejudice to the foregoing, IBC reserves the right to appoint the Applicant(s) whose Proposal (in the absolute discretion of IBC) most successfully conforms to the Criteria and

- the Requirements in accordance with the terms and conditions described in this RFP or to make alternative arrangements for the provision of the Services, including (without limitation) issuing a revised or different RFP or providing the Services itself.
- 4.5 IBC shall conduct the Selection Procedure in accordance with the Timetable set out in Appendix D. Each Applicant is and shall be required to comply fully with the applicable deadlines in the Timetable as well as such other deadlines as are imposed by IBC throughout the Selection Procedure (unless otherwise approved by IBC on a case-by-case basis).
- 4.6 The Selection Procedure shall consist of:
- (a) a technical evaluation of each Proposal examining each Applicant's ability to provide the Services in accordance with the Requirements, including evaluation of the examples provided;
  - (b) a financial evaluation of each Proposal examining each Applicant's ability to secure or offer the best possible prices in connection with the Services;
  - (c) an evaluation of each Applicant's suitability, experience and qualifications, including (without limitation) its compliance with the Criteria as well as the organisational structure and infrastructure proposed by the Applicant to provide the Services; and
  - (d) the designation of one or more Applicants as the Preferred Supplier for the Services.
- 4.7 IBC may, for any reason and at any time during the Selection Procedure, request any Applicant to supply further information and/or documentation. Each Applicant shall supply such further information and/or documentation requested within 7 (seven) calendar days (or such other period of time as may be required by IBC) following receipt of the written request for that information and/or documentation. Any and all costs and/or expenses associated with the provision of the additional information and/or documentation shall be borne by the Applicant.
- 4.8 IBC reserves the right (in its absolute discretion) to determine how to progress any discussions and/or negotiations with Applicants following submission of the Proposals.
- 4.9 After careful consideration and thorough examination of the Proposals and, if applicable, the presentations, IBC shall, in its absolute discretion, confirm which Applicant(s) (if any) it proposes to appoint as the Successful Applicant(s). Separate Applicants may be appointed for one or more of the different elements of the Services set out in Appendix B. The relative competitiveness of the financial terms offered may not necessarily be a decisive factor in choosing between Proposals. IBC reserves the right to make the appointment of the Successful Applicant(s) subject to such further terms and conditions as it considers appropriate in relation to this RFP process and/or the provision of the Services. Applicants who have not been selected shall be informed accordingly in writing. IBC shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.
- 4.10 The appointment of the Successful Applicant(s) is subject to the conclusion of Agreement(s) between IBC and the Successful Applicant(s) governing all rights and obligations related to the Services. The Agreement(s) shall be prepared by IBC to include such terms and conditions commonly included in agreements of such nature, together with any other terms and conditions which are required by IBC (whether arising from the specifications of the Proposal of the Successful Applicant(s) or otherwise). Each Applicant agrees and acknowledges that IBC shall have the absolute right to determine at its absolute discretion whether or not negotiations shall be conducted on an exclusive basis.

- 4.11 Notwithstanding any other provision of this RFP, IBC reserves the right, at any time and in its absolute discretion, to accept or reject Proposals (or to permit any Applicant to resubmit its Proposal in the event that such Proposal fails to meet any or all of the Criteria and/or the Requirements), to pursue negotiations with any number of Applicants, to withdraw from negotiations with any Applicant at any time, to pursue negotiations in respect of some or all of the Services, to modify the scope and scale of the Services, and to suspend, discontinue, modify and/or terminate this RFP process (or any part thereof) at any time.

## **5. LEGAL PROVISIONS**

In participating in this RFP process, responding to this RFP and/or submitting a Proposal, each Applicant accepts and agrees to be bound by and to comply with the terms of this RFP generally, including (without limitation) the following terms and conditions (which apply in each case equally to all Applicants):

- 5.1 Nothing in this RFP, or in any communication made by IBC or its officers, employees, representatives, agents and/or advisers shall constitute an offer of a contract or a binding contract between IBC and any Applicant, nor shall it be taken as constituting any representation that rights or licences will be granted in accordance with this RFP and/or the Selection Procedure.
- 5.2 IBC reserves the right, at any time during the Selection Procedure, to change any aspect of this RFP, to issue any separate amendment or addendum to this RFP (which will become part of this RFP upon issue) or to issue an amended RFP in place of this RFP, to refuse to consider any Applicants or to withdraw this RFP. Applicants acknowledge that IBC may decide to organise the Services on its own or without appointing any third party and that IBC may increase, decrease, suspend, discontinue and/or modify its requirement for the Services in respect of the ICC Event or any part thereof.
- 5.3 Following consideration of the desirable contractual structure for the Services and/or in light of the location and identity of the Successful Applicant, IBC may at any time elect for (i) the contracting party to be another ICC entity, the host of the ICC Event, the LOC or other appropriate third party entity rather than IBC; and/or (ii) the Services to be contracted via more than one Agreement at any time prior to the ICC Event.
- 5.4 Whilst IBC has taken all reasonable care to ensure that this RFP is accurate in all material respects at the date of its issue, neither IBC, nor any of its officers, employees, representatives, agents and/or advisers make any representation or warranty or accept any responsibility for the accuracy or completeness of the information contained in this RFP or in any subsequent correspondence by IBC in relation to this RFP, nor shall they be liable for any loss or damage suffered by any Applicant or any other third party in reliance on this RFP or any subsequent communication with IBC.
- 5.5 Without prejudice to paragraph 5.4 above, this RFP does not contain any representation upon which any Applicant or other recipient may be entitled to rely at any point in time in order to bring any claim, action or proceedings against IBC and/or its associated entities and/or any of their respective officers, employees, representatives, agents and/or advisers (whether for misrepresentation or otherwise). This RFP is incapable of creating any liability for IBC and/or its associated entities and each Applicant hereby irrevocably and unconditionally waives any and all rights it may have, now or at any time in the future, to bring any claim in any court of competent jurisdiction in relation to the appointment or manner of appointment of any Applicant, the Selection Procedure or otherwise in relation to the RFP process.
- 5.6 Each Applicant represents, warrants and undertakes to IBC that any and all information contained in its Proposal and/or submitted in connection with its Proposal, and any and all representations made by or on its behalf to IBC, during the course of the Selection Procedure shall not be false,

inaccurate or misleading in any respect (including, without limitation, by the omission of any material, information or facts) and that if, after submitting its Proposal there is any change in the Applicant's circumstances or any other event occurs which may adversely affect and/or impact such information and/or representations and/or the manner in which they may be interpreted by IBC, the Applicant shall promptly notify IBC in writing setting out the relevant details in full. IBC is and shall be fully able to rely on the accuracy and authenticity of any and all information contained in any Proposal and/or submitted in connection with any Proposal in assessing any Applicant's ability to perform and deliver the Services.

- 5.7 Each Applicant agrees to keep confidential at all times, whether during or after the Selection Procedure, all Confidential Information and to take all necessary steps to preserve the strict confidentiality of such Confidential Information, including (without limitation) by disclosing relevant material to its officers, employees, representative, agents and/or advisers only on a strictly "need to know" basis and only for the purpose of this Selection Procedure.
- 5.8 Each Applicant agrees that it will not discuss any part of this RFP, any Proposal it is considering or which it has submitted and/or any other aspect of the Selection Procedure with any other Applicant at any time for any reason. Any breach of this obligation by an Applicant may result in its immediate elimination from the Selection Procedure.
- 5.9 No Applicant is entitled to make any announcement relating directly or indirectly to this RFP, the Selection Procedure and/or its Proposal. Each Applicant acknowledges and agrees that IBC shall have the absolute right to make any announcement in connection with this RFP and/or the whole or any aspect of the Selection Procedure.
- 5.10 Each Applicant is responsible for any and all costs, expenses and liabilities incurred (directly or indirectly) by the Applicant or on its behalf in the preparation and submission of its Proposal and/or otherwise in relation to the Selection Procedure and/or any negotiations following receipt by IBC of its Proposal (whether or not an Agreement(s) is entered into with such Applicant). Under no circumstances will IBC and/or its associated entities and/or any of its respective officers, employees, representatives, agents or advisers be responsible for any costs of any Applicant associated in any way (whether directly or indirectly) with the Selection Procedure.
- 5.11 Each Applicant acknowledges that any and all intellectual property rights of IBC and the ICC in relation to the ICC Event (including but not limited to the name, logo and trophy of the ICC Event) remain the exclusive property of IBC or the ICC (as appropriate). Furthermore, any materials provided by IBC to any Applicant shall belong and/or accrue exclusively to IBC. No Applicant shall claim ownership over any rights including (without limitation) intellectual property rights, in relation to the ideas, concepts, material or any other rights contained in this RFP, including the examples provided as part of this RFP which shall be owned by IBC.
- 5.12 In consideration of IBC receiving and reviewing its Proposal, each Applicant confirms and warrants that it has read, understood and accepted the terms and conditions set out in this RFP, which take precedence over any provisions contained in any other communications between the Applicant and IBC. Each Applicant further acknowledges that, except as set out in the Proposal and in the Agreement(s), there is no existing agreement, arrangement or understanding in place (whether in writing or oral) between IBC and the Applicant in relation to this RFP, its subject matter and/or the provision of the Services.
- 5.13 Each Applicant acknowledges that, save as set out in the Agreement(s), all rights and opportunities in and in relation to ICC Event or the Services shall be exclusively reserved by IBC, the LOC and/or the ICC (as appropriate).
- 5.14 IBC shall be able to rely on any and all representations made by each Applicant in its Proposal and/or in connection therewith.

- 5.15 No terms seeking to restrict in any way the discretion of IBC in the Selection Procedure will be accepted.
- 5.16 This RFP, the Selection Procedure and any and all related documentation, correspondence (including, without limitation any Proposal), any non-contractual obligations and any Agreement(s) (or other agreements) entered into between IBC or any of its affiliates and any Applicant or prospective Applicant shall be governed by and interpreted in accordance with English law and any dispute arising from or in relation to the same shall be subject to the exclusive jurisdiction of the English courts.

## **6. CONFLICTS AND COLLUSIVE BEHAVIOUR**

- 6.1 A conflict of interest arises when an Applicant's integrity, objectivity or fairness in performing the Services is at risk due to a personal interest or conflicting business arrangement of the Applicant, or a person or organisation associated with the Applicant.
- 6.2 An Applicant must accordingly disclose in their Proposal any potential or actual conflicts of interest that they may have or may be perceived to have in respect of their responsibilities to IBC and other parties in the course of delivering the Services, should they be selected as the Successful Applicant. Applicants with such conflict or perception of conflicts must specify within their Proposal how they will manage the conflict or perception of conflict to provide assurance that it will not adversely impact the performance of any Services.
- 6.3 The Applicant and any person or organisation associated with the Applicant must not directly or indirectly provide any form of inducement or reward to any employee, member or shareholder of IBC, the ICC or any affiliates or associated concerns or any of their respective representatives in relation to the Selection Procedure under this RFP.
- 6.4 Without prejudice to any criminal liability an Applicant may attract and any other remedies available to IBC or the ICC, each Applicant hereby undertakes that it shall not:
- (a) fix or adjust the costs of its Proposal by or in accordance with any agreement or arrangement with any other party;
  - (b) communicate to any party the costs or approximate costs of its proposed Proposal or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Proposal or insurance or any necessary security);
  - (c) enter into any agreement or arrangement with any other party that such other party shall refrain from submitting a Proposal;
  - (d) enter into any agreement or arrangement with any other party as to the costs of any Proposal submitted; and/or
  - (e) collaborate or collude with any third party with a view to unfairly influencing the outcome of the Selection Procedure under this RFP or otherwise misleading or concealing information from IBC.

## **7. OTHER OBLIGATIONS**

- 7.1 The engagement of the Successful Applicant(s) pursuant to this RFP is subject to the conclusion of the Agreement(s) between IBC (which shall for the purposes of this paragraph 7 be deemed to include such other ICC entities as IBC nominates) and the Successful Applicant(s), governing all rights and obligations related to the Services to be provided by the Successful Applicant(s). The Agreement(s) shall be prepared by IBC to include such terms and conditions commonly

included in agreements of such nature, together with any other terms and conditions which are required by IBC (whether arising from the specifications of the accepted Proposal or otherwise). Some key principles in relation to the Agreement(s) are set out below:

<b>Subject</b>	<b>Principle</b>
<i>Payment Schedule</i>	All monetary consideration to be payable in United States dollars by IBC which will be inclusive of all taxes, deductions, withholdings etc. IBC shall make payments accordingly (subject only to any deduction for withholding tax that IBC may be obliged at law to make, if applicable).
<i>Committed Costs</i>	In the event of cancellation, relocation, postponement or change of format of the ICC Event for any reason (including Force Majeure (as defined under the Agreement)), IBC shall not be required to make any further payment of the fee for the ICC Event and the Successful Applicant shall promptly refund any fee (or part thereof) paid by IBC prior to the relevant date, except that the Successful Applicant shall be entitled to retain or be reimbursed by IBC for its Committed Costs in respect of the ICC Event. Committed Costs means the actual costs directly incurred by the Company in providing the Services (in accordance with the Expenditure Template in the Agreement) prior to the date on which it is notified of the cancellation, abandonment, postponement, relocation or change of format of a Match or the ICC Event (as applicable), which: (i) it cannot avoid, cancel or mitigate (having used its best endeavours to do so); and (ii) are evidenced by the submission of audited accounts.
<i>Assignment and sub-contracting</i>	The Successful Applicant(s) will only be able to assign/ sub-contract any or all of its rights and obligations under the Agreement(s) with the express written permission of IBC. However, the Successful Applicant(s) shall at all times remain primarily liable for the performance of all of its obligations under the Agreement(s) notwithstanding any such sub-contract.
<i>Insurance</i>	<p>The Successful Applicant shall obtain and maintain, at its own expense, comprehensive public liability and product liability insurance (with a reputable insurer acceptable to IBC with a minimum "A" grade S&amp;P, Moody's or similar rating) to protect the Successful Applicant and IBC against any and all claims, actions, losses and damages arising out of the provision of the Services (including, without limitation, coverage for financial loss, efficacy and failure to fulfil function) up to a minimum amount of US\$10,000,000 (ten million United States dollars) for any one claim (or in aggregate in respect of product liability). The Successful Applicant shall promptly provide evidence of such insurance to IBC upon request, and shall immediately notify IBC should any occurrence serve to void such insurance.</p> <p>Additionally, Successful Applicant to take out and maintain throughout the Term appropriate professional indemnity insurance with a reputable insurer, in an amount not less than US\$5,000,000 (five million United States dollars) for any one claim, to cover any claim that may arise under or in connection with the Services,</p>



Subject	Principle
	including but not limited to cover against defamation, negligence, malpractice, breach of duty or any other act or omissions in the performance of the Services. IBC shall be named as an additional insured under this policy and provided with a copy of the policy if requested. The terms of the policy shall not operate to relieve the Successful Applicant of any of its liabilities under the Agreement.
<i>Intellectual Property Rights</i>	IBC shall own and retain ownership of all of intellectual property rights which it provides to the Successful Applicant or which arise as a result of the Services from creation and all artwork, designs and materials shall be provided to IBC before the end of the term of the Agreement. The Agreement(s) will require assignment by the Successful Applicant(s) for any intellectual property rights that may be created or become vested in the Successful Applicant(s) (or any sub-contractor) in the course of the performance of Service(s) from creation and a full uncapped indemnity for any intellectual property rights infringement.
<i>No Partnership</i>	Nothing in the Agreement(s) and no action taken by the parties pursuant to it shall constitute, or be deemed to constitute, the parties as a partnership, association, joint venture or other co-operative entity.
<i>Liability</i>	IBC shall not be liable to the Successful Applicant(s) under the Agreement(s) for any indirect or consequential loss arising out of or in connection with the performance of its obligations under the same or any breach thereof even if it was advised in advance of the possibility of such loss or damage.
<i>Disputes and Governing Law</i>	<p>The interpretation, construction and effect of the Agreement(s) shall be governed exclusively and in all respects by the laws of England.</p> <p>All disputes in relation to the Agreement(s) shall be referred to and finally resolved by arbitration under the London Court of International Arbitration Rules on the terms set out in the agreement(s).</p>

## **APPENDIX A**

### **DEFINITIONS**

<b>“Agreement(s)”</b>	means each long-form written agreement to be entered into between IBC and the Successful Applicant(s) governing the provision by the Successful Applicant(s) of the Services (or any part of them).
<b>“Applicant”</b>	means any party which is considering whether or not to submit or which submits from time to time a Proposal in response to this RFP.
<b>“Confidential Information”</b>	means any and all aspects of this RFP, the Selection Procedure, and/or the business and/or affairs of the ICC and/or IBC which is or which comes into an Applicant’s possession (except where such information is generally available to the public).
<b>“Criteria”</b>	means the list of criteria to be addressed by each Applicant in its Proposal as set out in Appendix C.
<b>“IBC”</b>	means ICC Business Corporation FZ LLC, which has its registered address at Virtual Desk 75, Ground Floor, Building 5, Dubai Media City, United Arab Emirates, and its administrative office at Street 69, Dubai Sports City, Sheikh Mohammad Bin Zayed Road, P.O. Box 500070, Dubai, United Arab Emirates.
<b>“ICC”</b>	means the International Cricket Council Limited, the international governing body for the sport of cricket.
<b>“ICC Event”</b>	means the ICC Women’s T20 World Cup 2024 to be held in Bangladesh.
<b>“LOC”</b>	means the local organising committee established by the Member Board appointed to host the relevant ICC Event.
<b>“Match”</b>	means any official cricket played as part of the ICC Event, including warm-up matches.
<b>“Proposal”</b>	means all documents and information submitted by an Applicant supporting its bid to provide the Services to IBC, as required under this RFP, including the Price Quotation as set out at Appendix F.
<b>“Preferred Supplier”</b>	means the Applicant(s) designated as such by IBC following the initial stage of the Selection Procedure.
<b>“Requirements”</b>	means the guidelines, directions, requirements, instructions and requests of IBC issued to any Applicant with respect to the Selection Procedure and/or the Services from time to time.
<b>“RFP”</b>	means this Request for Proposals, including all of its appendices and as amended, supplemented or replaced from time to time.
<b>“Selection Procedure”</b>	means the entire procedure conducted by IBC to select and appoint the Successful Applicant(s) for the provision of the Services pursuant to the RFP process and the subsequent negotiation, finalisation and execution of the Agreement(s).
<b>“Services”</b>	means the services set out in Appendix B.

- “Successful Applicant(s)”** means the Applicant(s) selected by IBC to provide the Services pursuant to the Selection Procedure.
- “Timetable”** means the timetable for the Selection Procedure as set out in Appendix D.
- “Venue”** means the premises of any stadium, ground or place at which any Match is scheduled to be played and/or any other stadium or ground that may be selected by IBC for any training or practice facilities.
- “Venue Inspection”** means the physical attendance by IBC and the Successful Applicant(s) at the Venues in order to gauge specific requirements for the Services and, where necessary, refine aspects of the Proposals ahead of the final evaluation and the appointment of the Successful Applicant(s).

## **APPENDIX B**

### **SERVICES**

The Successful Applicant shall be required to provide the services listed below in connection with the ICC Event, such services to be delivered by the Successful Applicant always in accordance with any instructions issued by or on behalf of IBC from time to time.

The Successful Applicant(s) shall be required to provide the services listed below in connection with the ICC Event, such services to be delivered by the Successful Applicant(s) always in accordance with any instructions issued by or on behalf of IBC from time to time.

### **BACKGROUND**

Bangladesh Cricket Board (BCB) will host the ICC Event. This ten team international competition represents the pinnacle of Women's T20I cricket.

Dates:                      Tournament                      -                      Thursday, 3 October – Sunday, 20 October 2024  
                                    Final reserve day                      -                      Monday, 21 October 2024

Teams:                      Australia, Bangladesh (Host), England, India, New Zealand, Pakistan, South Africa, West Indies, Qualifier 1, and Qualifier 2. The qualifying event to determine the final two participants will be held in May 2024.

Two ICC Event match venues:

Sher-E-Bangla National Cricket Stadium, Dhaka  
Shylet International Cricket Stadium, Shylet

### **SERVICES**

This RFP identifies minimum deliverables for the Sport Presentation services. The successful proposal will be one which presents innovative enhancements to these requirements and incorporates the values and brand of Women's T20 World Cup presented in the accompanying creative brief.

The Successful Applicant will be responsible for developing and delivering a consistent and integrated Sport Presentation program to enhance the T20 World Cup experience for all audiences.

IBC is seeking a response that includes a creative proposal, delivery strategy and associated costs to create, manage and deliver the scope of services detailed below.

#### **Match Day Entertainment**

- Opening Ceremony
  - An opening performance before the first match befitting and complementing the event.
- Music Strategy
  - Tailored to appeal to our target audiences and honour the playing nations.
  - Strategic assembly of music throughout the event to build anticipation and atmosphere to reflect the flow of the game.
  - Live performances by known local artist(s) incorporated in match day activities at key identified matches to drive stadium attendance.

- Spectator Activations
  - Fresh non-commercial innovations to engage with key audiences.
  - Should be considered for in bowl, concourse and embankments.
- Competitions
  - Original ideas to support the delivery of competitions throughout the ICC Event.
- Ground Announcers & on-field presentation.
  - Identify, contract and train an experienced, dynamic group of Ground Announcers and MCs.
  - Procurement, direction and operation of RF cameras.
- Team Entry & National Anthems
  - Coordinating players, match officials, mascots and flagbearers for visually enticing ceremonies.
  - National anthems will be pre-recorded and provided by IBC.
- Replay Screen & LED Sightscreen Content
  - Development and delivery of engaging fan content and cricket focused graphics including player bios, cricket milestones etc.
  - 'In-house' vision and graphics content design working with IBC, LOC and their operational and commercial partners
  - Integration of the scoreboard into the screen content at venues where required
  - Liaise with IBC/LOC as necessary to ensure that the design of content confirms to brand guidelines to exact specifications
- Final Presentation
  - As per the tournament objectives, the Applicant should include in their Proposal plans for a unique, fresh and vibrant celebration for the winning team, including staging and any other relevant equipment. The plan and costings should be included separately within the Proposal.
- Closing Performance
  - A world-class performance from an established artist(s) before the final Match and after the winner's presentation befitting the event.
  - The artist should be well known locally and appeal to the global cricket audience watching on screens.
  - The closing act should heighten the enthusiasm amongst the fans and drive stadium attendance.

### **Commercial Partner Rights**

- Manage the integration of sponsor rights obligations at all Matches.
- Coordinate commercial partner sponsor activations forming part of the Match day Sport Presentation program. Activations must be seamless and should ensure obligations to ICC sponsors are fulfilled at each match.
- Integration with ICC broadcast partners to ensure all technical requirements are understood and delivered as agreed

### **Staffing**

- Appoint a dedicated and suitably qualified Project Manager(s) who will:

- Review, report and recommend a complete in-house managed delivery of the Sport Presentation program with the use of specialist contractors and partners to deliver a world-class service;
- be available throughout the planning period of the Agreement and for a reasonable period following the ICC Event whilst all de-installation and wrap-up activities are concluded;
- attend regular meetings with IBC staff based in the Head Office in Dubai, United Arab Emirates (these could be via video) and in Bangladesh during the planning period and lead up to the ICC Event;
- attend meetings as required in the LOC event offices at Dhaka, Bangladesh to support the Venue planning process;
- attend Venue Inspections and coordinate attendance of contractors and partners and submit post-inspection reports for the purpose of implementing detailed Match-by-Match plans;
- oversee day-to-day management of equipment installation & movement, staffing and content so that all Sport Presentation issues can be dealt with effectively and comprehensively to the satisfaction of IBC, and;
- take full responsibility for overall delivery of the Services.
- Provide appropriate staffing prior to and during the ICC Event with consideration to:
  - a necessity for local resource wherever possible
  - one highly experienced venue manager for each Match of the ICC Event, including provision for replacement personnel on standby
  - Recruit (and train where necessary) an appropriate number of local staff as may be required to manage and implement the Services at each Venue.
  - travel and logistics schedules that take into consideration the intense match schedule of the ICC Event over multiple cities
  - staffing contingency plans
  - management of all contractor and volunteer recruitment and operational duties.
  - adherence with all accreditation and background checking requirements, particularly in relation to roles working with children
- Provide IBC with a staffing plan for approval, with schedule and contact details for all Venues of the ICC Event.
- Provide Venue managers with a mobile phone with a local SIM card and provide IBC/LOC all contact details.
- Manage company, contractor, supplier and performer as per LOC timelines.
- Manage company visa requirements as per LOC timelines.
- Ensure all uniforms, equipment, infrastructure and products of staff, specialist contractors and suppliers are commercially clean.
- Ensure all key staff have a good command of English.
- Ensure all staff have the legal right to work in Bangladesh and compliance with all local labour laws.

## **Programme Management**

- Development and implementation of agreed timelines for the successful delivery of services
- The Successful Respondent will be required to define and agree KPIs and service levels with LOC and IBC upon appointment
- Ensure content and file sharing capabilities between Applicant, IBC and LOC
- Provide regular and on-going communication and reporting
- Provide regular budget updates and establish regular management meetings to provide an update on delivery against agreed services
- Provide a detailed report following the tournament including without limitation expense statements and analysis of operations and performance for discussion with IBC as a part of the post-tournament review.
- Implement and manage the fully costed solution within the agreed and specified constraints of the ICC Event, ensuring quality and correct specification;
- Provide reports as requested by the IBC for each of the elements including but not limited to programme management reporting, daily ICC Event time reports and post-tournament reports, and;
- Provide such other related services as the IBC may reasonably request and are set out in the Agreement;

### **Operations & Logistics**

- Develop an appropriate and comprehensive Sport Presentation operations plan, including related policies and procedures for the tournament in consultation with IBC and the LOC
- Procure, supply and manage all equipment and technology required to deliver the agreed Services. An itemized cost should be provided with the Proposal. This includes the procurement of an Audio/PA system to ensure the highest standard of sound for capacity in each venue. PA system and audio equipment must be able to deliver high quality of sound for all aspects of the Match Day entertainment deliverables including live elements and should be integrated into existing systems where available at venues.
- Undertake venue inspections as agreed and submit post-inspection reports which identify:
  - existing equipment and how it will be integrated
  - additional requirements for furniture, fittings and equipment

- electrical power supply and broadband internet access
- storage requirements at each venue
- Ensure all vehicle access movements for deliveries, refuelling and collection are registered on the MDS.
- Ensure all testing and readiness checks are scheduled and undertaken at all Venues prior to match days.

#### **Licenses and clearances**

- Ensure all requisite permissions and clearances required on match day have been sourced and document the extent of coverage.

#### **Health & Safety**

- Compliance with all health and safety requirements imposed by the IBC/LOC and/or the venue and the undertaking of any induction required prior to accessing the venue.
- Meet all occupational Health & Safety requirements required by any relevant law or regulation
- Implement any biosecurity planning or requirements into all operational planning

#### **Freight & Logistics**

- Liaise with IBC, LOC and the Venues with regard to venue access, logistics, installation schedules and storage requirements.
- Source storage facilities for those Venues where storage is not available.
- Procure all access equipment and licensed operators as may be necessary to facilitate installation of Sport Presentation equipment (noting that the use of existing forklifts and pallet jacks is unavailable at most Venues)
- Liaise with LOC to ensure the spaces and footprints for all Sport Presentation equipment and infrastructure are correctly represented on the Venue drawings.
- Be responsible for the documentation, taxes and charges for any equipment and infrastructure brought into the country as may be required under conditions of import; including all documentation as may be required for import/re-export into/out of each Country
- In consultation with the LOC, define requirements such as tables, chairs, electrical power supply and broadband internet access, amongst other requirements.



## Insurance

Ensure sufficient levels of professional indemnity/negligence insurance are in place with a minimum level of coverage in accordance with Appendix C - Criteria

## Health & Safety

- Comply with all requirements imposed by the IBC/LOC and the Venue in relation to Health and Safety including providing SWM's, engineering, electrical conformity, providing evidence of insurance, undertaking any site induction or daily safety briefing required prior to accessing a Venue or commencing work;
- Exercise a duty of care in relation to Health and Safety to the highest industry standards;
- Meet all occupational Health & Safety requirements required by any relevant law or regulation; and
- Implement any biosecurity planning or requirements into all operational planning

## Financial

- Please detail the total cost of the Proposal in accordance with clause 20 of Appendix C – Criteria and provide necessary documentation as per clause 21 and 22 of Appendix C – Criteria.
- Provide regular reports (including without limitation detailed financial reports) and establish monthly management meetings with IBC and the LOC as required to provide an overview of the Services in accordance with business plans approved by IBC and the LOC;
- Provide a detailed report following the ICC Event including without limitation expense statements and analysis of operations and performance for discussion with IBC as a part of the post-ICC Event review.

IBC reserves the right to amend the scope of the Services at any time prior to execution of an Agreement by the Successful Applicant.

## **MATCH SCHEDULE**

The match schedule will made available upon signing the non-disclosure agreement.

<b>WT20WC24 MATCH TIMINGS – DAY/NIGHT MATCHES</b>		
13:00 TBC	Gates open	TBC – estimated two hours before start of play
14:30	Coin toss	30 minutes before start of play
15:00	Start of 1st innings	Duration 1 hours, 15 minutes
16:15	Break	Duration 15 minutes
16:30	Start of 2nd innings	Duration 1 hours, 15 minutes
17:45	Scheduled end of play (estimated)	

18:15	End of play after additional time (estimated)	30 minutes additional time
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<b>WT20WC24 MATCH TIMINGS - NIGHT MATCHES</b>		
17:00 TBC	Gates open	TBC – estimated two hours before start of play
18:30	Coin toss	30 minutes before start of play
19:00	Start of 1st innings	Duration 1 hour, 15 minutes
20:15	Break	Duration 15 minutes
20:30	Start of 2nd innings	Duration 1 hour, 15 minutes
21:45	Scheduled end of play (estimated)	
22:15	End of play after additional time (estimated)	30 minutes additional time

\*All local Bangladesh timings

## **APPENDIX C**

### **CRITERIA**

Each Proposal must include information to allow IBC to evaluate the Relevant Experience, Organisational Criteria, Operational Criteria and Financial Criteria in relation to the Applicant (together the “Criteria”) set out below. Proposals may, where appropriate, include the provision of documentary evidence in support of the relevant Criteria and Applicants are requested to address as fully as possible the questions set out below in respect of each of the Criteria. IBC reserves the right to evaluate Proposals by reference to the below evaluation criteria and any other criteria in its absolute discretion.

#### **Relevant Experience**

1. What relevant experience does the Applicant have in relation to the international cricket market?
2. What relevant experience, if any, does the Applicant have within Bangladesh?
3. How will the Applicant’s experience and expertise in providing services of a similar nature in relation to previous global sporting events enable the Applicant to deliver the scope of the Services required?
4. What innovations, concepts, products or processes has the Applicant previously introduced in the delivery of Services of this nature? How will the Applicant apply any of the foregoing to the Services?
5. What other events would your organisation be charged with delivering from August 2024 up to and including the time of the ICC Event?
6. How would your organisation be equipped to respond were the dates and/or Venues for the ICC Event to be amended from those set out in Appendix B?
7. Please provide details of the Applicant’s most recently delivered Sport Presentation programme for cricket.

#### **Operational Criteria**

8. Please provide an in depth “reverse brief” in which the Applicant details its understanding of the Services delivery requirements and strategies, highlighting cost effective solutions.
9. In addition to the staffing plan, please provide an overall project summary which sets out a proposed detailed project timeline, highlighting the key dates and milestones in the planning and implementation process.
10. Please provide a full list of all exclusions or dependencies expected to be provided by or on behalf of IBC for the delivery of the Services.
11. Please identify any material risks in the provision of the Services and how the Applicant will manage any risks associated with the delivery of the Services.
12. What are the Applicant’s current levels of insurance in relation to Professional Indemnity, Public Liability and Directors’ and Officers’ E&O insurance? IBC has the right to request the Successful Applicant to take out and maintain throughout the Term appropriate professional indemnity insurance with a reputable insurer, in an amount not less than US\$5,000,000 (five million United States dollars) for any one claim, to cover any claim that may arise under or in

connection with the Services, including but not limited to cover against defamation, negligence, malpractice, breach of duty or any other act or omissions in the performance of the Services. IBC shall be named as an additional insured under this policy and provided with a copy of the policy if requested. The terms of the policy shall not operate to relieve the Successful Applicant of any of its liabilities under the Agreement. In addition, the Successful Applicant would be expected to maintain comprehensive public liability and product liability insurance).

### **Organisational Criteria**

13. Please include a detailed staffing plan of how the Applicant intends to deliver of the Services in line with the required timescales (including an organisation chart, the size and composition of the proposed team, respective responsibilities and escalation paths) and how the Applicant believes each team member's experience makes them suitable for these roles.

Within the staffing plan indicate whom the Applicant proposes to act as its Account Director/Manager for the Services and how the Applicant believes their experience makes them suitable for this or these role(s).

14. How will the structure, composition and experience of the Applicant's project team ensure delivery of the Services in line with the required timescales?
15. Will the Applicant have the capability to change staffing rapidly as required? Does the Applicant propose to sub-contract any aspect of the Services? If so, please provide full details about proposed sub-contractors and any other material information.

### **Sustainability and Ethical Business Practices**

16. Please provide details of how the Applicant will ensure that: (i) the Services will be delivered safely and in compliance with established government and industry environmental protection policies; and (ii) that the delivery of the Services does not present unnecessary risks to the environment or public. The Applicant may make reference to policies and procedures that it has in place, and which can be made available to IBC upon request.
17. Please provide details of how the Applicant shall ensure that it maintains a safe, sanitary and healthy work environment for all their employees and contractors engaged in the delivery of the Services. The Applicant may make reference to policies and procedures that it has in place, and which can be made available to IBC upon request.
18. Please provide any information that the Applicant considers relevant in relation to the provision of the Services from a sustainability perspective, with reference where relevant to appropriate provisions in the Applicant's ESG (Environmental, Social and Governance) policies and practices.
19. Please provide details of how the Applicant ensures that it conducts its business generally and in relation to the provision of the Services in an ethical manner including without limitation in relation to the Applicant's fair trade practices and ethical sourcing. If applicable, this will include the provision of details of the systems and controls in place in order to ensure compliance with the Modern Slavery Act 2015. The Applicant may make reference to policies and procedures that it has in place, and which can be made available to IBC upon request.

### **Financial Criteria**

20. Please detail the total cost of the Proposal as referenced in Appendix F. The budget shall be provided in United States dollars (inclusive of all applicable taxes (e.g. service tax or VAT)) clearly identifying inclusions and exclusions. Pricing is to be separately listed in the scope of Services set out in Appendix B. The Applicant's detailed budget should include a line-by-line breakdown of expenses. Full assumptions and specific costs should be provided to support how the pricing has been structured.
21. Please provide supporting details on all categories of labour costs, all additional allowances, payments, and on costs used in the pricing of the labour component.
22. Please provide the Applicant's audited financial statements from the last three (3) years.

**APPENDIX D**

**TIMETABLE**

The current timetable for the Selection Procedure is as follows:

<b>Occasion</b>	<b>Date *</b>
RFP published on ICC website and sent to potential Applicants	1 April 2024
Deadline for receipt of enquiries, requests for information or clarification from Applicants	15 April 2024
Deadline for receipt by IBC of Proposals from Applicants	6 May 2024
Short-list of Applicants (which may require the delivery of a presentation).	20 May 2024
Selection and appointment by IBC of the Successful Applicant	3 June 2024

\* Applicants are reminded that these dates may be amended by IBC, in its absolute discretion, for whatever reason and at any time.

## APPENDIX E

### DETAILS OF APPLICANT

IBC shall treat the following information as confidential:

1	Full name of Applicant:	
2	Type of business activity:	
3	Address and headquarters:	
4	Phone number:	
5	Fax number:	
6	Email address:	
7	Website:	
8	Contact person, position in company and contact details:	
9	Trade register entry and legal status	
10	Composition of board of directors and management, including total number employees:	
11	Summary (in table form) of key personnel, including name, position, summary of skillset, estimated time commitment to implementing the Services as a percentage of their overall time:	
12	Parent company and/or holding structure and substantial shareholdings in other companies (> 25%):	
13	Details (including supporting documents) of the Applicant's financial status including, but not limited to, details of the most recent audited reports and accounts (last	

	3 years), Copy of the trade licence, general financial performance and any applicable credit ratings):	
14	References (previous business involvement in sports events and other major events); please indicate name, title/function, phone, email:	
15	Years of experience in the current business:	

By submitting a Proposal, I confirm for and on behalf of my organisation that I have read and understood the terms and conditions of the RFP issued by IBC for the appointment of an organisation to provide the Services, and I agree for and on behalf of my organisation that the organisation which I represent is and shall remain bound by such terms and conditions.

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

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_



## **APPENDIX F**

### **PRICE QUOTATION**

Applicants should provide as part of the Proposal a fully itemised unit breakdown of costs for the Services.

Management fees and other costs must be clearly stated and must be **inclusive** of any and all taxes that may be chargeable thereon.

Applicants are requested to note the following:

- (a) IBC's preferred payment schedule shall be determined following a review of the information provided in Proposal by the successful applicant/s
- (b) All costs detailed in the price quotation must be in United States dollars and all invoices shall be issued and paid in United States dollars. For the sake of clarity breakdown of costs should include details of all costs budgeted in local currency (if applicable) and translated to United States Dollars); and
- (c) The cost budget and any management fees shall be deemed to be inclusive of any and all taxes (including sales tax and VAT) and, further, shall be subject to any deduction or liability for withholding tax as may be applicable, provided that in such circumstances IBC shall deliver to the Successful Applicant(s) evidence that withholding taxes have been deducted and deposited with or paid to the relevant taxing authority and shall provide a certificate to the Successful Applicant(s) in accordance with the provisions of the relevant law.

Applicants are expected to provide detailed cost breakdowns of their fixed, variable and optional costs in the excel table format below.

**APPENDIX F**  
**PRICE QUOTATION TEMPLATE**

**Project Dates:** *Insert project dates*

	MM-YY	MM-YY	MM-YY	MM-YY	MM-YY	MM-YY	MM-YY	MM-YY	MM-YY	TOTAL (USD)
Sub-Heading 1a										\$0
Sub-Heading 1b										\$0
<b>Heading 1</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Sub-Heading 2a										\$0
Sub-Heading 2b										\$0
Sub-Heading 2c										\$0
<b>Heading 2</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Sub-Heading 3a										\$0
Sub-Heading 3b										\$0
Sub-Heading 3c										\$0
<b>Heading 3</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Sub-Heading 4a										\$0
Sub-Heading 4b										\$0
Sub-Heading 4c										\$0
Sub-Heading 4d										\$0
<b>Heading 4</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Sub-Heading 5a										\$0
Sub-Heading 5b										\$0

<i>Heading 5</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-Heading 6a										
Sub-Heading 6b										
Sub-Heading 6c										
<i>Heading 6</i>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Monthly Total</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Proposed Payment Terms</b>	<i>Insert</i>	<i>Insert</i>	<i>Insert</i>	<i>Insert</i>	<i>Insert</i>	<i>Insert</i>	<i>Insert</i>	<i>Insert</i>	<i>Insert</i>	\$0

**Notes:**

**APPENDIX F - TERMS AND CONDITIONS**

Please refer to the below when completing the Template tab

Quotation

\*All costs detailed in the price quotation must be in United States dollars and all invoices shall be issued and paid in United States dollars. For the sake of clarity breakdown of costs should include details of all costs budgeted in local currency (if applicable) and translated to United States Dollars); and

\*The cost budget and any management fees shall be deemed to be inclusive of any and all taxes (including sales tax and VAT) and, further, shall be subject to any deduction or liability for withholding tax as may be applicable, provided that in such circumstances IBC shall deliver to the Successful Applicant(s) evidence that withholding taxes have been deducted and deposited with or paid to the relevant taxing authority and shall provide a certificate to the Successful Applicant(s) in accordance with the provisions of the relevant law, and

Management Fee/ Margins

\* We would appreciate and welcome transparency of Management Fees / Margins which are of course expected

Payment Terms

IBC's preferred payment schedule for the Event(s) shall be determined following a review of the information provided in Appendix F by the Successful Applicant(s).

#### Formatting

- \* Please use the Headings that you use to Formulate your budget submission
- \* Please feel free to add or delete headings or sub-headings which are or are not applicable
- \* The Template and Example Tables include formulas based on the current layout however, it is expected that the respondent will re-formulate the table to appropriately present the submission.

