

Brussels, 26 July 2016

INVITATION TO TENDER Ref. SJU/LC/130-CFT
Provision of Travel related services

(Open procedure 2016/ *1-150/270669*)

Dear Sir/Madam,

1. The SESAR Joint Undertaking (the "SJU") is planning to award the public contract referred to above. Please find enclosed the related tender specification listing all the documents that must be produced in order to submit a tender and the draft contract.
2. If you are interested in this contract, you should submit a tender **either by registered mail, private courier or in-hand delivery.**

The tender including all its supporting documents must be **received at the SJU premises, not later than Tuesday 20 September 2016 at 11.30 a.m. (Brussels time)**. The tenders have to be submitted to the following address:

SESAR Joint Undertaking
Avenue de Cortenbergh, 100
B-1000 Brussels
BELGIUM

Tenderers are strongly advised to use the delivery service offering tracking option of the sent items. **Any tender received after the deadline will not be examined.**

3. The tender specifications, listing all the documents that must be produced in order to tender, including supporting evidence of legal, economic/financial, and technical/professional capacity and the draft contract are attached.
4. Tenders must be presented in the requested format and include all the requested information and documents. Failure to respect the requirements will constitute a formal incompliance and may result in the rejection of the offer.

Tenders must be clear and concise, perfectly legible so that there can be no doubt as to words and figures, include continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled), respective parts drawn up using the model reply forms in the tender specification.

It is recommended that the Tenders are submitted in environmentally friendly way, e.g. by choosing a simple and clear structure (list of contents and consecutive page numbering), double side printing, limiting attachments to what is required in this call for tenders (i.e. no additional material) and avoiding plastic folders and binders.

5. Tenders must be:
- preferably written in English,
 - be perfectly legible so that there can be no doubt as to words and
 - be submitted:
 - a) in **paper format**:
 - one (1) original of the cover letter,
 - one (1) original of the Administrative offer,
 - one (1) original and two (2) copies of the Technical offer,
 - one (1) original of the Financial offer;
 - b) in **electronic format**: one copy of the offer, in PDF format.

The original paper copies of each tender must be marked "**ORIGINAL**", initialled (each page) and signed by the tenderer.

6. Each tender must be placed inside two sealed envelopes:
- a) The outer envelope or parcel should be sealed with adhesive tape, signed across the seal and carry the following information:
 - **the reference number of the call for tender (SJU/LC/0130-CFT)**,
 - the name of the tenderer,
 - the indication "Tender - NOT to be opened by the internal mail service".
 - b) The inner envelope must contain the paper copies and the electronic copy.
 - c) The inner envelope must also contain two sealed envelopes, one containing the administrative and technical offer and the other the financial offer. Each of these envelopes must clearly indicate the content (i.e. "Administrative and technical offer" and "Financial offer").

7. The tenders must include a cover letter and three volumes, including the following information:

a) Cover letter shall be signed by a duly authorised representative of the Tenderer and dated and contain the following elements:

- The reference number of the SJU's call for tender (SJU/LC/0130-CFT).
- Brief description of the Tenderer or, in case of consortia, of the Tenderer's composition (in bullet points) identifying the role or possible role (whether coordinator, member or subcontractor) of each participant to the consortium.
- The names, function and contact details (telephone, e-mail and addresses) of the following contact persons or responsible for:
 - i) Communications relating to this call for tender
 - ii) Technical matters during contract implementation
 - iii) Contract management (if different from the one in point i).
 - iv) Person empowered to sign the contract (if awarded).

b) Volume 1 – Administrative offer shall contain the following elements:

- A valid power of attorney (or a clear reference to the official document), legally empowering the person/s who have signed any/all documents in response to this call for tenders;
- Legal entities' form, duly filled-in and accompanied by all the supporting documents requested therein, (please, use the form available on the following web page: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm);

- Financial identification form duly filled-in (please, use the form available on the following web page: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm);
- Declaration on honour on Exclusion Criteria and Selection Criteria and minimum requirements (please refer to section 4.2. of the Tender specifications and to the template provided in Annexe). Supporting evidence of the Declaration regarding exclusion criteria will be requested from the Tenderer to which the contract is to be awarded in a further stage and in any case before the signature of the possible contract.
- Documentary evidence with respect to the selection criteria for the establishment of the legal capacity of the Tenderer. Please refer to point 18.bis below and Section 4.3.1. of the tender specifications;
- Documentary evidence with respect to the selection criteria for the establishment of the economic and financial capacity of the Tenderer. Please refer to point 18.bis below and Section 4.3.2. of the Tender specifications.

c) Volume 2 - Technical offer must provide the following elements:

- Documentary evidence with respect to the selection criteria for the establishment of the technical and professional capacity of the Tenderer. Please refer to point 18.bis below and Section 4.3.3 of the Tender specifications.
- A **Technical offer** itself shall:
- Address all matters laid down in section 2 of the tender specifications attached hereto as annexe and should include models, examples, technical solutions to problems raised in the specifications, mention to IPR and possible pre-existing rights.

The technical section is of great importance in the assessment of the tenders, the award and future execution of any resulting contract. **The attention of Tenderers is specially drawn to the award criteria in Section 4.4. of the Tender Specifications, which define those parts of the technical offer to which the tenderers should pay particular attention.**

Nota bene: Tenders presenting only a mere repetition of the tender specifications or source documentation as part of a technical offer will receive a score below the minimum required.

d) Volume 3 - Financial offer must be drawn up on the form included in Annex 2 to the tender specifications].

Prices must be quoted:

- in EURO, including the countries which are not in the EURO area. Where applicable, the tenderer chooses the exchange rate and assumes all risks relating to the rate fluctuation,
- free of all duties and taxes (in particular VAT), as the SJU is exempt from such charges under Article 3 and 4 of the Protocol on the Privileges and Immunities of the EC.
- In form of flat rates inclusive of all costs and expenses directly and indirectly connected with the services to be provided.

The financial offer should be completely unambiguous. The offer will be disqualified if it contains any statements preventing an accurate and complete comparison of the offers (such as “to be discussed”, “depending on”, etc.).

Tenderers shall be aware of Article 151 of the Rules of Application to the Financial Regulation (Commission Delegated Regulation 1268/2012 of 29/10/12 as amended) on abnormally low tenders.

Please note that the financial offer must be submitted in a separate binder or folder and a separate envelope as indicated in section 6 here above which must be clearly labelled “Financial offer”. Please ensure that the information related to the financial quotation is given nowhere else in the offer.

8. Please note that all costs incurred in preparing and submitting tenders are to be borne exclusively by the tenderer and shall not be reimbursed.
9. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The content of the tender submitted is binding on the tenderer to whom the contract is to be awarded for the whole duration unless otherwise agreed between the tenderer or selected contractor and SJU.

The SJU reserves the right to reject tenders stating that the provisions of the tender documents mentioned above are accepted subject to a number of conditions.

10. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect is 6 months from the final date for reception.
11. **Contacts** between the SJU and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the deadline for reception of the tenders:

At the request of the tenderer, the SJU may provide additional information solely for the purpose of clarifying the content of this call for tender and/or the nature of the contract.

Any requests for additional information must be made in writing only and sent to the following e-mail address: procurement@sesarju.eu. Requests for additional information should indicate the reference number of the call for tender and its title.

Requests for additional information received less than six (6) working days before the final date for receipt of tenders will not be processed.

Clarifications will be issued by the SJU no later than six (6) calendar days before the closing date for receipt of tenders.

The SJU may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

Any additional information, including that referred to above, or/and corrigendum will be posted on the following website <http://www.sesarju.eu/about/procurement> as well as in the Official Journal of the European Union (OJEU). Accordingly, the tenderers are invited to make regular visits to the SJU website to check for updates or potential questions and answers rose in the context of the present procedure.

After the opening of tenders:

If clarification is required or if obvious clerical errors in the tender need to be corrected, SJU may contact the tenderer provided the terms of the tender are not modified as a result.

12. *(Nature and duration of the contract)* The SJU will sign a direct contract with the successful tenderer. The contract will have an initial duration of twelve months as from the date indicated therein, and may be renewed up to four times, each for an additional period of 1 year. A draft direct contract is annexed to this invitation to tender.
13. This invitation to tender is in no way binding on the SJU. The SJU's contractual obligations commence only upon signature of the contract with the successful tenderer.
14. Up to the point of signature, the SJU may either abandon the procurement procedure or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
15. Once the SJU has opened the tender, the tender documents shall become the property of the SJU and be treated confidentially.
16. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.
17. If processing tenderer's reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the SJU. Details concerning the processing of personal data are available on the [Privacy Statement](http://www.sesarju.eu/about/procurement) at: <http://www.sesarju.eu/about/procurement>.
18. If your tender includes **subcontracting**, it must be clearly indicated which parts of the services are intended to be subcontracted.

Subcontractor(s) must, as a general rule, satisfy the exclusion criteria as listed in section 4.2. of the Tender specifications. In case subcontractors are identified for the performance of critical tasks, the SJU reserves the right to request evidence on selection criteria as listed in section 4.3 of the Tender specifications.

If the identity of the intended subcontractor(s) is already known at the time of submitting the tender, the Tenderer must identify the subcontractor(s) according to the provisions defined above.

Tenderers are required to identify subcontractors, if any, whose share of the contract is above 10%.

If the identity of the sub-contractor(s) is not known at the time of submitting the tender, the tender who is awarded the contract will have to seek and receive SJU's prior written authorisation before entering into a subcontract.

Please, note that solely the main contractor retains full liability towards the SJU for the performance of the contract as a whole. Accordingly:

 - the SJU will treat all contractual matters (e.g. payments) exclusively with the main contractor, whether or not the tasks are performed by a subcontractor;

- under no circumstances can the main contractor avoid liability towards the SJU on the grounds that the subcontractor is at fault.

Where no subcontractor is given, the services will be assumed to be carried out directly by the contractor.

Concerning the selection criteria with regard to technical and professional capacity, the evidence provided by each member of consortium will be verified to ensure that the consortium as a whole fulfils the criteria.

19. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation. (For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm).

Yours sincerely,



Mr Florian Guillermet
Executive Director

Annexes: Tender specifications
Draft direct service contract