



INVITATION TO SUBMIT A PROPOSAL Ref. SJU/LC/0102-CFP

SESAR Large Scale Demonstration Activities

Brussels, 31st January 2014

Dear Sir/ Madam,

On the basis of Article 90 of the its Financial Rules¹, its Budget and its Annual Work Programme for 2014 - as adopted by the SESAR Joint Undertaking (SJU) Administrative Board on 12th December 2013 –, the SESAR Joint Undertaking (SJU) is pleased to invite you to submit a proposal in response to the call for proposal in subject.

As a result of this call, the SJU intends to select and co-finance indicatively twenty (20) new projects offering **SESAR Large Scale demonstration activities**, for a maximum duration of twenty four (24) months from the date of kick-off of the project signature of the respective Grant Agreements for a maximum total amount of co-financing of €30.000.000,00 (thirty million EURO).

The Technical Specifications and Draft Grant Agreement attached hereto detail the content of this call for proposal, the conditions of performance of the selected projects as well as the evaluation criteria of each proposal received.

We kindly ask you however to note the following important points concerning the submission and content of the proposal:

1. This call for proposal attached to the present invitation is divided into three lots:
 - Lot 1 - Features identified in the Pilot Common Project objectives and their pre-requisites identified from the Interim Deployment Programme
 - Lot 2 - Solutions targeting improvements in particular, but not necessarily limited to, at small/medium size airports (targeting in particular Business and General Aviation, including rotorcraft)
 - Lot 3 - Global Interoperability, in particular SESAR Going Global (targeting improvements in different areas and interoperability between ICAO Regions).

As per Section 2.1 of the Technical Specifications, each proposal shall only address one of the Lots. Where a proposed project covers more than one Lot, each Lot shall be the subject of one proposal, which will be evaluated separately. The SJU retains the right to accept the full project (covering several lots), to reject the full project or to accept/reject only part of the project under one of the Lots.

2. The SJU may co-finance up to a maximum of 50% of the total eligible cost incurred by the selected consortium to perform the project (as detailed in Section 2.3 of the Technical Specifications). The maximum amount of co-financing under a SJU grant for a proposed project in a lot cannot exceed EUR 4.000.000 (four million). The minimum value of a proposed Project below EUR 300.000 (three hundred thousands) will not be considered.
3. Any entity responding to this call for proposal shall be set as a consortium and shall be composed of at least two independent legal entities, including at least:
 - one airspace user or, specifically with regard to Projects involving General Aviation and/or Business Aviation and/or Rotorcrafts (Lot 2), one entity with the necessary airspace user competence provided in other forms than through airspace users directly, and

¹ Ref. SJU-AB-028-13-DOC-06

- one air navigation service provider, airport operator or system manufacturer.

4. The proposal shall be sent to the following address:

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

by registered mail, by private courier or delivered in-hand, not later than **Monday 28th April 2014 at 11:30 (Brussels time)**.

The bidders are strongly advised to use the delivery service offering tracking option of the sent items. **Any proposal received by the SJU after the deadline, even when sent before the deadline but received by the SJU after the deadline, will not be examined and returned unopened to the bidder.**

5. The proposal 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 proposal.

The proposal 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).

It is recommended that the proposal is 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 proposal (i.e. no additional material) and avoiding plastic folders and binders.

6. The proposal must be written in English and submitted:

a) in **paper format**:

- one (1) original of the cover letter,
- one (1) original of the Administrative proposal,
- one (1) original and four (4) copies of the Technical proposal, developed in accordance with the Template provided in Appendix C of the Technical Specifications,
- one (1) original of the Financial proposal, developed in accordance with Appendix G of the Technical Specifications;

b) in **electronic format**: one copy of the proposal, in PDF format and in excel for the financial proposal.

The original paper version of the proposal must be marked "**ORIGINAL**", initialled (each page) and signed by the bidder.

7. Each proposal must be submitted in accordance with the double envelope system:

a) The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- **the reference number of the call for proposal (SJU/LC/0102-CFP)**
- the name of the bidder,
- the indication "*Proposal - 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 proposal and the other the financial proposal. Each of these envelopes must clearly indicate the content (i.e. "Administrative and Technical proposal" and "Financial proposal").

8. The proposal shall therefore consist of a cover letter and three volumes, as follows:

a) Cover letter shall be signed and dated and contain the following elements:

- The names, telephone and fax numbers and e-mail addresses of the persons who will be responsible for the technical and contractual management of any resulting agreement and who would be nominated as such in the agreement,
- The name, address, fax and telephone number and e-mail address of the contact person to whom all communications relating to this call for proposal should be addressed,
- The name, title and function of the person empowered to sign the agreement (if awarded),
- A reference number for the proposal and the name of the proposed project, identical throughout all parts of the proposal,
- The reference number of the SESAR Joint Undertaking's call for proposal, and
- **The bidder's acceptance of the proposed contractual terms and conditions.** The SJU reserves the right to reject proposals stating that the provisions of the draft agreement are accepted subject to a number of conditions.

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

- Legal entities' form, accompanied by the documents requested therein, (please, use the form available on the following web page:
http://ec.europa.eu/budget/info_contract/legal_entities_en.htm);
- Financial identification form (please, use the form available on the following web page:
http://ec.europa.eu/budget/info_contract/ftiers_en.htm);
- Declaration on Honour regarding the exclusion criteria (please refer to section 8.2. of and to the template provided in Appendix A attached to the Technical specifications);
- Documentary evidence for the establishment of the legal capacity of the bidder (please refer to section 8.3.1. of the technical specifications);
- Documentary evidence for the establishment of the economic and financial capacity of the bidder (please refer to section 8.3.2. of the technical specifications).

c) Volume 2 - Technical proposal

The Technical proposal must include all the information required in **section 8.3.3** of the technical specifications (Technical and Professional capacity) and all the information necessary to allow the SJU Proposal Analysis Board to evaluate the proposal against the award criteria mentioned in **section 8.4** of the technical specifications.

On this respect the bidder is required to use and fill in the template referred to in Appendix C of the Technical Specifications ("Template to submit a technical proposal in response to call ref SJU/LC/0102-CFP"). Please note that this template needs to be filled in completely in order for the SJU to be able to consider the proposal.

d) Volume 3 - Financial proposal

The bidder shall submit a financial proposal which shall provide the total maximum estimated eligible cost of the project and the source(s) of funding in accordance with Appendix G attached to the Technical Specifications, considering that the SJU may co-finance up to a maximum of 50% of the total eligible costs incurred by the selected consortium for the project. The estimated total expenditure presented in the financial proposal must be in balance with the total funding of the project.

The costs must be quoted:

- in EURO, including the countries which are not in the EURO area. Where applicable, the bidder chooses the exchange rate and assumes all risks for opportunities relating to the rate fluctuation,
- free of all duties and taxes (in particular VAT), as the SESAR Joint Undertaking is exempt from such charges under Article 3 and 4 of the Protocol on the Privileges and immunities of the EU, and
- inclusive of all expenses directly and indirectly connected with the project to be performed.

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

Please note that costs incurred in preparing and submitting proposals are borne by the bidder and shall not be reimbursed.

Please note that the financial proposal must be submitted in a separate binder or folder and a separate envelope as indicated in section 7 here above which must be clearly labelled “Financial proposal”. Please ensure that the information related to the financial quotation is given nowhere else in the proposal.

9. **Period of validity of the project proposal**, during which bidders may not modify the terms of their proposals in any respect: **six months from the final date for submission.**
10. **Contacts between the SESAR Joint Undertaking and bidders are prohibited** throughout the procedure **save in exceptional circumstances and under the following conditions only:**

Before the opening of the proposal:

At the request of the bidder, the SESAR Joint Undertaking may provide additional information solely for the purpose of clarifying the content of this call for proposal 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 proposal and its title.

Requests for additional information received less than fifteen (15) calendar days before the final date for receipt of proposals will not be processed.

Clarifications will be issued by the SESAR Joint Undertaking no later than six (6) calendar days before the closing date for submission of proposals.

The SESAR Joint Undertaking 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 proposals.

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 bidders are invited to make regular visits to the SJU website to check for updates.

After the opening of the proposal:

If clarification is required or if obvious clerical errors in the proposal need to be corrected, SESAR Joint Undertaking may contact the bidder provided the terms of the proposal are not modified as a result.

11. This invitation to submit a proposal is in no way binding on the SESAR Joint Undertaking. The SESAR Joint Undertaking's contractual obligation commences only upon signature of the Grant Agreement with each successful bidder.
12. Up to the point of signature, the SJU may either abandon or cancel the grant award procedure, without the applicants or bidders being entitled to claim any compensation. This decision must be substantiated and the applicants or bidders notified.
13. Once the SESAR Joint Undertaking has opened the proposal, the document shall become the property of the SESAR Joint Undertaking and it shall be treated confidentially.
14. If processing bidder's reply to the invitation to proposal 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, bidder's replies to the questions and any personal data requested are required to evaluate the proposal in accordance with the specifications of the invitation to submit a proposal and will be processed solely for that purpose by the SESAR Joint Undertaking. Details concerning the processing of personal data are available on the privacy statement at: <http://www.sesarju.eu/about/procurement>.
15. If the project proposal includes **subcontracting**, the project proposal must indicate clearly, which parts of the Project will be subcontracted. Subcontractor(s) must satisfy the exclusion criteria as listed in section 8.2 of the technical specifications.
16. As per Section 6 of the technical specifications, only entities set up as **Consortia** (or groupings) may submit a project proposal.

The consortium must clearly specify the company or person leading the project (the coordinator). Therefore, the proposal must also include a/- mandate/-s from each member of the consortium, authorising the coordinator to submit a proposal on their behalf in accordance with Appendix B attached to the Technical Specifications.

All members of consortium (i.e. the coordinator and other members) are **jointly and severally liable to the SESAR Joint Undertaking**. Therefore, proposals stating that either:

- (a) one of the member of consortium will be responsible for some part of the agreement and another - for the other part(s), or that
- (b) more than one agreement should be signed if the joint proposal is successful; are incompatible with the principle of joint and several liability.

The SESAR Joint Undertaking will consequently disregard any such statement contained in a proposal and will reserve the right to reject such proposals without further evaluation on the grounds that they do not comply with the requirements of the present call for proposal.

In addition, each member of consortium must provide in the submitted Technical Proposal the required evidence for the exclusion criteria (see section 8.2 of the proposal specifications) and the selection criteria relating to the establishment of the legal, economic and financial capacity (see sections 8.3.1 and 8.3.2 of the technical specifications). Exclusion of one of the consortium members on these grounds may result in the exclusion of the whole consortium.



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 (see section 8.3.3).

We thank you for your interest in the SESAR Joint Undertaking's activities and will inform you as soon as we possibly can, regarding the selection or rejection of your proposal.

Yours sincerely,

Claude CHENE
Executive Director *Ad Interim*

Annexes: Technical specifications
Draft Grant Agreement