

i- CALL FOR TENDERS

<u>Call for Tenders No.:</u>	ECTL_SRC_260038
<u>Title:</u>	Expert in support of the Procurement Unit for activities related to agreements

General:

EUROCONTROL* is an intergovernmental organisation with 42 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:

The Procurement Unit of EUROCONTROL (CF/PROC) deals with procurement procedures, and manages different kinds of **agreements**, including agreements related to products and services developed by EUROCONTROL.

For this last activity, CF/PROC assumes the following functions:

- Creation & issuance of offers for products & services to users;
- Review of legal questions related to products & services;
- Creation and maintenance of prices according to the pricing methodology for products & services;
- Negotiation of agreements related to products & services;
- Standardisation of contracts for all products and services;
- Administrative management of agreements (for record keeping & audit purpose).

During the past 2 years, the workload of CF/PROC with regard to the agreements activities has increased considerably as a result of increased awareness about products and services of EUROCONTROL and awareness about the need to implement correct legal protection therefor.

The purpose of the contract to be let with the successful Tenderer is the provision of additional support to allow the CF/PROC unit to advance projects, in particular the management of agreements related to products and services and all underlying activities related thereto. The management of agreements will require an important additional effort

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, Iceland, 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.

namely to implement changes required to all existing agreements as well as create new templates for key products.

The selected external consultant will support the CF/PROC unit in its tasks to allow the correct implementation of the required changes in the existing templates and creation of the new templates for key products.

Under the supervision of the designated supervisor and in collaboration with the other members of the CF/PROC Team, the external consultant will:

- Support the project related to the creation of new templates for EUROCONTROL products and services developed within EUROCONTROL;
- assist in monitoring the approval and implementation of the new templates, in particular by interacting with the product or service owner, the legal service and the financial team;
- assist, as required, in the drafting of replies to users of the products and services;
- support the CF/PROC Team for all efforts related to management of agreements.

Main selection and assessment criteria:

PASS/FAIL TECHNICAL ASSESSMENT CRITERIA
University degree in law.
Excellent command of English (written and spoken). Level C1.
Working knowledge of French. Level B1.
Availability to start working at EUROCONTROL HQ from 1 July 2026.

SCORING TECHNICAL ASSESSMENT CRITERIA
At least two years of working experience providing legal advice, preferably in the aviation sector.
Ability to work on collaborative platforms such as Teams, SharePoint, One Drive.
Relevant experience in contract drafting especially licences, services and training agreements.
Good knowledge of competition law principles.
Team player & customer focus.
Ability to communicate efficiently (orally and in writing) and strong analytic skills.

Committed to getting the job done & hands on approach.
(DESIRABLE) Previous experience in EU or international environment and ability to work in multicultural environment.
(DESIRABLE) An understanding of EUROCONTROL's products and services.

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

For the Technical tender, a weighting of 55% is applied, for the Financial tender, a weighting of 45%.

Tender closing date:

13 May 2026 at 15:00 Brussels time.

Point of Contact:

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

REEB, France
CF/PROC
E-mail: france.reeb@eurocontrol.int
Tel.: +32 2 729 9676

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;
 - 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.