

i- CALL FOR TENDERS

Call for Tenders No.: ECTL_SRC_230026

Title: Delivery and maintenance of Cockpit View modules in different courses

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: EUROCONTROL AVIATION LEARNING CENTRE (“ALC”) uses external instructors to cover specialised subjects for which knowledge is not available within the Agency. The aim of this Call for Tender is to select a provider for the delivery and maintenance of existing courses and/or course module(s) part of the EUROCONTROL ALC course portfolio. The term course (module) delivery stands for a presentation in English of the course (module) in a classroom in front of the course participants or in a virtual classroom through a platform such as ZOOM or MS Teams.

For these courses EUROCONTROL expects a contribution by the provider of minimum one day per course. There are several course dates per year for each course. Courses are scheduled several months in advance. However, there might be some ad-hoc requests for courses at short notice which need to be met. The contract to be let will cover a total of 90 man-days, corresponding with a period of 3 years (which can be extended twice for a period of 1 year).

Courses are to be delivered either as classroom courses at EUROCONTROL ALC premises, or at the premises of EUROCONTROL stakeholders, or as virtual courses through a common platform such as ZOOM or MS Teams.

Main selection, assessment and award criteria:

TECHNICAL CAPACITY CRITERIA
The Tenderer shall prove experience in the fields covered by this Call for Tenders, notably presenting the cockpit view related to different courses
The Tenderer shall be a commercial pilot with an active licence

TECHNICAL ASSESSMENT CRITERIA
The Tenderer shall have at least 5 years experience in designing and/or presenting courses in English - level equivalent to C1 as defined in the Common European Framework of Reference (CEFR)

SUPPORTING EUROPEAN AVIATION

Member States: Albania, Armenia, Austria, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Montenegro, Netherlands, North Macedonia, Norway, Poland, Portugal, Republic of Moldova, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Türkiye, Ukraine, United Kingdom.

Comprehensive Agreement States: Israel, Morocco.

The Tenderer shall have expertise in the subject of the courses, i.e. the cockpit view for Airport related courses (e.g. runway incursions, A-CDM, Airport Capacity), datalink, environment, Information Management, or any other course for which the cockpit view is a relevant module.

The Tenderer shall have at least 1 year experience in presenting virtual courses or activities demonstrating knowledge in the use of virtual meeting tools.

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: 07-04-2023 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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DNM/BCS/PROC

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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, you can search for this Call for Tenders, and its relevant documentation, in the “*View Active Negotiations*” section of the Supplier Portal.
2. If you are not yet registered as a EUROCONTROL supplier, please follow the process described on the following link: <https://www.eurocontrol.int/portal/new-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.