

i- CALL FOR TENDERS

Call for Tenders No.: 20-660493-A

Title: Expertise to support MUAC's Occupational Safety, Health, & Environmental Developments [MOSHED]

General: EUROCONTROL* is an intergovernmental organisation with 41 Member and 2 Comprehensive Agreement States. We are committed to building, together with our partners, a Single European Sky that will deliver the air traffic management (ATM) performance required for the twenty-first century and beyond.

Technical subject matter: Maastricht UAC is looking for a company that can execute tasks in the field of Occupational Safety, Health & Environment (OSHE) such as to:

- assist in the preparation of the MUAC OSHE Management System;
- provide ad hoc Safety Health & Environmental technical expertise & advice;
- implement OSHE activities.

For the provision of the tasks, 3 services and profiles have been identified:

- Service Level 1 is to be provided by a Senior OSHE Advisor;
- Service Level 2 is to be provided by a Junior OSHE Advisor;
- Service Level 3 is to be provided by a Contract Account Manager.

Main selection, assessment and award criteria:

TECHNICAL CAPACITY CRITERIA
ISO 9001/EN29001 Certified
Expertise Capability in providing OSHE services
Minimum Key Staff Structure (at least 2 senior advisors, & 2 junior advisors)

TECHNICAL ASSESSMENT CRITERIA
Staff Skills (from TD-SC1 to TD-SC22): evidence for the required skills (expertise and professional qualification, language skills, soft skills, etc) to be provided by corresponding CVs, Certificate and/or detailed description of expertise.

Multi-Cultural Environment – demonstrate ability to work in a multi-national and multi-cultural environment (2 relevant examples)
Capacity to Deliver - the Tenderer shall demonstrate that he can provide at least 12 mandays per month.
Resource Planning - The Tenderer shall elaborate on their resource planning and allocation approach, and explain how far in advance resources need to be committed and planned by default and which procedure to follow for urgent requests.
Business Continuity - the Tenderer shall elaborate how contract performance will be protected in case of leave/absence of key staff.
MUAC Partnership Cooperation - the Tenderer shall demonstrate how he will cooperate in partnership with MUAC with respect to its professional advice and shall provide evidence, for example, being a member of relevant Safety, Health & Environmental professional bodies; membership/affiliation with Stichting Coordinate Certificate Managementsystemes (SCCM), etc.
Contract Account Manager - the Tenderer shall name a Contract Account Manager
Compliance with MUAC Rules & Regulations – the Tenderer shall be able to commit in writing to comply with the MUAC Rules & Regulations

The economically most advantageous offer will be established in accordance with the following:

For the Technical tender, a weighting of 60% is applied, for the Financial tender, a weighting of 40%.

Tender closing date: 28-01-2021 at 15:00 CET

Point of Contact: If you wish to receive the Call for Tenders please see the “Important Notice” below and if you have any other related questions, please contact:

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If this Call for Tenders should interest you, please read the important information below:

IMPORTANT NOTICE

The full i-Call for Tenders documentation is in electronic format (.pdf).

If you wish to obtain the i-Call for Tenders documentation 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 registered as a EUROCONTROL supplier, please follow the 3-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 tendering documentation.
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 Tenders documents for the submission of tenders (especially the Price Offer Form ref: I-TSF-E).
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.

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.