

## i- CALL FOR TENDERS

**Call for Tenders No.:** SDM\_SRC\_240001

**Title:** Event Organiser for 4 December 2024 (Catering services, audiovisual, and guest management services for SESAR Deployment Manager Event)

**General:**

Event Organiser for 4 December 2024 (Catering services, audiovisual, and guest management services for SESAR Deployment Manager Event)

**Technical subject matter:**

Provision of: (i) catering services; (ii) Guest management and on-site support; (iii) Logistics and Audiovisual setup.

**Main selection and assessment criteria:**

TECHNICAL CAPACITY CRITERIA

Be a known event organiser
References of operations as event organiser

TECHNICAL ASSESSMENT CRITERIA

Catering services: comply with the 9 mandatory requirements defined in Chapter 3.2.1 of the Technical Specifications part of the Call
Guest Management and On-Site Support: comply with the 10 mandatory requirements defined in Chapter 3.2.2 of the Technical Specifications part of the Call
Logistics and Audiovisual Setup: comply with the 13 mandatory requirements defined in Chapter 3.2.3 of the Technical Specifications part of the Call

**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 economically most advantageous offer will be established in accordance with the following Award criteria:**

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

**Tender closing date:**

01 October 2024 at 15:00 Brussels time

**Point of Contact:**

Please see the “Important Notice” below and if you have any other related questions, please contact:

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CF/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 printouts 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;

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- 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.