



Tender Specifications annexed to Invitation to Tender

Ref. SJU/LC/0127-CFT

***Provision of Civil Airspace Users advice services to support SESAR
2020 activities***

29 August 2016~~09 August
2016~~~~08 August 2016~~

In the context of SESAR2020 it is crucial to secure the expertise, support and buy-in of civil airspace users so as to ensure a successful, timely and optimal development of SESAR Solutions that will modernise the European ATM network and deliver high-performing aviation. The purpose of this contract is to secure this expertise covering the broad range of operating models concerned with the execution of the European ATM Master Plan.

The four Lots in these tender specifications aim at reflecting the diversity of airspace users and allow that all needs and specificities be taken into consideration.

founding members



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1 Introduction

1.1 Acronyms and terminology

ATM	Air Traffic Management
ICAO	International Civil Aviation Organization, a United Nations specialised Agency, established by States in 1944 to manage the administration and governance of the Chicago Convention on International Civil Aviation
OLAF	The European Anti-Fraud Office. OLAF investigates fraud against the EU budget, corruption and serious misconduct within the European institutions, and develops anti-fraud policy for the European Commission.
R&D	Research and Development
SESAR	Single European Sky ATM Research Programme
SJU or SESAR JU	SESAR Joint Undertaking (European Union body under Council Regulation (EC) No 219/2007 as amended by Council Regulation (EC) No 1361/2008)

1.2 Introduction to the SJU

The purpose of the SJU created under Article 187 of the Treaty on the Functioning of the European Union, is to ensure the modernisation and harmonisation of the European air traffic management in Europe through the organisation and coordination of all relevant research and development activities aiming at defining and developing innovative technological and operational solutions (SESAR Solutions). The SJU is also responsible for the execution of the European ATM Master Plan and for carrying out specific activities aimed at the development of a new generation air traffic management system capable of ensuring the safety and fluidity of air transport worldwide over the next twenty years. Further information on the activities of the SJU is available at www.sesarju.eu.

2 TERMS OF REFERENCE

2.1 Subject

The SESAR Programme is an integrated Programme, involving all relevant stakeholders, where SESAR Solutions are matured for integration into the European ATM network in order to enhance its operational and economic efficiency, safety, security and capacity. It further develops and delivers the necessary operational and technical materials (specifications, procedures, prototypes, validation reports, etc.) for the progressive industrialisation, deployment and operation of a new ATM system.

In that context, the objective of this contract is to secure the provision of civil airspace users' expertise services to support a performance-oriented execution of the European ATM Master Plan and an efficient delivery of the R&D activities of the SESAR Programme. It is designed to encourage the migration of ideas from exploratory research to further extension in the industrial research phase, and finally to pre-industrial development through the validation phase. Participation of civil airspace users in SESAR demonstration activities where the benefits of SESAR Solutions are further confirmed in live operational environments is outside of the scope of this call as this will be secured through separate open calls for tender.

For this purpose, the SESAR JU is launching an open call for tender aimed at concluding 4 framework service contracts corresponding to the 4 distinct Lots (1 contract under each Lot), and this upon the condition of having received sufficient tenders compliant with the minimum requirements.

This document constitutes the tender/technical specifications accompanying the SJU's Invitation to tender. It sets out the purpose and the scope of the call for tenders, describes the Lots and types of assignment per Lot, that will be covered under the Framework Service Contract(s) and may be

requested (as detailed in Section 2 below) as well as the evaluation procedure on the basis of the exclusion, selection and award criteria (as detailed in Section 4 below).

2.2 Division in Lots addressing specific airspace user categories

Taking into account the wide variety of Civil Airspace User operations and aiming at ensuring the most adequate service provision in terms of value for money, 4 different lots are identified addressing expertise support services in the following domains:

Lot 1 - European scheduled aviation;

Lot 2 - Global airlines operations focusing on inter ICAO regions business and operational interoperability;

Lot 3 - Business aviation operations;

Lot 4 - General aviation and rotorcraft operations.

Under the framework service contracts, the provision of support services to the SJU in relation to Civil Airspace Users expertise will be defined through specific contracts, see section 3.1 below. These specific contracts will aim at executing certain tasks and delivering specific deliverables including one or several of the assignments in defined in section 2.3 below.

2.3 Type of assignments for each Lot

The SJU may require support for the performance of assignments; each assignment will require the preparation of a different type of deliverables. The list of assignments and deliverables described in the present section is not exhaustive; similar, in kind and nature, assignments and deliverables might be requested by the SJU.

See Matrix, with a non-exhaustive list of deliverables, and detailed explanation per assignment and Lot below:

	Type of assignment	Type of deliverable
1	Technical analysis	Technical analysis report
2	Priority and gap analysis	Prioritisation and/or gap analysis report
3	Validation impact analysis	Validation analysis report
4	Workshops and events	Support to the preparation and running of the event/workshop (production of supporting material, videos, documents, conclusions and report)
5	Technical advise	Ad-hoc reports
6	Management support and liaison	Quarterly report

2.3.1 Technical analysis

Analysing technical documents related to SJU Programme output such as draft of final SESAR Solution packs, Operational Service and Environment Definition, Detailed Operational Description, Performance Requirements, Technical Specifications, or other appropriate documents. The objective of the analysis shall be to identify the impact of the changes, technical/operational element or solutions on addressing airspace user operations, in particular -but not limited to- in terms of change management, procedures and investments. Such analysis will take into account the diversity of the geographical scope and airport operating network (local regional and international airports) applicable in the context of the Single European Sky and SESAR.

Expected deliverable: Depending on the need and context, deliverables will be technical analysis reports, impact assessment reports, and performance reports.

2.3.2 Priority and gap analysis

Analysing priorities and gaps in relation to the maintenance of the European ATM Master plan. The objective of the analysis shall be to identify the impact of changes and constituents identified or proposed in the context of the European ATM Master Plan maintenance for civil airspace user operations and from various perspectives such as economical (cost/benefit), operational or technical. Such analysis will take into account the diversity of the geographical scope and airport operating network (local regional and international airports) applicable in the context of the Single European Sky and SESAR.

Expected deliverable: Prioritisation and/or gap analysis report.

2.3.3 Validation impact analysis

Participating to SESAR validation activities in order to collect information on the feasibility and benefits of the new procedures or technology being assessed. The objective of the participation shall be to identify the impact of the changes, technical/operational element or solutions on civil airspace user operations, in particular -but not limited to- in terms of change management, procedures and investments.

Expected deliverable: Validation analysis report.

2.3.4 Workshops and events

Participating to the preparation and execution of meetings, workshops or events organised by the SESAR Joint Undertaking or its Members in order to directly or indirectly contribute to it with an objective to bring in the necessary civil airspace user expertise and contribute to its successful outcome (e.g. SESAR Solution dissemination).

Expected deliverable: Event/workshop report, production of communication material.

2.3.5 Technical advice

Ad-hoc advising the SESAR Joint Undertaking on any topic, issue or initiative having implication for civil airspace user operations with an objective to de-risk the execution of the SESAR Programme and in particular the delivery of the SESAR Solution and their subsequent implementation in a global ICAO context.

Expected deliverable: Ad-hoc report.

2.3.6 Management support and liaison

Facilitating liaison with the civil airspace user community. Monitoring, accompanying and supporting SJU activities in order to identify the general impacts and opportunities for civil airspace user operations, building a network of knowledge and ensuring close links of all relevant SJU domains with the interests of the civil airspace user community. Assisting in communications so as to ensure consistency and correctness of the civil airspace user community messages on SESAR, in particular on global interoperability matters.

Expected deliverable: quarterly report detailing activities undertaken, deliverables produced during the period and approval status, main issues and opportunities identified, plan for the next reporting period.

2.4 Content and format of deliverables, payments

All deliverables will consist of a Draft and a Final version.

Acceptance of the deliverables by the SJU will be performed within one month after reception. Reports will be considered approved in case the SJU does not provide a feedback within that period. In case of need to update or reject the deliverables, the contractor will have fifteen calendar days in which to submit additional information or corrections as set forth in Article I.4 of the draft contract. Both draft and final shall be subject to SJU approval.

Deliverables will be submitted in English and in word format, unless otherwise requested by the SJU.

Acceptance of the quarterly reports, see section 2.3.6 above, by the SJU will trigger payments.

2.5 Team for specific assignments

The tenderer shall propose a Team to ensure the adequate achievement of the tasks, while maintaining a light structure. As a minimum, the team of the future contractor shall include the following:

- i. A Contract Manager who will be the formal interlocutor with SESAR concerning the effective implementation of contractual obligations;
- ii. A Technical Manager per entity/operator who will ensure technical quality assurance and attend all quarterly meetings that will be organised at the SJU to review progress.
- iii. Other members (general profile) with relevant work experience in relation to the lot in question (pilots, engineers and economists).

The minimum requirements for all team members as well as for the two specific profiles (contract and technical managers) per Lot are defined in Section 4.3.3.2 below.

2.6 Place of performance

The activities will be performed at the contractor's premises unless specifically agreed otherwise (example participation to a validation exercise on site or event / workshop in a particular location).

The tentative schedule and contents of meetings, including kick-off and closure, will be detailed in each specific contract.

Quarterly meetings will be held in the SJU premises with the Contract and Technical Managers, with the aim of monitoring work progress and addressing any issue arising in the execution of the work. Tenderers should take travel costs into account at the time of preparing the tender.

3 INFORMATION ABOUT THE CONTRACT/S

3.1 Nature

The contracts to be concluded are four **single framework service contracts ("the contracts")** with four different economic operators (one per Lot) to be implemented through the conclusion of "specific contracts". Therefore, a maximum of four economic operators will be selected as a result of this call for tender upon the condition of having received sufficient tenders compliant with the minimum requirements.

As the need for support arises, the SJU shall submit a request for services describing the specific assignment to be performed in the coming year, the timeline for completion, the estimated level of effort, and the deliverables expected to be produced. The future contractor shall submit a specific tender in response to the SJU's request for services within the deadline set, an average of 5 working

days. In submitting a specific tender, the future contractor will accept all terms and conditions specified in the draft specific contract.

3.2 Duration

The duration of the contract is 12 months, which may be automatically renewed for up to a total duration of 4 years (see Article ~~1.2.5~~ 1.3.5 of the draft contract annexed to the Invitation to tender).

3.3 Value

The maximum allocated budget for this contract is estimated at EUR 6 000 000,00 (VAT excluded). The indicative amount per Lot would be:

Lot 1 - EUR 3 500 000,00

Lot 2 - EUR 1 000 000,00

Lot 3 - EUR 750 000,00

Lot 4 - EUR 750 000,00

3.4 Indicative timetable for this procedure

Milestone	Deadline
Launch of this call for tenders	End of July 2016
Deadline for requesting additional information/clarification from the SJU	14 <u>27</u> October 2016
Last date on which clarifications are issued by SJU	20 October <u>3 November</u> 2016
Deadline for reception of tenders at SJU's premises	31 October <u>14 November</u> 2016
Notification of award	December 2016
Service contract signature and starting date of the Study activities	As from January 2017

4 ASSESSMENT OF THE TENDERS AND AWARD OF THE CONTRACT

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of selection criteria;
- Verification of compliance with the minimum requirements set out in these tender specifications;
- Evaluation of tenders on the basis of the award criteria;

The SJU will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

4.1 Minimum requirements

Only the tenders meeting minimum requirements and representing all the aspects of the Technical Specifications in Section 2 of this call for tender will be considered compliant with the Technical Specifications.

The tender shall also be in compliance with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour law conventions listed in Annex X to the Directive 2014/24 EU.¹ The tenderer will declare in the Declaration on Honour on Exclusion Criteria and Selection criteria (Annex 3.1) being compliant with these requirements.

4.2 Assessment in the light of exclusion criteria

In accordance with Article 106 of the Financial Regulation² in order not to be excluded from participation in the present procedure, the tenderer shall provide evidence of not being in any of the following situations:

(a) bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations (the tenderer shall also be excluded on this ground if a natural or legal person that assumes unlimited liability for the debts of the economic operator is in the aforementioned situation);

(b) it has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract (the tenderer shall also be excluded on this ground if a natural or legal person that assumes unlimited liability for the debts of the economic operator is in the aforementioned situation);

(c) it has been established by a final judgment or a final administrative decision that the economic operator or a person, who is a member of the administrative, management or supervisory body of that economic operator, or who has powers of representation, decision or control with regard to that economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

(ii) entering into agreement with other economic operators with the aim of distorting competition;

(iii) violating intellectual property rights;

¹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC

² Regulation (EU, Euratom) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298, 26.10.2012, p. 1), ("the Financial Regulation")

(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;

(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

(d) it has been established by a final judgment that the economic operator or a person, who is a member of the administrative, management or supervisory body of that economic operator, or who has powers of representation, decision or control with regard to that economic operator is guilty of any of the following:

(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995 (1);

(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;

(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

(e) the economic operator or a person, who is a member of the administrative, management or supervisory body of that economic operator, or who has powers of representation, decision or control with regard to that economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

(f) it has been established by a final judgment or final administrative decision that the economic operator or a person, who is a member of the administrative, management or supervisory body of that economic operator, or who has powers of representation, decision or control with regard to that economic operator has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95.

(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:

i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;

ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;

- iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
- iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or
- v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

In accordance with Article 107 of the Financial Regulation, the contract shall not be awarded to any tenderer falling under any of the following circumstances:

- a) is in an exclusion situation established in accordance with Article 106 of the Financial regulation, listed above;
- b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- c) was previously involved in the preparation of procurement documents where this entails a distortion of competition that cannot be remedied otherwise.

Evidence to be provided

Accordingly, tenderers must provide a Declaration on Honour (see Annex 1), duly signed and dated, stating that they are not in one of the situations referred to above³.

Nota Bene:

The tenderer to which the contract is to be awarded shall provide, within 14 calendar days following notification of award and preceding the signature of the contract, the original Declaration on Honour on Exclusion Criteria and Selection Criteria (if provided in copy at the offer submission stage) and the following documentary proofs in original to confirm the declaration referred to above:

1. For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.
2. For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

³ Where parts of the services are intended to be subcontracted the tenderer has also to ensure that the subcontractors satisfy the exclusion criteria as indicated in Sections 7 and 18 of invitation to tender Ref. SJU/LC/0126-CFT. Where a consortium is submitting a tender, each member of consortium must provide the required Declaration on honour as indicated in Sections 7 and 18bis of the mentioned invitation.

4.3 Assessment in the light of selection criteria

Tenderers (the coordinator and each consortium member)⁴ must have the overall capabilities (legal, economic, financial, technical and professional) to perform the contract. The SJU reserves the right the request from subcontractors evidence on technical and professional capacity when these are meant to perform critical tasks.

All the requirements listed below must be met in order to enter the next phase of the assessment in the light of award criteria.

Please note that in the selection phase, assessment focuses on the past experience and capacity of the tenderer, and not on the quality of the (technical) offer. The latter is to be assessed in the light of the award criteria.

The SJU may waive the obligation for a tenderer to submit the documentary evidence requested under Sections 4.3.1, 4.3.2 and 4.3.3 below if such evidence has already been submitted for another procedure and provided the documents were issued not more than one year earlier and are still valid. In such cases, the tenderer must declare on his honour that the documentary evidence has already been provided in a previous procedure with the SJU, provide reference to that procedure, and confirm that there has been no change in the situation.

4.3.1 Legal capacity

4.3.1.1 Minimum levels

Tenderers (the coordinator and each consortium member) are requested to prove that they are authorised to perform the contract under the national law.

4.3.1.2 Evidence to be provided

1. Evidence of inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.
2. Legal entities' form (for the Coordinator and for each Consortium Member, not needed for subcontractors), dully filled-in and accompanied by all the supporting documents requested therein, (see section 7b) of Invitation to tender Ref. SJU/LC/0127-CFT). (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);

3. Financial identification form (only for the Coordinator or the one responsible for payment matters) dully 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);

4.3.2 Economic and financial capacity

The tenderer (the coordinator and each consortium member) shall be in a stable financial position and have sufficient economic and financial capacity to perform the contract.

⁴ Where a consortium is submitting a tender, each member of consortium must satisfy the selection criteria as detailed in section 18 bis of the invitation to tender Ref. SJU/LC/0127-CFT

4.3.2.1 Minimum level

1. Have an overall turnover of at least the annual value of the Lot in question:

Lot 1 - EUR 3 500 000,00

Lot 2 - EUR 1 000 000,00

Lot 3 - EUR 750 000,00

Lot 4 - EUR 750 000,00

2. Have a professional risk indemnity insurance of at least the annual value of the Lot in question.

These criteria apply to the coordinator in case of consortia.

4.3.2.2 Evidence to be provided

Tenderer shall provide duly filled and signed Declaration on Honour on Exclusion Criteria and Selection criteria (Annex 1) as a part of his tender and the following evidence:

Proof of economic and financial capacity shall be furnished by at least two of the following documents:

- Evidence of professional risk indemnity insurance;
- Balance sheets (or extracts from balance sheets) for at least the last two years for which accounts have been closed;
- Statement of overall turnover during the last three financial years duly dated and signed.

If, for some exceptional reason which the SJU considers justified, the tenderer (the coordinator and each consortium member) is (are) unable to provide the references requested here above, the tenderer [the coordinator and each consortium member] may prove the economic and financial capacity by any other means which the SJU considers appropriate.

Nota bene: Public bodies and higher education establishments are not subject to a verification of their economic and financial capacity

4.3.3 Technical and professional capacity

The technical and professional capacity of the Tenderer (the coordinator and each consortium member), proving the suitability to provide services covered by the Contract will be evaluated on the basis of the minimum requirements and evidence thereof provided as described in the subsequent sub-sections.

4.3.3.1 Tenderer – Minimum levels

The Tenderer shall have (depending on the Lot):

Lot 1 - Capacity to undertake activities in terms of /context of:

1. Technical skills related to **European mainline, regional and/or Cargo operations** with the most up-to-date operational expertise and the ability to deliver quality outcome representing a synthetic view of the represented community, and
2. European geographical scope relevant for the Single European Sky and SESAR

Lot 2 - Capacity to undertake activities in terms of /context of:

1. Technical skills related to **global airlines operations** with the most up-to-date operational expertise and the ability to deliver quality outcome representing a synthetic view of the represented community,
2. Global/worldwide geographical scope strongly connected to **ICAO regional frameworks**, and
3. **Global airlines operations** proven knowledge and expertise addressing a wide range of topics ranging from operations, ICT to business and economic matters.

Lot 3 - Capacity to undertake activities in terms of /context of:

1. Technical skills related to **business aviation operations** with the most up-to-date operational expertise and the ability to deliver quality outcome representing a synthetic view of the represented community, and
2. European geographical scope relevant for the Single European Sky and SESAR.

Lot 4 - Capacity to undertake activities in terms of /context of:

1. **General aviation & rotorcraft operations** with the most up-to-date operational expertise and the ability to deliver quality outcome representing a synthetic view of the represented community, and
2. Capacity to undertake its activities in the context of a European geographical scope relevant for the Single European Sky and SESAR.

4.3.3.2 The Team – Minimum levels

The Team proposed by the tenderer shall demonstrate that it has competent and experienced staff to implement the Contract, for this purpose:

All Team members shall have:

1. Excellent written and oral command of the English language, and
2. Relevant work experience (depending on the Lot) in relation to:

Lot 1 - European mainline, regional and/or Cargo operations such as, but not limited to, **airlines flights planning and operations, airport operations, maintenance, avionics and performance/economics**;

Lot 2 - Global airlines operations such as, but not limited to, **airlines flights planning and operations, flight crew, macro-economic analysis, ICAO procedure and working practices**;

Lot 3 - Business aviation operations such as, but not limited to, **flight planning and operations, airport operations, maintenance, avionics and performance/economics**;

Lot 4 - General aviation & rotorcraft operations such as, but not limited to, **flight planning and operations, airport operations, maintenance, avionics and performance/economics**.

In addition to the above, the specific profiles shall have:

The **Contract Manager** for (Lots 1-4) who will be the interlocutor with SESAR must have at least:

3. 10 years of relevant experience in managing contracts in an international context;
4. 5 years of experience in managing contract/projects in the frame of the European institutions/bodies.

The **Technical Manager** (for Lots 1-4) who will ensure technical quality shall possess:

3. 10 years of relevant experience in managing projects and activities preferably in an international context;
4. 5 years of relevant experience in ATM.

General profile (pilots, engineers and economists) for either Lot shall possess at least:

3. 5 years of relevant experience in aviation sector;

4.3.3.3 Evidence to be provided:

- i. For the tenderer:
 1. Brief presentation of the tenderer containing a detailed description of the structure (coordinator, other member/s and/or already identified subcontractors, focusing in particular on the capacity and the organizational structure set up to perform the activities) and main current activities,
 2. Completed list of contracts table, template to be found in Annexe 3.
- ii. For the team members:
 1. Completed staff form, template to be found in Annexe 3.
 2. Detailed CVs (only) of the persons who will be responsible for carrying out the tasks,
 3. If appropriate, list of qualification or publications or projects or activities performed in the relevant field(s) within the last 5 years.

4.4 Assessment in the light of award criteria

Only the tenders which meet the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price for the award of the Contract.

The Contract will be awarded on the basis of the economically most advantageous tender as detailed in the subsequent sections.

4.4.1 Evaluation of the award criteria (quality of the offer)

The quality of the offer will be evaluated in accordance with the award criteria and the associated weighting detailed in the table below.

The tender must reach a minimum score of 50% or more per award criterion and 70 points or more globally in order to be admitted to the financial evaluation. The tenders with lower scores will be considered non-suitable and therefore excluded.

NB: Tenders presenting a mere repetition of the tender specifications or source documentation will be scored below the minimum required.

Award Criteria	Maximum available
Understanding of SESAR:	30
<ul style="list-style-type: none">- Understanding of the SESAR Vision and priorities as outlined in the European ATM Master Plan;- Understanding of the related key R&D areas covered by the SESAR 2020 Programme;- Clear understanding and dissociation of the opportunities linked to engagement in the SESAR Development vs. Deployment activities;	

Quality of the proposed approach and expertise:	40
<ul style="list-style-type: none"> - Ability to take into account a wide variety of operations and to ensure the most adequate service provision in terms of quality and impact; - Suitability of the proposed approach to deliver quality outcomes to the SJU covering the tasks described in section 2; - Suitability of the composition and balance of the proposed team; - Appropriateness of the whole proposed methodological approach (e.g. technical coordination, approach to formulation of conclusions and recommendations) for achieving the objectives; - Added value to the SESAR programme in de-risking and buy-in of targeted civil airspace user communities. 	
Appropriateness of the approach for effective contract management:	30
<ul style="list-style-type: none"> - Continuity of services - Timely response, reporting and delivery - Highest quality of services - Appropriate mechanisms to ensure the availability of the expertise required - Identification of, prevention of and solutions to mitigate conflicts of interest 	
Score Award Criteria	100

4.4.2 Financial evaluation and recommendation for award

The price that will be taken into account for the financial evaluation and the award of the Contract, is the “Total Price” proposed by the tenderer in the financial offer as indicated in the Invitation to tender ref. SJU/LC/0127-CFT.

All tenders must contain a separate financial offer following the template attached to the tender specifications in Annexe 3.3~~4~~ and in line with the requirements detailed in section 2 above.

The formula that will be used to rank the tenders incorporates the following elements:

Quality (60%)

- the score of the award criteria of the tender
- the highest score of the award criteria among acceptable tenders

Price (40%)

- the ‘Total Price’ of the tender
- the ‘Total Price’ of the lowest priced acceptable tender

The ranking of the tenders, for the award of the contract, will be established by using the formula below.

Score tender Y =

$$[(\text{Score of the award criteria of tender Y} / \text{highest score of the award criteria among acceptable tenders}) \times 60\%] + (\text{‘Total Price’ of the lowest priced acceptable tender} / \text{‘Total Price’ of tender Y}) \times 40\% \times 100$$

5 Annexes

- ANNEXE 1 – Declaration on honour on exclusion criteria and selection criteria
- ANNEXE 2 – Mandate consortium coordinator
- ANNEXE 3 – Templates: 3.1-List of Contracts, 3.2-Staff form, 3.3-Financial offer form