

INVITATION TO SUBMIT A PROPOSAL FOR
“ASSOCIATE PARTNERS OF THE SJU”

Call Ref. SJU/LC/0055-CFP

Brussels, 1st February 2011

Dear Sir or Madam,

1. I enclose the call for proposals relating to the selection of “Associate Partners of the SESAR Joint Undertaking”.

The present call for proposals is divided into six (6) lots as follows:

- Lot 1: Information Management
- Lot 2: Network & Airport Collaboration
- Lot 3: Technical Service Management
- Lot 4: Airborne & CNS Systems
- Lot 5: Modelling Support to Validation
- Lot 6: UAV/UAS integration in SESAR

2. Entities interested in this invitation to submit a proposal must send their proposals **either by registered mail, private courier or in-hand delivery.**

The proposal including all its supporting documents must be **received** at the SJU premises by registered mail, by private courier or delivered in-hand, not later than **31 March 2011 at noon (Brussels time)**. The proposals have to be submitted to the following address:

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

The candidate Associate Partners of the SESAR Joint Undertaking (SJU) are strongly advised to use the delivery service offering tracking option of the sent items. **Any proposal received after the deadline will not be examined.**

3. The Guidelines for candidates, listing all the documents that must be produced in order to submit a proposal, including supporting evidence of economic, financial, technical and professional capacity and the Draft Framework Partnership Agreement are attached.
4. Proposals 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.

Proposals 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).

5. The proposals must be written in English and submitted:

a) in **paper format**:

- one (1) original and four (4) copies of the cover letter,
- one (1) original of the Administrative information,
- one (1) original and four (4) copies of the Technical information,
- one (1) original of the Financial information;

b) in **electronic format**: one copy of the proposal, in PDF format.

The original paper copies of the proposal must be marked “**ORIGINAL**”, initialled (each page) and signed by the candidate Associate Partner of the SJU.

6. 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 proposals (SJU/LC/0055-CFP)**,
- the name of the candidate Associate Partner of the SJU,
- 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.

7. **TABLE OF CONTENT OF THE PROPOSAL**

The proposal must include a cover letter and three volumes, including the following information:

a) **Executive Summary and Cover letter**

The 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 Framework Partnership 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 proposals should be addressed,
- The name, title and function of the person empowered to sign the Framework Partnership Agreement (if awarded),
- A reference number of the proposal of the candidate Associate Partner, identical throughout all parts of the proposal,

- The reference number of the SJU's call for proposals, and

b) Volume 1 – Administrative information 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);
- A declaration of acceptance of the terms of the Draft Framework Partnership Agreement attached hereto; please note that the SJU reserves the right to reject proposals stating that the provisions of the Draft Framework Partnership Agreement are accepted subject to a number of conditions;
- Duly signed declaration on honour in compliance with Section 3.2.2 of the Guidelines for candidates attached hereto;
- Proof of economic and financial capacity in compliance with Section 3.2.3 of the Guidelines for candidates attached hereto.

c) Volume 2 - Technical information must include the following:

- Motivation letter of no more than one page signed by the candidate Associate Partner of the SJU and explaining why it is interested in joining the SESAR Programme and what would be its added value to the SJU if selected;
- Technical and professional capacity to perform the Tasks proposed to be entrusted to it:
 - a brief presentation of the structure of the candidate's organisation, focusing in particular on the research capacity and the organizational set up to perform the Tasks,
 - a presentation of the main current and other relevant activities of the candidate,
 - references related to previous experience in the relevant field(s),
 - a description of the added value of their proposed participation in one or more Lots, including their understanding of the requirements, details of how they apply previous expertise and experience along with describing the prospective benefits to the SESAR Programme from their proposed contribution,
 - identification of the major risks related to these Tasks proposed to be entrusted to it and proposal for risk management framework
 - detailed CVs of key personnel with the expertise being offered, and
 - when the candidate Associate Partner of the SJU is an entity from non-EU Member States, demonstrate the compliance with the conditions set in Section 3.2.1 of the Guidelines for candidates.

- IPR Declaration (if of any relevance). If applicable, candidate Associate Partners are requested to use the Background Information Template published on the SJU website (see Annex II to the Guidelines for candidates).

d) Volume 3 - Financial information

The candidate's proposal shall include a dedicated section with a proposal for the allocation of the resources offered to perform the Tasks, in terms of expertise, services and facilities to be made available. This proposal shall be backed-up by concrete figures (indicative unit prices, such as unit price for different type of resources). Please note that the prices proposed will not be subject to a financial evaluation but will be used as indication at the stage of implementation of the Framework Partnership Agreement(s) through mutually agreed Specific Agreement(s)). This proposal will only be evaluated against the award criteria set in Section 3.4 of the Guidelines for candidates.

The indicative unit prices must be quoted:

- in EURO, including the countries which are not in the EURO area. Where applicable, the candidate Associate Partner of the SJU 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 SJU is exempt from such charges under Article 3 and 4 of the Protocol on the Privileges and immunities of the EC.
- inclusive of all costs and expenses directly and indirectly connected with the services to be supplied.

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

8. Period of validity of the proposal, during which the candidates Associate Partners of the SJU may not modify the terms of their proposal in any respect: ninety (90) days from the final date for submission.
9. **Contacts** between the SJU and the candidate Associate Partners of the SJU are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the opening of the proposals:

At the request of the candidate Associate Partner of the SJU, the SJU may provide additional information solely for the purpose of clarifying the content of this call for proposals and/or the nature of the Draft Framework Partnership Agreement.

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 proposals 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 SJU no later than six (6) calendar days before the closing date for submission of proposals.

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 proposals.

Any additional information, including that referred to above, or/and corrigendum will be posted on the SJU website: www.sesarju.eu. Accordingly, the candidates Associate Partners of the SJU are invited to make regular visits to the SJU website to check for updates.

After the opening of the proposals:

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

10. This invitation to submit a proposal is in no way binding on the SJU. The SJU's contractual obligation commences only upon signature of the Framework Partnership Agreement(s) with the successful candidate(s) Associate Partner(s) of the SJU.
11. Up to the point of signature, the contracting authority may either abandon or cancel this selection procedure, without the candidates being entitled to claim any compensation. This decision must be substantiated and the candidates notified.
12. Once the SJU has opened the proposal, the document shall become the property of the SJU and it shall be treated confidentially.
14. If processing the candidate Associate Partner's of the SJU reply to the invitation to submit a 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 Union institutions and bodies and on the free movement of such data. Unless indicated otherwise, the candidate Associate Partner's of the SJU replies to the questions and any personal data required to evaluate the proposal in accordance with the Guidelines for candidates will be processed solely for that purpose by the SJU. Details concerning the processing of personal data are available on the privacy statement at: <http://www.sesarju.eu/about/procurement>.

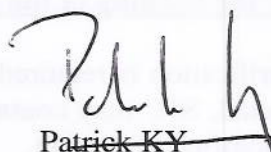
15. If the proposal includes **subcontracting**, the candidate Associate Partner of the SJU must comply with the relevant provisions of the Draft Framework Partnership Agreement and, in particular, its Article 18.

Where no subcontractor is given, the Tasks will be assumed to be carried out directly by the candidate Associate Partner.

- 15bis. The SJU invites the submission of proposals from **Groupings** (or consortia), provided that they comply with the rules of competition and with the requirements set in Section 3.2.1 of the Guidelines for candidates attached hereto.

16. You will be informed whether your proposal has been accepted or rejected.

Yours sincerely,



Patrick KY
Executive Director

Annexes: Guidelines for candidates
Draft Framework Partnership Agreement