

# CALL FOR TENDERS

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## APPEL D' OFFRES

**REF. 19-110569-A**

**Design and construction of the EUROCONTROL stand at the World ATM Congress 2020 which will be held from 10 to 12 March 2019 in Madrid, Spain.**

EUROCONTROL is an intergovernmental organisation made up of 41 European Member States. Founded in 1960, it is a **civil-military organisation** that has the vision of driving excellence in air traffic management (ATM) performance. Together with its partners, EUROCONTROL is **committed to building a Single pan-European Sky** that will deliver the ATM performance required for the 21st century and beyond.

On 10-12 March 2020, EUROCONTROL will be attending the World ATM Congress, in Madrid (Spain). This is a key event for the ATM industry, combining a large-scale exhibition, a high-level industry conference and an educational programme on the latest ATM developments.

The World ATM Congress is EUROCONTROL's flagship annual event and is used to showcase our key products and services, offering as well an important opportunity for networking with our stakeholders.

The objective of this Call for Tender is to create a modern and visible stand design in line with EUROCONTROL's visual identity and brand.

**Who should tender: Companies with experience in designing and constructing stands for major exhibitions and who specialise in event management.**

**Closing date: 30 September 2019 at 15:00 hours (CET local Brussels time)**

**Point of Contact:**

If you wish to receive the call for tenders or if you have any other related questions, please contact:

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### IMPORTANT NOTICE

The full i-call for tender documentation is in electronic format (.pdf).

If you wish to obtain the i-call for tendersdocumentation please read and follow carefully the instructions below:

1. **If you are already registered in the EUROCONTROL Supplier Portal, please send an e-mail to the Point of Contact mentioned above to get access to the documentation.**
2. **If you are not yet a EUROCONTROL supplier, please follow the 4-step process described on the following link:**

<https://www.eurocontrol.int/portal/supplier-portal>

3. EUROCONTROL accepts no responsibility whatsoever for the completeness, accuracy and/or timeliness of the transmission of the electronic documents (nor for the electronic documents themselves).
4. Submission of tenders shall **be made electronically** and shall be exclusively made in strict accordance with the instructions given in the "NOTICE CONCERNING THE PRESENTATION OF TENDERS".
5. You may:
  - a) print out the documents;
  - b) forward the documents further on a strictly need to know basis (always fully acknowledging the source, i.e. EUROCONTROL), and
  - c) use print-outs of the electronic i-call for tendersdocuments for the submission of tenders (especially Form i-AF3/2CFT).
6. You may not:
  - a) modify, edit and/or change the electronic documents other than to submit the required info and to sign/stamp where required;
  - b) transmit such documents to any third person who has no need to know them;
  - c) post such documents on any private or public website;
  - d) alter the originating source (EUROCONTROL) and or copyright signs etc., and
  - e) transmit the documents without indication of the source.
7. EUROCONTROL reserves the right not to send you the tender documentation, if your company is considered as incapable of submitting an offer to the i-call for tenders(size of the project, complexity etc.).

An environmental notice:

With a view to reduce the exponential growth of paper consumption, we would invite you only to print out electronic documents received and/or request paper copies of the price enquiry documentation if you are actually considering to submit a tender.