

**NEGOTIATED PROCEDURE – CALL FOR
REQUESTS TO PARTICIPATE
(PHASE 1)**

**Title: Implant Travel Agency services for the
European Aviation Safety Agency (EASA) in
Cologne**

Ref.: EASA.2011.NP.08 - Phase 1

Table of Contents:

1. Name, address, telephone and fax numbers, e-mail and internet address of the contracting authority
2. Type of notice: negotiated procedure (under article 127 FR)
3. Short description of the subjects covered by this call
4. Place of execution and volume of the contract(s)
5. Eligibility of candidates and conditions for participation
6. Participation of consortia and subcontracting
7. Exclusion criteria
8. Selection criteria:
 - 8.1 Legal capacity
 - 8.2 Economic and financial capacity
 - 8.3 Technical and professional capacity
9. Assessment of requests to participate (equally called hereinafter “applications”)
10. Limitations on the number of operators who will be invited to tender (n/a)
11. Reduction of the number of operators during the negotiated procedure (n/a)
12. Language
13. Application’s format and documents to be supplied by candidates
14. Address to which applications/requests to participate must be sent and modalities of submission
15. Timetable including deadline for submission of requests to participate
16. Other information
17. Annexes
 - Annex I – Standard application form
 - Annex II – Declaration on exclusion criteria
 - Annex III – Legal Entity Form
 - Annex IV – Template Curriculum Vitae
 - Annex V – Experience (list of reference projects and questionnaire)
 - Annex VI – Confirmation statement
 - Annex VII – Declaration of Intent (in case of subcontracting or reliance on other entities’ resources as specified under “nota bene” in section 8 of the present call)
 - Annex VIII - Checklist of mandatory documents

NEGOTIATED PROCEDURE – CALL FOR REQUESTS TO PARTICIPATE (PHASE 1)

Title: Implant Travel Agency services for the European Aviation Safety Agency (EASA) in Cologne

Ref.: EASA.2011.NP.08 - Phase 1

1. NAME, ADDRESS, TELEPHONE AND FAX NUMBERS, E-MAIL AND INTERNET ADDRESS OF THE CONTRACTING AUTHORITY

Contracting Authority	European Aviation Safety Agency (EASA)
Address	Ottoplatz 1, D-50679 Cologne, Germany
Telephone	00 49 221 8999 0000
Fax	00 49 221 8999 0999
E-mail	tenders@easa.europa.eu
Internet website	http://www.easa.europa.eu

2. TYPE OF NOTICE: NEGOTIATED PROCEDURE (UNDER ARTICLE 127 FR¹)

This negotiated procedure is carried out in two phases:

Phase 1 (present call):

In this first phase, economic operators are requested to express their interest in taking part in the tender by sending a '**request to participate**' and **showing that (and how) they** meet the conditions for participation, i.e. the exclusion and the selection criteria. Requests to participate will be evaluated on the basis of these criteria as spelt out in this document (see **sections 7 and 8**, also consult **sections 9-11**). The purpose of this first phase is to pre-select those candidates capable of carrying out the type of assignments as mentioned below under **section 3**. At this stage of the procedure, only a brief description of contract is being made available (see **section 3**). Only candidates pre-selected at the end of this first phase will be sent the full set of the Tender Specifications, against which they will be invited to submit their tenders in phase 2 of this negotiated procedure (see also **section 16**).

Candidates who will not be retained at the end of the first phase will be notified thereof at that time.

Inclusion on the list of pre-selected candidates entails no obligation on the part of EASA concerning the award of the contract.

Phase 2:

In the second phase of the procedure, candidates shortlisted at the outcome of phase 1 will be invited to submit their tenders on the basis of the complete Tender Specifications provided with the invitation to tender. The Tender Specifications shall in particular include the full terms of reference, the award criteria against which tenders will be evaluated and the Draft Contract.

¹ Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities

The second phase is expected to be launched in end of May/ beginning of June 2011. Contract signature and start of implementation is expected to take place in August 2011.

3. SHORT DESCRIPTION OF THE CONTRACT

3.1 Background

The European Aviation Safety Agency (EASA) is a multicultural, multilingual body of the European Union based in Cologne and having as its main working language English.

The Agency currently employs around 600 staff members from all over Europe. As an essential part of their work, many of the staff members (approximately 400) are required to travel for business purposes, many of them frequently.

Current situation summary:

- approximate annual number of business trips (“missions”) - 4000 (2010 data)
- approximate annual travel budget - 5,2 Mio EUR (2010 data)
- the Agency staff travels globally, including destinations with heightened security risks
- split between EU and non-EU travel is approximately 85% to 15%
- the current implant has been in place since 2008 and operates on the basis of a management fee model
- approximate annual amount of travel related transactions executed by the implant (i.e. travel offers, bookings, cancellations, re-bookings etc.) – 40.000 (2010 data)

3.2 Description of services required

To ensure efficient and smooth arrangements of its business travel activities, the Agency is seeking to contract the implant travel agency service provider (henceforth referred to as “the implant”), based on a management fee model, to be located at its headquarters in Cologne. In addition the contract shall include other associated services not covered by the management fee.

The Agency is looking to conclude a framework contract with a maximum duration of four years, for a full-service implant in order to continue provision of travel agency services to its staff. It is envisaged that the implant will be composed of 2 full-time team members, plus one additional member available upon request.

The main services under the contract shall include, but not be limited to, booking, change and cancellation of transport and accommodation reservations, visa assistance, 24 hours assistance, reporting. The full description of the services will be provided with the invitation to tender to pre-selected candidates.

3.3 Responsibility of the contractors

It shall be the responsibility of the contractor to be able to provide efficient, effective and high quality services. In case of subcontracting the contractor shall remain fully and exclusively responsible for all services to be provided.

4. PLACE OF EXECUTION AND VOLUME OF THE CONTRACT(S)

Execution of services will mainly take place at EASA premises where the implant will be located.

Annual volume of the services covered by management fee is estimated to be within the range between 490 and 735 man-days.

Volume of services to be provided at additional costs will depend on the needs of the Agency and will be specified in each Specific Contract. For candidates' general information only and as non-binding indication, the approximate volume for the past 2 years was as follows:

Service	Volume (in units), 2009	Volume (in units), 2010
24-Hour-Support Service for travel needs, nr of individual request for services requested outside office hours	23	31
Visa assistance, nr of requests	100	110
Quarterly management information report, nr of reports	4	4
Quarterly savings- and missed-savings-report, nr of reports	4	4
Amadeus invoices and itineraries, nr of invoices issued	19500	23000
Weekly Excel transactions summary reports (for transactions charged to the business travel account during previous week), nr of summary reports	52	52

5. ELIGIBILITY OF CANDIDATES AND CONDITIONS FOR PARTICIPATION

This section defines the conditions which a candidate must meet in order to be accepted for consideration and to allow the Agency to gain a better understanding and appreciation of the information received:

- This call is open to any natural or legal person wishing to apply and who is established in any of the European Union Member States, Norway, Iceland, Liechtenstein or Switzerland.
- Candidates must not be in any situation of exclusion under the exclusion criteria indicated in section 7 below and must have the legal capacity to allow them to participate in this tender procedure (see section 8.1).
- Submission of a request to participate implies that the candidates accept the terms and conditions set out in all documents of this call for requests to participate. Those candidates, who will be invited to tender as a result of the pre-selection and decide to submit a tender, will in addition need to comply with the future invitation to tender including the tender specifications, draft contract and all annexes. Submission of a tender will bind the tenderer to whom the contract may eventually be awarded during the performance of the contract.
- The request to participate shall be signed by a person or persons entitled to represent the economic operator and in case of consortia the whole consortium.
- Requests to participate must be drawn up in strict accordance with the provisions of these specifications and using the relevant annexed forms.
- Expenses incurred in the preparation and dispatch of the request to participate shall not be refunded by the Agency.
- Fulfilment of the conditions of the call for requests to participate and the initiation of a tendering procedure impose no obligation on the Agency to award the contract. The Agency shall not be liable for any compensation in case of requests to participate not being accepted or selected, or in case the Agency decides not to award the contract.
- All documents submitted by the candidates shall become the property of the Agency and will be treated as confidential. They shall not be returned.

6. PARTICIPATION OF CONSORTIA AND SUBCONTRACTING

Participation of consortia:

Consortia, may submit an application (request to participate) on condition that they comply with the rules of competition.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to EASA.

Each member of the consortium must provide the required evidence for the exclusion and selection criteria (see **sections 7 and 8** of this Call). Concerning the selection criteria “economic and financial capacity” and “technical and professional capacity”, the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

The participation of an ineligible person (natural or legal) will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

Subcontracting:

If intended to sub-contract, the candidate must indicate clearly which parts of the services will be sub-contracted and to what extent (proportion in %). The sub-contractor must not sub-contract further.

Sub-contractors must satisfy the eligibility criteria applicable to the award of the contract. If the identity of the intended sub-contractor(s) is already known at the time of submitting the request to participate, the candidate must furnish a statement guaranteeing the eligibility of the sub-contractor, as well as a statement of undertaking signed by the proposed sub-contractor in the form provided in Annex VII. If the identity of the sub-contractor(s) is not known at the time of submitting the tender, the candidate who is awarded the contract will have to seek EASA's prior written authorisation before entering into a sub-contract.

Where no sub-contracting is indicated in the request to participate or in the tender the work will be assumed to be carried out directly by the bidder.

7. EXCLUSION CRITERIA

Candidates will be excluded from participation in this call if:

- a. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. they have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- c. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

- e. they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;
- f. following another procurement procedure or grant award procedure financed by the European Union's budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In addition, contracts may not be awarded to persons or organisations who, during the procurement procedure:

- are subject to a conflict of interest or,
- are guilty of misrepresentation in supplying the information required by EASA as a condition of participation in the procurement procedure or fail to supply this information.

Means of proof required

Candidates shall provide a declaration on their honour (see model in **Annex II**), duly signed and dated, stating that they are not in any of the situations referred to above.

Nota bene:

The candidate to whom the contract is to be awarded at the outcome of the phase 2 of the present negotiated procedure **will have to provide**, within 15 days following notification of award and preceding the signature of the contract, the following documentary proofs (in original) to confirm the declaration referred to above:

- For points a), b) and e) a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.
- For point d) a recent certificate issued by the competent authority of the State concerned.

Where the document or certificate referred to above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

8. SELECTION CRITERIA:

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, selection criteria under sections 8.2 and 8.3 will be applied to the consortium as a whole.

8.1 LEGAL CAPACITY

Requirement

Any candidate is asked to prove that he is authorised to perform the contract under the national law as evidenced by 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.

Evidence required

Candidates, (including all consortium members and any proposed sub-contractors), shall provide a duly filled in and signed **Legal Entity Form** (see **Annex III**) **accompanied by the documents** requested therein. (Where a candidate has already signed another contract with EASA, he may provide instead of the legal entity file and its supporting documents a copy of the legal entity file provided on that occasion, unless a change in his legal status occurred in the meantime or the legal entity file or its supporting documents are older than one year).

8.2 ECONOMIC AND FINANCIAL CAPACITY

Requirements:

- The candidate must be in a stable financial position and have the economic and financial capacity to perform the contract;
- The yearly overall turnover in the last three years (2008 – 2010) must not have fallen below 5.000.000 EUR (five million Euro).

Evidence required:

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

- balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed (where publication of the balance sheet is required under the company law of the country in which the economic operator is established);
- a duly dated and signed statement of overall turnover during the last three financial years;
- if, for some exceptional reason which EASA considers justified, the tenderer is unable to provide the references requested by the Contracting Authority, he may prove his economic and financial capacity by any other means which EASA considers appropriate.

The Agency reserves the right to request any additional documentary evidence it deems necessary or useful in order to verify a candidate's economic and financial standing.

8.3 TECHNICAL AND PROFESSIONAL CAPACITY

Requirements

The candidate must possess the following technical & professional capability in order to perform the contract:

- The ability to provide comprehensive travel agency services as described in section 3.2 above.

- In the past 5 years, the candidate must have successfully managed at least 2 contracts similar in subject and size to the services to be performed under the framework contract that may result from this procurement procedure.
- All staff involved in the execution of the contract must possess at least 3 years of relevant work experience and a level of English and German language competency sufficient to fully perform their tasks in English and German. All staff involved must possess a minimum education as travel expert to German standard (IHK) as “Reiseverkehrskaufmann/Reiseverkehrskauffrau”, or equivalent.
- The candidate shall in no way be subject to any conflict of interests concerning the implementation of the contract.

Evidence required

The following documents and information must be presented as evidence of compliance with the technical and professional requirements:

- The candidate must include in the request to participate a list of the principal services provided in the past five years, with the value of the contracts, dates and particulars of the recipients and services provided, following the format provided in Annex V - Part I.
- Answers to questions regarding candidate's experience (Annex V – Part II).
- References from at least 2 previous clients, public or private, with whom similar contracts were concluded.
- Presentation of each staff member to be involved in the execution of the contract through an EU CV format (Annex IV) indicating all relevant educational and professional qualifications, work experience and linguistic qualifications/levels.
- Duly signed statement on absence of conflict of interest (Annex VI).

Please note that it is the responsibility of candidates to inform EASA immediately of any changes to their administrative, technical or financial details which could affect any part of their original application.

Nota bene:

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, by producing an undertaking on the part of those entities to place those resources at its disposal in the form of a signed declaration of intent, as provided in Annex VII.

9. ASSESSMENT OF REQUESTS TO PARTICIPATE:

The assessment of candidates will take place in two stages:

1. **Exclusion** of candidates on the basis of the exclusion criteria listed in **section 7**.
2. **Selection** of candidates on the basis of selection criteria listed in **section 8**.

The assessment of the exclusion and selection criteria (see above) will be carried out during this first phase of the negotiated procedure in order to shortlist the candidates with the legal, technical, professional and financial capabilities required to perform the contract, who shall then be invited to submit a tender in the second phase of this procurement procedure.

10. LIMITATIONS ON THE NUMBER OF CANDIDATES WHO WILL BE INVITED TO TENDER OR TO PARTICIPATE:

Not applicable.

11. REDUCTION OF THE NUMBER OF CANDIDATES DURING THE NEGOTIATED PROCEDURE:

Not applicable.

12. LANGUAGE

Requests to participate should be drafted in one of the official languages of the European Union, preferably **English**.

13. APPLICATION'S FORMAT AND DOCUMENTS TO BE SUPPLIED BY CANDIDATES

13.1 Requests to participate (applications) must be sent in as one original plus three signed copies of the original. They must be submitted using **the standard application/request to participate form (Annex I)** whose format and instructions must be strictly observed.

13.2 Candidates should ensure that the following documents are included in their applications:

- a. Standard application/request to participate form (see **Annex I**)
- b. Exclusion criteria statement (see **section 7** above and **Annex II**)
- c. Duly filled in and signed Legal Entity Form (see **section 8.1** above and **Annex III**)
- d. Documents relating to the Economic and Financial capacity of the candidates (see **section 8.2** above)
- e. All documents/information enabling EASA to select candidates against the technical and professional capacity criteria (see **section 8.3** above, **Annex IV** and **Annex V**)
- f. Confirmation statement (**Annex VI**)
- g. A statement containing the name and position of the **tenderer's authorised representative/signatory** and official documentary evidence proving the representative's legal authority to validly sign on behalf of the organisation
- h. Declaration of intent (in case of sub-contracting or reliance on other entities' resources as specified under "nota bene" in section 8 of the present call) (**Annex VII**)
- i. Checklist of mandatory documents (**Annex VIII**)

It is strictly required that requests to participate be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the candidate's request.

14. ADDRESS TO WHICH APPLICATIONS MUST BE SENT AND MODALITIES OF SUBMISSION

Applications sent by post mail are to be sent to the following postal address:

**European Aviation Safety Agency
Finance and Business Services Directorate
Procurement and Contracts Section
Postfach 10 12 53
D-50452 Köln, Deutschland**

Applications sent by express mail, commercial courier or hand-delivered should be addressed to the following physical address:

**European Aviation Safety Agency
Finance and Business Services Directorate
Procurement and Contracts Section
Ottoplatz 1
D-50679 Köln-Deutz, Deutschland**

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 procedure **N°. EASA.2011.NP.08 – Phase 1**
the project title: **“Call for requests to participate for the provision of Implant Travel Agency services for the European Aviation Safety Agency (EASA) in Cologne”**
- the name of the Candidate
- the indication **“Request to participate - Not to be opened by the internal mail service”**
- the address for submission of tenders *(as indicated above)*
- the date of posting *(if applicable)* should be legible on the outer envelope.

It is strictly required that requests to participate be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the requests to participate.

Requests to participate must be submitted in **1 original and 3 copies (identical in full to the original)**. The original must be clearly labelled as 'Original' and the copies as 'Copy 1', 'Copy 2' and 'Copy 3'.

15. TIMETABLE / DEADLINE FOR SUBMISSION OF APPLICATIONS:

Summary timetable – Phase 1	Date	Comments
Launch date	06/04/2011	
Deadline for submitting requests for clarifications from EASA	04/05/2011	12:00h local time*
Last date on which clarifications are issued by EASA	10/05/2011	
Deadline for submission of applications (requests to participate)	13/05/2011	Applications delivered by hand shall be submitted not later than 17:00h local time*
Opening session + start of evaluation	20/05/2011	
Finalisation and notification	End May/ Early June 2011	Estimation

* Local time shall be the time of Cologne (Germany) – Central European Time (CET), i.e. GMT +1

16. OTHER INFORMATION

16.1 Contacts between EASA and the candidates

Contacts between EASA and candidates are prohibited throughout the procedure **save in exceptional circumstances and under the following conditions** only:

A. Before the final date for submission of the application:

- At the request of the candidate, EASA may provide additional information solely for the purpose of clarifying the nature of the contract. Any request for clarification must be made in writing by **e-mail JOINTLY** at tenders@easa.europa.eu and travel@easa.europa.eu or at the **Fax no.: +49-221.89.99.09.99** and should indicate the reference number and the title of the procurement procedure.
- Requests for clarification received by EASA after the deadline for such requests for clarification as specified in section 15 – Timetable may not be processed.
- EASA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the present call for requests to participate.
- Any additional information including that referred to above will be published on EASA's website. **Please ensure that you visit regularly the site for updates.**

B. After the opening of applications:

- If, after the applications have been opened, some clarification is required in connection with an application, or if obvious clerical errors in the submitted application must be corrected, the EASA may contact the candidate, although

such contact may not lead to any alteration of the terms of the submitted request to participate (application).

16.2 Candidates will be informed of the outcome of their applications.

At the end of the first phase of the procedure, the Agency will inform the candidates of the decision made concerning the selection of the candidates which will be invited to take part in the second phase.

The candidates having successfully passed, and been shortlisted as a result of the pre-selection process (Phase 1), will be invited to submit a tender. They will receive a complete set of descriptive documents including the detailed tender specifications.

The non-successful candidates will be informed in writing that they have not been retained.

16.3 Depending on the number of applications, the Agency intends to issue end of May/early June 2011 an invitation to submit tenders (estimated deadline for submission end of June 2011) for services to be delivered starting 1st August 2011 (estimation).

16.4 Forecast Phase 2:

Shortlisted candidates who will be invited to submit a tender in the second phase will be asked to irrevocably and unconditionally accept the Agency's terms and conditions, in particular the draft contract, to sign a corresponding statement of acceptance and a statement of absence of conflict of interest.

17. ANNEXES

- Annex I – Standard application form
- Annex II – Declaration on exclusion criteria
- Annex III – Legal Entity Form
- Annex IV – Template Curriculum Vitae
- Annex V – Experience (list of reference projects and questionnaire)
- Annex VI – Confirmation statement
- Annex VII – Declaration of Intent (in case of sub-contracting or reliance on other entities' resources as specified under "nota bene" in section 8 of the present call)
- Annex VIII - Checklist of mandatory documents

ANNEX I - STANDARD APPLICATION FORM / REQUEST TO PARTICIPATE

EASA.2011.NP.08 – PHASE 1

One signed original application/request to participate must be supplied, together with **three copies**. The application must include a signed declaration using the annexed format from each legal entity making the application. **All data included in this application must concern only the legal entity or entities making the application.**

Applications being submitted by a **consortium** (i.e., either a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

1. SUBMITTED by (i.e. the identity of the Candidate)

	Name(s) of legal entity or entities making this application	Nationality ²
Leader		
Member 2		
Etc ... ³		

2. CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3. Name and position of the Authorised Signatory of the Candidate⁴:

Name	
Position	
Organisation	

² Country in which the legal entity is registered

³ Add / delete additional lines for consortium members as appropriate

⁴ Official proof of such authorised signatory status must be enclosed

ANNEX II

DECLARATION ON EXCLUSION CRITERIA

(to be submitted by each legal entity identified under point 1 of this application, including every consortium member)

The undersigned:

Name of the individual/company/organisation:

Legal address:

Registration number/ID Card No.:

VAT number:

Declares on oath that the individual/company/organisation mentioned above is not in any of the situations mentioned below:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which EASA can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;
- f) following another procurement procedure or grant award procedure financed by the European Union budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

I the undersigned understands that contracts may not be awarded if during the procurement procedure the individual/company/organisation mentioned above:

- is subject to a conflict of interest;
- is guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;

Full name:

Date & Signature:

ANNEX III
LEGAL ENTITY FORM

(to be downloaded, depending on the candidate's nationality and legal form, from the following website)

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm

ANNEX IV – CURRICULUM VITAE

EUROPEAN CURRICULUM VITAE FORMAT



PERSONAL INFORMATION

Name

[SURNAME, other name(s)]

Address

[House number, street name, postcode, city, country]

Telephone

Fax

E-mail

Nationality

Date of birth

[Day, month, year] [optional to complete]

TOTAL YEARS OF EXPERIENCE

[month, year]

WORK EXPERIENCE

- Dates (from – to)
- Name and address of employer
- Type of business or sector
- Occupation or position held
- Main activities and responsibilities

[Add separate entries for each relevant post occupied, starting with the most recent.]

EDUCATION AND TRAINING

- Dates (from – to)
- Name and type of organisation providing education and training
- Principal subjects/occupational skills covered
- Title of qualification awarded
- Level in national classification (if appropriate)

[Add separate entries for each relevant course you have completed, starting with the most recent.]

**PERSONAL SKILLS
AND COMPETENCES**

Acquired in the course of life and career but not necessarily covered by formal certificates and diplomas.

MOTHER TONGUE

[Specify mother tongue]

OTHER LANGUAGES

[Specify language]

- Reading skills
- Writing skills
- Verbal skills

[Indicate level: excellent, good, basic.]

[Indicate level: excellent, good, basic.]

[Indicate level: excellent, good, basic.]

SOCIAL SKILLS
AND COMPETENCES

Living and working with other people, in multicultural environments, in positions where communication is important and situations where teamwork is essential (for example culture and sports), etc.

[Describe these competences and indicate where they were acquired.]

ORGANISATIONAL SKILLS
AND COMPETENCES

Coordination and administration of people, projects and budgets; at work, in voluntary work (for example culture and sports) and at home, etc.

[Describe these competences and indicate where they were acquired.]

TECHNICAL SKILLS
AND COMPETENCES

With computers, specific kinds of equipment, machinery, etc.

[Describe these competences and indicate where they were acquired.]

ARTISTIC SKILLS
AND COMPETENCES

Music, writing, design, etc.

[Describe these competences and indicate where they were acquired.] [optional to complete]

OTHER SKILLS
AND COMPETENCES

Competences not mentioned above.

[Describe these competences and indicate where they were acquired.]

DRIVING LICENCE(S)

[optional to complete]

ADDITIONAL INFORMATION

[Include here any other information that may be relevant, for example contact persons, references, etc.]

ANNEXES

[LIST any attached annexes.]

ANNEX V – EXPERIENCE

PART I – Reference projects

Please complete the below table in order to demonstrate the candidate’s technical and professional capacity to perform the Contract.

Please note: In the past 5 years, the candidate must have successfully managed at least 2 contracts similar in subject and size to the services to be performed under the framework contract that may result from this procurement procedure.

	Project name and client ⁵	Detailed description of service provided ⁶	Project start date	Project end date/ estimated end date	Place of execution	Project in international working environment (yes/no)	Volume of the services performed	Financial volume of performed services in €	% of project sub-contracted	Reference letter from the client available ⁷
1.										
2.										
3.										
4.										
5.										

More rows can be added by the tenderer where necessary

⁵ In case the name of the client cannot be disclosed, please specify the type of organisation or company

⁶ Please add additional sheets if necessary

⁷ Please specify in the table the location in your tender where the client reference can be found

PART II - Questions related to the candidate's experience

1. Do you have experience with implant offices at public organisations?

Yes

No

If yes, please add all relevant contact information

2. Do you have experience with implant offices at the EU Institutions, agencies or bodies?

Yes

No

If yes, please add all relevant contact information

3. Please specify the language capacity (basic, good, advanced, excellent) of the staff members designated to work at the EASA implant:

Staff Member	English	German	Other (please specify)
Staff Member #1			
Staff Member #2			
Staff Member #3			

4. Do your staff members to be involved in the execution of the contract have at least three years of experience in business travel after their vocational training?

Yes

No

5. Please specify the business travel diploma your staff members hold:

Staff Member	Diploma	Class of (year)	Grade
Staff Member #1			
Staff Member #2			
Staff Member #3			

Date and signature

ANNEX VI – CONFIRMATION STATEMENT

**Title: Implant Travel Agency services for the European Aviation Safety Agency (EASA)
in Cologne**

Ref.: EASA.2011.NP.08 - Phase 1

Name of the Candidate: *[please specify]*

I, the undersigned, being the authorised signatory of the above Candidate (including and representing all consortium members, in the case of a consortium), hereby solemnly declare that:

1. The information provided above is true and accurate.
2. We undertake to immediately notify the Agency of any changes in our situation that could affect the present application.
3. If our application is short-listed, we intend to submit a tender to provide the services requested in the invitation to tender.
4. We undertake to produce on request documents to support our request to participate and accept that failure to do so may invalidate our request to participate.
5. We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure except with the prior written authorisation of EASA. We are also aware that the consortium members would have joint and several liability towards EASA concerning participation in both the above procedure and any contract awarded to the consortium as a result of it.
6. We are not and shall not be in any situation which could give rise to a conflict of interest in what concerns the performance and implementation of the contract. In the event of the contract being awarded to us, we commit ourselves to act with complete impartiality and in good faith in what concerns its performance and outcome, and to strictly avoid any situation of conflict of interest (whether actual or potential).

Signed on behalf of the Candidate:

Name	
Signature	
Place and Date	

ANNEX VII
DECLARATION OF INTENT

<Letterhead of the sub-contractor or other entity on whose resources to rely>

I, the undersigned, being the **authorised signatory** for the above-mentioned company for the tender EASA.2011.NP.08 – “Implant Travel Agency services for the European Aviation Safety Agency (EASA) in Cologne”, hereby solemnly declare and confirm our irrevocable undertaking to collaborate with the candidate [*insert full legal name of candidate*] should they win the contract and that all appropriate and necessary resources from our part shall be put at the candidate’s disposal for the performance of the contract.

Date and signature

ANNEX VIII

CHECKLIST OF MANDATORY DOCUMENTS

The checklist must be used to ensure that you have provided all the documentation for this application and in the correct way. This checklist shall be included as part of your application.

Please Tick ✓ the boxes provided

	DOCUMENT	REFERENCE
<input type="checkbox"/>	Standard application form duly filled in and signed by the Candidate's authorised signatory	ANNEX I
<input type="checkbox"/>	A statement containing the name and position of the tenderer's authorised representative/signatory and official documentary evidence proving the representative's legal authority to validly sign on behalf of the organisation	Section 13.2 of the present call
<input type="checkbox"/>	Declaration on Exclusion Criteria	ANNEX II
<input type="checkbox"/>	Legal Entity Form duly filled in and signed and accompanied by the respective supporting documentation	ANNEX III
<input type="checkbox"/>	Documents proving the Candidate's economic and financial status	Section 8.2 of the present call
<input type="checkbox"/>	Curriculum Vitae of staff members to be involved in the execution of the contract	ANNEX IV
<input type="checkbox"/>	Experience (list of reference projects and questionnaire)	ANNEX V
<input type="checkbox"/>	References of at least 2 clients	Section 8.3 of the present call
<input type="checkbox"/>	Confirmation statement	ANNEX VI
<input type="checkbox"/>	Declaration of intent <i>(in case of sub-contracting or reliance on other entities' resources as specified under "nota bene" in section 8 of the present call)</i>	ANNEX VII