

FIS – Guidelines for Tendering

April 2019

1. The International Ski Federation

The International Ski Federation - Fédération Internationale de Ski, Internationaler Ski Verband - is abbreviated in all languages as FIS.

FIS is the world's highest governing body for international winter sports and it is responsible for the Olympic disciplines of Alpine skiing, Cross-Country Skiing, Ski Jumping, Nordic combined, Freestyle Skiing and Snowboarding as well as for the non-olympic disciplines as Telemark, Speed Skiing, Grass Skiing and Masters. The FIS is also responsible for setting the international competition rules. The organization now has a membership of 131 national ski associations and is based in Oberhofen, Switzerland.

FIS was founded on the 18th of February in 1910 when 22 delegates from 10 countries joined together to form in the International Skiing Commission in Christiania (NOR) and served from 1910 to 1924. The group became formally known as the International Ski Federation on 2nd February 1924 during the first Olympic Winter Games in Chamonix, France with 14 member nations.

2. FIS Tendering - General Information

The purpose of these Guidelines is to provide a framework for the effective, consistent and efficient management. In this document FIS provides Guidelines in adoption of ethical principles which include:

- A clear understanding of the rights and obligations of both parties.
- An increase in the likelihood of procuring a project to meet the required scope, time, cost and quality parameters.
- A reduction in the likelihood of misunderstandings and disputes.

3. FIS Tendering - Language

The Tender, as well as all correspondence and documents relating to the Tender exchanged by the tenderer and the FIS Staff, should be in German for local suppliers and English for international tenders. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in that language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

4. FIS Tendering – Evaluation Tender

The purpose of the evaluation process in sourcing is to identify which bid offers the best value for money i.e. the most economically advantageous tender or proposal. The criteria that are specified in the invitation to tender document are the basis for the buying contractual decision. The following criteria should be considered for the evaluation. If needed an evaluation marking scheme should be made in order to simplify the process.

5. FIS Tendering – Response to Tender

Prior to the evaluation FIS will notify the tenders about the successful arrival of their bid. After the evaluation process FIS will forward an electronic or verbal response to all tenders about the decision taken according to the above mentioned points. Promptly upon the notification, FIS shall send the successful tender the contract agreement.

6. FIS Tendering – Purchasing, Authorization and Evaluation

| Budget | Thresholds | Authorization |
|--------------------------|---|---|
| < CHF 1'000 | At least one verbal quotation should be obtained. | FIS Staff Members are authorized to evaluate the tender. The FIS Head of Administration or Finance Manager must finally approve the tender. |
| CHF 1,000 < CHF 5'000 | At least one written quotation should be obtained. | At least two FIS Staff Members (1 Manager position) must evaluate the tender. |
| CHF 5,000 < CHF 10'000 | A minimum of two quotations should be requested, which may be verbal; however, written confirmation is required from the preferred supplier prior to acceptance. Should the minimum number of quotations not be obtained, the associated documentation should detail the reasons why. | A minimum of two FIS Staff Members (1 Manager position) including the Finance Department should evaluate the tender. |
| CHF 10'000 < CHF 100'000 | A minimum of three quotations should be requested- all of which must be in writing. | A minimum of two FIS Staff Members (1 Manager position) including the Finance Department and if necessary the Secretary General must evaluate the tender or should be formally consulted. |
| CHF 100'000 < | Should be formally and advertised as a Tender. Tender and Request for Quotation Guidelines. | A minimum of three FIS Staff Members (1 Manager position) including the Finance Department and the Secretary General must evaluate the tender and be formally consulted. |