

# Procurement Documents

**Publication Reference: EASA.2021.HVP.30**

**Title of Contract: Horizon Europe Project:  
Implementation of the Aerodrome ‘Triple One’  
concept**

The European Union Aviation Safety Agency (hereinafter ‘EASA’, ‘the Agency’ or ‘the Contracting Authority’) is planning to award the public contract referred to above.

The procurement documents consist of:

- Part I - Invitation to Tender
- Part II - Tender Specifications (including all its annexes)
- Part III - Draft Contract



# **Procurement Documents**

## **Part I**

### **Invitation to Tender**



## **Invitation to Tender**

The European Union Aviation Safety Agency (hereinafter 'EASA', 'the Agency' or 'the Contracting Authority') is planning to award the contract resulting from the above procurement procedure. The procurement documents consist of the contract notice (Supplement to the Official Journal of the EU, OJS) and present procurement documents (I. Invitation to Tender, II. Tender Specifications and its annexes & III. Draft Contract).

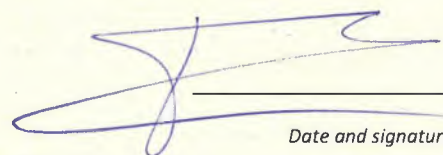
The purpose of this call for tender and any additional information necessary to present an offer can be found in Part II - tender specifications.

You should note however the following important points concerning the submission of a tender and its implications:

1. Tenders must be submitted as scanned documents/online and respect the instructions provided in Section 1.7 - Submission of Tenders (Part II - tender specifications).
2. Tenders must be submitted no later than the time limit indicated in Section 1.3 – Timetable (Part II - tender specifications).
3. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are perfectly legible so that there can be no doubt as to words or figures.
4. Tenderers must ensure that their submitted tenders contain all the information and documents required by the Contracting Authority at the time of submission as set out in the procurement documents.
5. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is indicated in Section 1.9 - Period during which tenders are binding.
6. Submission of a tender implies acceptance of all the terms and conditions set out in the contract notice, this invitation, in the tender specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It shall be binding on the tenderer to whom the contract is awarded for the duration of the contract.
7. All costs incurred in preparing and submitting tenders shall be borne by the tenderers and cannot be reimbursed.
8. Contacts between EASA and tenderers are prohibited throughout the procedure save in exceptional circumstances as described in Section 1.10 – Contacts between EASA and tenderers, (Part II - tender specifications).
9. This invitation is in no way binding on EASA. EASA's contractual relationship commences only upon signature of the contract with the successful tenderer.
10. Up to the point of signature, EASA may cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
11. Once EASA has opened the tender, it becomes its property and it shall be treated confidentially. Consequently, tenderers shall have no right to have their tenders returned to them.



12. Tenderers will be notified of the outcome of this procurement procedure by e-mail only. The notification will be sent to the e-mail address provided in the tender for the tenderer (group leader in case of a joint tender). The same e-mail address will be used by the Contracting Authority for all other communications with the tenderer. It is the tenderer's responsibility to provide a valid e-mail address and to check it regularly.
13. If processing a reply to the invitation to tender involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC. Unless indicated otherwise, any personal data will be processed solely for evaluation purposes under the call for tenders by the data controller as identified in the draft contract (Part III Procurement Documents). Details concerning the processing of your personal data are available in the privacy statement (No 54) at: <https://www.easa.europa.eu/data-protection>.
- If you would like to exercise your rights under Regulation (EU) 2018/1725, or if you have comments, questions or concerns, or if you would like to submit a complaint regarding the collection and use of your personal data, you can contact the data controller at [tenders@easa.europa.eu](mailto:tenders@easa.europa.eu) by explicitly specifying your request.
14. The tenderer's personal data may be registered in the Early Detection and Exclusion System (EDES) if the tenderer is in one of the situations mentioned in Article 136 of the Financial Regulation<sup>1</sup>. For more information, see the Privacy Statement on: [http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)
15. Tenderers may submit any observations concerning the procurement procedure to the Contracting Authority using the contact details under Heading I.1 of the contract notice. If tenderers believe that there is maladministration, they may lodge a complaint to the European Ombudsman within two years of the date when they become aware of the facts which form the basis for the complaint (see <http://www.ombudsman.europa.eu>).
16. Within two months of notice of the outcome of the procedure (award decision), tenderers may launch an action for its annulment. Any request tenderers may make and any reply from the Contracting Authority, or any complaint for maladministration, will have neither the purpose nor the effect of suspending the time-limit for launching an action for annulment nor open a new period for launching an action for annulment. The body responsible for hearing annulment procedures is indicated in Section VI.4.1 of the contract notice.



Date and signature

**25. JAN. 2022**

**Luc TYTGAT**

**Strategy & Safety Management Director**

<sup>1</sup> Regulation (EU, Euratom) No 1046/2018 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation (EC, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p. 1).



# **Procurement Documents**

## **Part II**

### **Tender Specifications**



<b>1 Overview of this Tender.....</b>	<b>7</b>
1.1 Introduction to EASA.....	7
1.2 Description of the Contract.....	7
1.3 Timetable .....	7
1.4 Participation in the Tender Procedure.....	8
1.5 Joint Tenders - Participation of Consortia.....	8
1.6 Sub-contracting .....	9
1.7 Submission of Tenders .....	10
1.8 Environmental & Social Considerations .....	15
1.9 Period during which tenders are binding.....	15
1.10 Contacts between EASA and Tenderers.....	15
1.11 Opening Session .....	16
1.12 Variants .....	16
1.13 Contract Provisions .....	16
<b>2 Technical specifications .....</b>	<b>18</b>
2.1 Introduction: background to the invitation to tender.....	18
2.2 Description of the subject, expected outcome, and required output .....	18
2.3 Outline of the services required.....	23
2.4 Description of the contract .....	40
<b>3 Evaluation of Tenders &amp; Contract Award.....</b>	<b>42</b>
3.1 Exclusion Criteria .....	42
3.2 Selection Criteria and Minimum Requirements.....	43
3.3 Award Criteria .....	48
<b>ANNEX I - TENDER SUBMISSION FORM.....</b>	<b>51</b>
<b>ANNEX II - DECLARATION ON HONOUR (ON EXCLUSION CRITERIA &amp; SELECTION CRITERIA) .....</b>	<b>56</b>
<b>ANNEX III – SUB-CONTRACTORS DECLARATION .....</b>	<b>64</b>
<b>ANNEX IV.a – SELECTION CRITERIA – 3.2.2 ECONOMIC &amp; FINANCIAL CAPACITY .....</b>	<b>66</b>
<b>ANNEX IV.b – SELECTION CRITERIA – 3.2.3 TECHNICAL &amp; PROFESSIONAL CAPACITY – EXPERIENCE OF THE TENDERER ..</b>	<b>67</b>
<b>ANNEX IV.c – TECHNICAL &amp; PROFESSIONAL CAPACITY - OVERVIEW OF PROJECT TEAM .....</b>	<b>68</b>
<b>ANNEX V - MODEL FINANCIAL OFFER .....</b>	<b>69</b>



## 1 Overview of this Tender

### 1.1 Introduction to EASA

The European Union Aviation Safety Agency, (hereinafter 'EASA', 'the Agency' or 'the Contracting Authority'), is an agency of the European Union, which has been given specific regulatory and executive tasks in the field of aviation safety. The Agency constitutes a key part of the European Union's strategy to establish and maintain a high uniform standard of safety and environmental protection in civil aviation at European level. Further information can be found on the [Agency's Website<sup>2</sup>](#).

### 1.2 Description of the Contract

The services/supplies required by EASA under the contract to be potentially awarded as a result of this call for tenders are described in the **Technical Specifications in section 2** of the present tender specifications.

### 1.3 Timetable

Summary timetable	Date	Comments
Deadline for addressing requests for clarification to EASA	19 April 2022 10:00 h*	
Last date on which clarifications are issued by EASA	25 April 2022 10:00 h*	Tenderers are advised to check the eTendering website <a href="https://etendering.ted.europa.eu/cft/cft-display.html?cftId=10160">https://etendering.ted.europa.eu/cft/cft-display.html?cftId=10160</a> on a regular basis for possible updates and/or clarifications.
<b>Time limit for receipt of tenders</b>	<b>5 May 2022 10:00:59 h*</b>	Tenderers are advised to carefully read the instructions in section 1.7 about eSubmission
Opening Session	<b>6 May 2022 10:00 h*</b>	See section 1.11 for further information regarding the Opening Session.
Completion Date for Evaluation of Tenders	July 2022	Estimated
Signature of Contracts	Q3 2022	Estimated

\*Cologne Local Time

<sup>2</sup> <https://www.easa.europa.eu/>





## **1.4 Participation in the Tender Procedure**

Tenderers must not be in any situation of exclusion under the exclusion criteria indicated in section 3.1 / Annex II of these tender specifications and must have the legal & regulatory capacity to allow them to participate in this tender procedure (see section 3.2.1).

Please note that any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or EASA during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his tender and may result in administrative penalties.

### **✓ Access to the market - Eligibility of state of origin**

This procurement procedure is open to any natural or legal person wishing to bid for the assignment and established in any of the European Union Member States, Norway, Iceland, Liechtenstein or Switzerland. Under the Stabilisation and Association Agreements (SAA) economic operators established in North Macedonia, Albania, Montenegro, Serbia, Bosnia and Herzegovina and Kosovo are also eligible to submit a tender. Further, under the Association Agreements with Georgia, Moldova and Ukraine participation to this procurement procedure is open to economic operators established in those countries on the conditions laid down in these agreements.

The procedure is also open to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. Where the Agreement on Government Procurement (GPA)<sup>3</sup> concluded within the World Trade Organisation applies, the participation to this call for tenders is open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein. Where other bilateral free trade agreements (FTA)<sup>4</sup> apply, the participation to this call for tenders is open to economic operators established in the countries, on the conditions laid down therein.

Natural or legal persons established in the United Kingdom are eligible to bid under this procedure.

The rules on access to procurement do not apply to subcontractors. Subcontracting may not be used with the intent to circumvent the rules on access to procurement.

## **1.5 Joint Tenders - Participation of Consortia**

Consortia may submit a tender on the condition that it complies with the rules of competition including satisfying the requirements under the exclusion criteria (see section 3.1) applicable to the award of the contract.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure, complying with the eligibility requirements (section 1.4). All members of a consortium (i.e. the leader and all other members) are jointly and severally liable to the Contracting Authority.

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<sup>3</sup> [https://www.wto.org/english/tratop\\_e/gproc\\_e/gp\\_gpa\\_e.htm](https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm).

<sup>4</sup> [Negotiations and agreements - Trade - European Commission \(europa.eu\)](#)





For each consortium member, the tenderer must, **at the time of tender submission**<sup>5</sup>:

- ✓ Specify the company or person heading the project (the leader) and submit, a copy of the document authorising this company or person to submit a tender on behalf of the consortium (e.g. power of attorney) – *alternatively, if already available at the time of tender submission, a duly signed and dated (by each member) consortium agreement.*
- ✓ Submit the required declaration of honour on the exclusion (section 3.1) and selection (section 3.2) criteria – Annex II.
- ✓ Submit the Legal Entity Form (section 3.2.1 Legal & Regulatory Capacity) – using the form indicated in section 3.2.1 and providing the supporting documents as requested therein.
- ✓ For the selection criteria - economic & financial capacity (see section 3.2.2) and technical & professional capacity (see section 3.2.3) the evidence should be provided by the relevant complying member(s) of the consortium, and will be checked to ensure that the consortium as a whole fulfils the criteria (e.g. *not every consortium member needs to fulfil each of the criteria individually – but rather as a whole*).
- ✓ **In case of successful award & before contract signature**: the tenderer to whom the contract is to be awarded shall provide, at the latest, within 15 days following notification of award and preceding the signature of the contract, a duly signed and dated (by each of the consortium members) consortium agreement specifying the company or person heading the project and authorised to sign the contract on behalf of the consortium (unless already submitted at the time of tender submission).

The participation of an ineligible person 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.

- ✓ **In case of successful award**: Submit the required evidence for exclusion criteria (see section 3.1).

## 1.6 Sub-contracting

Sub-contractors (including freelancers) must satisfy the requirements under the exclusion criteria (see section 3.1) 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 tender, **for each sub-contractor**, the tenderer must, **at the time of tender submission**<sup>6</sup>:

- ✓ Indicate clearly **which parts of the work will be sub-contracted** (including freelance consultants, experts etc.) and **to what extent** (proportion in %) - **Annex I**. The sub-contractor must not sub-contract further.
- ✓ Submit a **duly signed and dated** (by the sub-contractor's authorised signatory) '**Sub-contractors Declaration**' – **Annex III** - confirming that they are not in any of the situations of exclusion / professional conflicting interest (see section 3.1) and pledging their irrevocable undertaking to collaborate with the

<sup>5</sup> See also section 1.7 and Annex I – Tender Submission Form – for a summary / overview of documents to be submitted as part of the tender.

<sup>6</sup> See also section 1.7 and Annex I – Tender Submission Form – for a summary / overview of documents to be submitted as part of the tender.



tenderer, should they win the contract and that they will put all appropriate and necessary resources from their part at the tenderer's disposal for the performance of the contract.

- ✓ Submit the required evidence for technical & professional capacity (see section 3.2.3). Please note that the evidence provided by the complying sub-contractor/s, for those applicable criteria, will be checked to ensure that the tenderer as a whole fulfils the criteria.

**\*Important Note:** *If the identity of the sub-contractor(s) is not known at the time of submitting the tender, the tenderer 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 tender the work will be assumed to be carried out directly by the bidder.*

## 1.7 Submission of Tenders

It is strictly required that tenders are 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 tender. As a result, tenders must comply with the following conditions for submission.

- ✓ **Language of the Tender**

Tenders should be drafted in one of the official languages of the European Union, preferably English.

- ✓ **Division into Lots**

This tender is not divided into lots. The tenderer must be in a position to provide all the services requested.

- ✓ **Submission modalities and presentation of the Tender**

Tenders must be submitted exclusively via the electronic submission system (eSubmission)<sup>7</sup> which is accessible on the Funding and Tenders Opportunities portal (F&T portal)<sup>8</sup>. Tenders submitted in any other way (e.g. e-mail or by letter) will be disregarded.

In order to submit a tender using eSubmission, economic operators (each member of the group in the case of a joint tender) will need to register in the European Commission's [Participant Register](#) - an online register of organisations participating in EU calls for tenders or proposals. On registering each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register. Instructions on how to create a PIC can be found on this [page](#)<sup>9</sup>. Economic operators already registered in the Participant Register shall reuse their existing PICs when preparing tenders in eSubmission.

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<sup>7</sup> For detailed instructions on how to submit a tender please consult the **eSubmission Quick Guide for Economic Operators** available at: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/esubmission/quickguidepp\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/esubmission/quickguidepp_en.pdf)

The supported browsers, file types, size of attachments and other system requirements can be consulted at: <https://webgate.ec.europa.eu/fpfis/wikis/x/Oo5kl>.

<sup>8</sup> <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

<sup>9</sup> <https://webgate.ec.europa.eu/fpfis/wikis/x/sYXvlg>



In the course of the procurement procedure the Research Executive Agency Validation Services (hereafter *the EU Validation Services*) may contact tenderers and ask for supporting documents with respect to the legal existence and status as well as economic and financial capacity. The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly. The documents that may be requested by *the EU Validation Services* are listed in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#). A request for supporting documents in no way implies that the tenderer has been successful.

#### **1.7.3.1 Information to be filled in**

In the eSubmission application, tenderers are requested to fill in and upload all necessary fields and documents as appropriate. All tenders must be clear, complete and consistent with all the requirements including:



<b>Parties - Identification of the tenderer (Administrative documents)</b>
<b>Required fields:</b> Tenderers must fill in all required information.
<b>Attachments:</b> Tenderers must upload the following documents:
<p>✓ <b>Declaration on Honour</b> (section 3.1 Exclusion Criteria &amp; 3.2 Selection Criteria) – using the template in Annex II (signed by the sole tenderer or (in case of joint tenders) by each consortium member using a separate form per member).</p>
<p>✓ <b>Legal &amp; Regulatory Capacity</b> (section 3.2.1): Legal Entity Form using the template from the link below and the supporting documents requested in section 3.2.1 (<i>signed by the sole tenderer or (in case of joint tenders) by each consortium member using a separate form per member</i>):  <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a></p>
<p>✓ <b>Economic &amp; Financial Capacity</b> (section 3.2.2): <b>Economic &amp; Financial Capacity Documents</b> using the template in Annex IV.a accompanied by the <b>documents requested</b> therein (<i>provided by the sole tenderer or (in case of joint tenders) by the complying consortium member(s)</i>).</p>
<p>✓ <b>Technical &amp; Professional capacity</b> (section 3.2.3): All evidence as requested in section 3.2.3 (<i>provided by the sole tenderer, by the complying consortium member(s) in case of joint tenders and by the complying sub-contractor(s)</i>).</p>
<p>✓ <b>Exclusion criteria - evidence:</b> No document required at time of submission.*</p>
<p>✓ <b>Under 'Other documents':</b></p> <ul style="list-style-type: none"> <li>• <b>Tender Submission Form</b> – using the template in Annex I (<i>signed by the sole tenderer or leader in case of joint tender</i>).</li> <li>• <b>Evidence</b> that the person signing the documents is an <b>authorised representative</b> of the entity (<i>provided by the sole tenderer or (in case of joint tenders) by each consortium member</i>).</li> <li>• <i>In case of sub-contracting (section 1.6):</i> <b>Sub-contractors Declaration</b> – using the template in Annex III (<i>signed by each sub-contractor using a separate form</i>).</li> <li>• <i>In case of consortia (section 1.5):</i> <b>Consortium agreement</b> (if already available), or, <b>powers of attorney</b> issued by the consortium members empowering the representative of the consortium leader (tenderer) to submit a tender of their behalf (<i>signed</i>).</li> <li>• <b>Financial Identification Form</b> (<i>signed</i>) – using the template downloadable from the EC Webpage (<i>signed by the sole tenderer or leader in case of joint tenders</i>):  <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm</a></li> </ul>
<b>Tender Data (Technical and Financial documents)</b>
<b>Total amount exclusive taxes:</b> the <b>total final amount identical</b> and as calculated in Annex V shall be inserted by the tenderers.
<b>Total taxes amount:</b> the amount '0,00' Euro shall be inserted by the tenderers since EASA is exempt from taxation.



The following documents shall be uploaded:

- ✓ **Technical tender:** Technical Offer providing all information requested in section 3.3.1.
- ✓ **Financial tender:** Financial Offer (section 3.3.2) using the template in Annex V.

**\*Important Note:** Tenderers are requested to declare that they comply (as a whole) with the exclusion criteria (section 3.1) as part of their “Declaration on Honour” using the template in Annex II. As a result, the evidence does not need to be submitted at the time of tender submission. However, upon request and before contract award, tenderer(s) might be required to provide the necessary supporting documents for exclusion criteria listed therein. Therefore, before submitting a tender please carefully review the exclusion criteria (section 3.1) and evidence defined to ensure that in case of request such evidence can be provided and without delay.

The documents must be signed using any of the following 2 methods:

- Electronically signed: in this case documents must be signed with a qualified electronic signature as defined in Regulation (EU) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market (the eIDAS Regulation)<sup>10</sup>. For technical details on electronic signatures, tenderers may consult the eSubmission signature policy<sup>11</sup>.
- Handwritten/wet signature: in this case, documents must be printed and the **authorised signatory** must hand sign the document, scan them and then upload them into the system.

All documents must be signed by the signatories (when they are individuals) or by their duly authorised representatives. When signed by representatives, tenderers must provide adequate evidence for the delegation of the authorisation to sign (e.g. any official document confirming the names of authorised representatives, duly signed and dated (sub) delegation of signature if applicable, etc.).

*Note: EASA reserves the right to ask the tenderer to submit the hand signed original of the above listed documents at a later time via post mail.*

**Tenderers must ensure that their submitted tenders contain all the information and documents required by the Contracting Authority at the time of submission as set out in the procurement documents.**

All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

### 1.7.3.2 Deadline for receipt of tenders

The time-limit for receipt of tenders is indicated in **section 1.3** and under Section IV.2.2 of the contract notice where local time shall be understood as local time at the contracting authority's location (the location indicated under Section I.1 of the contract notice). The time-limit is published also on the above TED eTendering website which sends notifications to subscribed users when the call for tenders' data is modified.

<sup>10</sup> [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L\\_.2014.257.01.0073.01.ENG](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=uriserv%3AOJ.L_.2014.257.01.0073.01.ENG)

<sup>11</sup> <https://webgate.ec.europa.eu/fpfis/wikis/x/iwX4Dg>



The tender (including all documents) must be fully uploaded and received before the time limit for receipt of tenders. The submission receipt provided by eSubmission with the official date and time of receipt of the submission (timestamp) constitutes proof of compliance with the time-limit for receipt of tenders.<sup>12</sup>

***Tenderers are responsible to ensure that their full tender reaches the destination in due time.***

***A tender received after the time limit for receipt of tenders shall be rejected.***

*Note: Tenderers are advised to start completing their tender early. The time it takes to submit the tender and upload all requested documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of the tender and the type of internet service used by the tenderer. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, tenders should be submitted several hours before the deadline.*

*Please note that it is not possible to submit a tender through eSubmission after the time-limit for receipt of tenders indicated in the contract notice and/or the TED eTendering website. To ensure tenders are submitted on time, tenderers are invited to get familiar with the system and the system requirements, in particular the accepted file formats<sup>13</sup>, well in advance.*

In case of problems with the submission of the electronic tender, it is recommended that tenderers contact the eSubmission Helpdesk<sup>14</sup> in reasonable time before the time limit for receipt of tenders.

If the Contracting Authority detects technical faults in the functioning of the electronic equipment used for submitting and receiving tenders due to which it is impossible to electronically submit and receive tenders, the Contracting Authority will provide the necessary information on a potential extension of the time limit on the eTendering website.

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender<sup>15</sup>, or withdraw it and replace it with a new one<sup>16</sup>. A withdrawal receipt will be provided by eSubmission as proof of withdrawal.

### **1.7.3.3 Get Technical help for issues with eSubmission application**

In order to get technical help for any technical issue or problem related to the eSubmission application, tenderers shall consult the [eSubmission Quick Guide for Economic Operators<sup>17</sup>](#). The supported browsers, file types, size of attachments and other system requirements can be consulted at:

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<sup>12</sup> If no submission receipt is received in reasonable time after submission, please contact the eSubmission Helpdesk as soon as possible (see contact details in section 1.7.3.3).

<sup>13</sup> For detailed instructions on how to submit a tender please consult the eSubmission Quick Guide available at: [https://ec.europa.eu/info/funding-tenders/opportunities/docs/esubmission/quickguidepp\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/esubmission/quickguidepp_en.pdf)

<sup>14</sup> eSubmission Helpdesk: see contact details in section 1.7.3.3

<sup>15</sup> A submitted tender can be withdrawn directly in the 'Procurement/My Submission(s)' area in the F&T Portal. For detailed instructions on how to withdraw a tender please consult the above referred eSubmission Quick Guide for Economic Operators.

<sup>16</sup> To submit a new version, the tenderer must create a new tender in eSubmission and include all the information and documents required in the procurement documents with the submission of a tender, even if some of them have already been included in the replaced tender.

<sup>17</sup> eSubmission Quick Guide for Economic Operators is available at: [https://webgate.ec.europa.eu/digit/opsys/esubmission/assets/documents/manual/quickGuide\\_en.pdf](https://webgate.ec.europa.eu/digit/opsys/esubmission/assets/documents/manual/quickGuide_en.pdf)



<https://webgate.ec.europa.eu/fpfis/wikis/x/Oo5kl>. The DIGIT eProcurement support team<sup>18</sup> can be contacted by consulting the footer section on eSubmission application or as described on page 3 of the eSubmission Quick Guide for Economic Operators.

## **1.8 Environmental & Social Considerations**

The Agency is committed to minimising the environmental impact of its everyday business activities, including, promoting an eco-friendly approach in its purchasing activity. Therefore, contractors of the Agency should also follow / adopt such environmental considerations and strive to be eco-friendly (i.e. reduce water, energy and waste consumption, actively recycle, using reusable / recyclable materials etc.) in their related business operations.

In addition, the contractor shall ensure compliance with any European and national rules on environmental protection, safety and health as well as, as already described in Section 3.2.4, the applicable environmental, social and labour law obligations.

## **1.9 Period during which tenders are binding**

The period of validity of tenders, during which tenderers may not modify the terms of their tenders in any respect is 4 months after the deadline for the receipt of tenders. In exceptional cases, before the period of validity expires, EASA may ask tenderers to extend the period for a specific number of days, which shall not exceed 40.

The selected tenderer must maintain its tender for a further 60 days from the date of notification that his tender has been recommended for the award of the contract. The further period of 60 days is added to the initial period of 4 months irrespective of the date of notification.

## **1.10 Contacts between EASA and Tenderers**

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

### **Before the time-limit for receipt of tenders:**

- Upon request, EASA may provide additional information solely for the purpose of clarifying the procurement documents.
- Any request for clarification regarding the content of the procurement documents must be made in writing through the eTendering website at <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=10160> in the 'questions and answers' tab, by clicking 'Create a question' (registration on TED eTendering is required to be able to create and submit a question). Tenderers shall adhere to creating just one single question at a time and avoid submitting a number of bundled questions at once.

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<sup>18</sup>

DIGIT eProcurement support: E-mail: [DIGIT-EPROUREMENT-SUPPORT@ec.europa.eu](mailto:DIGIT-EPROUREMENT-SUPPORT@ec.europa.eu), Tel.: +32 (0) 229 71063





- Requests for clarification received by EASA after the deadline for such requests for clarification as specified in section 1.3 – 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 procurement documents.
- Any clarifications including that referred to above will be published on the eTendering website indicated above - please ensure that you visit regularly the site for updates and modifications during the submission period.

**Evaluation phase (after the opening of tenders):**

If, after the tenders have been opened, some clarification is required in connection with a tender, or if the tenderer has failed to submit evidence or to make statements as required in the procurement documents or if obvious clerical errors in the submitted tender must be corrected, EASA may contact the tenderer and request the missing information or clarify supporting documents. EASA may correct obvious clerical errors in the tender after confirmation of the correction by the tenderer. Such information, clarification or confirmation shall not substantially change the tender.

**1.11 Opening Session**

Tenders will be opened at the time indicated in section 1.3. A maximum of one representative per tender can attend the opening of tenders. The opening session will be organised via video conference using Cisco WebEx. Tenderers interested to follow/join shall request their participation via email to [tenders@easa.europa.eu](mailto:tenders@easa.europa.eu) two working days in advance. The representative will be requested to present the submission receipt generated by eSubmission.

The public part of the opening session will be strictly limited to the following aspects:

- ✓ Verification that each tender has been submitted in accordance with the submission requirements of the call for tenders;
- ✓ Announcement of the tenders received: the names of the tenderers (all members in the case of a joint tender) will be announced.

Tenderers not present at the opening session may send a request to [tenders@easa.europa.eu](mailto:tenders@easa.europa.eu) if they wish to be provided with the information announced during the opening session.

Once EASA has opened the tender, it becomes its property and it shall be treated confidentially.

**1.12 Variants**

Variants are not permitted.

**1.13 Contract Provisions**

In drawing up your tender, you should bear in mind the provisions of the draft contract (see Part III of the Procurement Documents). In particular, the draft contract indicates the method and the conditions for payments to the contractor.



***Important Note: Submission of a tender implies acceptance of all the terms and conditions set out in the Procurement Documents (Contract Notice, Procurement Documents - Part I - invitation to Tender, Part II - tender specifications and Part III - draft contract) and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.***

In this respect every tenderer is also requested to sign a declaration to this effect as part of the tender submission form in Annex I.



## 2 Technical specifications

These technical specifications (TS) will become an integral part of the contract that may be awarded as a result of this invitation for tender.

### 2.1 Introduction: background to the invitation to tender

This invitation to tender is based on [Cluster 5 Climate, Energy and Mobility<sup>19</sup>](#) of the Horizon Europe Work Programme 2021-2022.

In that Work Programme, the European Commission entrusted EASA with the management of six research actions and a budget of EUR 14.2 million. This invitation to tender addresses chapter three named 'Runway safety' under the category of *Indirectly managed actions*. This invitation to tender is issued ahead of the conclusion of a contribution agreement between the European Union, represented by the European Commission, and EASA. The conclusion of such a contribution agreement is a prerequisite for awarding any contract resulting from this invitation to tender.

The call for tender is related to the research action (RES.0045) of the Draft European Plan for Aviation Safety (EPAS 2022 to 2026). The title of the action is: RES.0045 'Aerodrome 'triple one' concept implementation'.

### 2.2 Description of the subject, expected outcome and required output

#### Subject

On 8 October 2001, a Boeing MD-87 operated by SAS and departing Milan Linate on a scheduled passenger flight to Copenhagen in thick fog in daylight collided at high speed with a German-operated Cessna Citation taxiing for departure on a non-scheduled passenger flight from Paris Le Bourget. The MD-87 failed to get airborne and continued along the ground until it impacted, still at high speed, on a ground handling building. Both aircraft caught fire and were destroyed. All 114 occupants of both aircraft and 4 personnel on the ground, were killed<sup>20</sup>.

The Milan Linate accident<sup>21</sup> was the most serious accident in the history of civil aviation involving a 'runway incursion'<sup>22</sup>. There was a multitude of contributing factors, many of which led to this complete and tragic loss of 'lack of situational' awareness on the part of the pilot of the Cessna Citation aircraft.

Runway incursions are considered as one of the most critical incident types in aviation as potentially leading to a collision on a runway<sup>23</sup> with catastrophic consequences. About 30 % of worldwide aviation accidents of commercial aircraft are runway related. As a result a 'Runway Incursion' is a global safety priority of ICAO and a strategic priority of the European Union Aviation Safety Agency (EASA).

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<sup>19</sup>[https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2021-2022/wp-8-climate-energy-and-mobility\\_horizon-2021-2022\\_en.pdf](https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/horizon/wp-call/2021-2022/wp-8-climate-energy-and-mobility_horizon-2021-2022_en.pdf)

<sup>20</sup> MD87 / C525, Milan Linate, 2001 - SKYbrary Aviation Safety

<sup>21</sup> [Relazione Inglese \(skybrary.aero\)](#) of the Final Report by ANSV dated 20 January 2004.

<sup>22</sup> Any occurrence at an aerodrome involving the incorrect presence of an aircraft, vehicle or person on the protected area of a surface designated for the landing and take-off of aircraft, International Civil Aviation Organization (ICAO), PANS-OPS Doc 4444, Ch.1.

<sup>23</sup> collision on runway: a collision between an aircraft and another object (other aircraft, vehicles, etc.) or person that occurs on a runway of an aerodrome or other predesignated landing area. It does not include collisions with birds or wildlife, definition introduced by COMMISSION DELEGATED REGULATION (EU) 2020/2034 of 6 October 2020 supplementing Regulation (EU) No 376/2014 of the European Parliament and of the Council as regards the common European risk classification scheme.



The scenarios for a runway incursion can be manifold but Eurocontrol defines the types of scenarios of runway incursions<sup>24</sup> as follows:

1. Landing on runway already occupied	5. Surface Movement conflict on runway
2. Take-off on runway already occupied	6. Departing/Landing on intersecting runways
3. Entry onto runway by aircraft taxiing for departure or by vehicle	7. Departing/Landing on a taxiway not a runway
4. Runway crossing by aircraft/vehicle	8. Incorrect aircraft movement on manoeuvring area

In addition to the above, ICAO's Manual for the Prevention of Runway Incursions divides runway incursions into the following types and possible severity classes:

<b>Operational Incident</b> An incident caused by the Air Traffic Controller.	<b>A</b> A serious incident in which a collision is narrowly avoided.	<b>B</b> An incident in which separation decreases and there is significant Potential for collision, which may result in a time-critical evasive response to avoid a collision.	<b>C</b> An Incident characterised by ample time and/ or distance to avoid a collision.	<b>D</b> An incident that meets the definition of runway incursion with no immediate safety consequences, because of the incorrect presence of a single object on the runway area
<b>Pilot deviation</b> An incident caused by the pilot				
<b>Vehicle/ pedestrian deviation</b> An incident caused by a vehicle or pedestrian.				

Figure 1: Runway incursion severities and types, according to ICAO Doc. 9870

### Mitigation measures for the safety issue of runway incursions:

To avoid runway incursions, it is necessary to increase the situational awareness of pilots when moving on the ground; as well as the situational awareness of vehicle drivers and that of the air traffic controllers (ATCOs). Since the Linate accident there have been many initiatives for the procedural and technological improvement of situational awareness on the aerodrome manoeuvring area by of pilots, vehicle drivers and ATCOs. Among these initiatives is the work carried out by ICAO and its Manual on the Prevention of Runway Incursions (Doc. 9870) and that of Eurocontrol, EASA and other aviation stakeholders in the context of the 'European Action Plan for the Prevention of Runway Incursions' (EAPPRI), which is currently in its 3rd edition<sup>25</sup>.

The EAPPRI contains recommendations for pilots, air operators, ANSP and aerodrome operators and designers, as well as civil aviation authorities, which are aimed at preventing runway incursions at European aerodromes. The current version of the EAPPRI contains over 100 recommendations, including also those aimed at transversal topics such as aeronautical information management, technology, civil-military operations as well as communications.

<sup>24</sup> Operational Safety Study: Controller Detection of Potential Runway and Manoeuvring Area Conflicts, 2015.

<sup>25</sup> European Action Plan for the Prevention of Runway Incursions (EAPPRI) | EUROCONTROL



### **The ‘triple one’ concept:**

While all the EAPPRI recommendations are important, it is those about communications that are of greatest relevance to situational awareness of pilots, air traffic controllers (ATCOs) and vehicle drivers during aircraft and vehicle operations in the manoeuvring area. They are, among others, the following:

**1.3.3 Implement, monitor and ensure the use of the readback procedure (also applicable to manoeuvring area drivers and other personnel who operate on the manoeuvring area).**

**1.3.4 Where practicable, improve situational awareness by conducting all communications associated with runway operations using aviation English.**

**1.3.5 When practicable, improve situational awareness, by implementing procedures whereby all communications associated with runway operations are on a common or cross-coupled frequency.**

These three EAPPRI recommendations taken together have come to be known as ‘triple one’. This is because using a single frequency for communication purposes with respect to the operations on one runway (see recommendation 1.3.5) improves the situational awareness of the actors active on the airport movement area. However, this presupposes the use of a common language (see recommendation 1.3.4) so that the use of a common frequency makes sense. Furthermore, this concept also assumes the possibility of interaction of vehicle drivers with the ATCO in charge of the runway on the TWR frequency for that runway (see recommendation 1.3.3), to avoid misunderstandings and thus enhance safety<sup>26</sup>. Therefore, the working definition of ‘triple one’ can be summarised as follows: One Runway, One Frequency, One Language<sup>27</sup>.

The overall objective of the ‘triple one’ concept is that in demanding environment associated with aerodrome operations on a runway it is required that all participants accurately receive, understand, and, where appropriate, correctly read back all ATC clearances and instructions. This is because access to a runway (even if non-active) should only take place after a positive ATC clearance has been given and received and a correct readback has been provided and accepted, and after the stop bar (where provided) has been switched off. Furthermore, providing a clearance in a timely manner, as the aircraft is approaching the relevant runway, will help to prevent runway incursions.

In addition to the above-mentioned recommendations, there is one more recommendation from the EAPPRI addressing supplementary technological enablers to the ‘triple one’ concept. This recommendation says:

**1.9.1 Improve situational awareness by adopting the use of technologies that enable operational staff on the manoeuvring area to confirm their location in relation to the runway e.g. via GPS with transponder or airport moving maps, visual aids, signs etc.**

Investing in such equipment would ensure that ATCOs are always aware of the position of all vehicles, and therefore enable them to timely warn the vehicle drivers when they are about to infringe an active runway.

<sup>26</sup> The equivalent ICAO recommendations constituting the ‘triple one’ concept had been earlier formulated in the communications chapter of its Manual on the Prevention of Runway Incursions (Doc. 9870) from 2007. They advised the standard ICAO phraseologies to be used by pilots, ATC controllers and drivers (point 4.2.2 and 4.2.3 in that document), the read-back procedures including communications with vehicles operating on the manoeuvring area (point 4.2.4 therein), the use of standard aviation English at international aerodromes to improve the situational awareness of everyone listening on the frequency (point 4.2.5 therein) and, finally, the use of one common frequency being utilized for the operations of each runway (point 4.2.6 therein).

<sup>27</sup> Aviation English



However, for the purpose of this study, these technological enablers shall not be considered as the primary means to prevent runway incursions.

#### **The European rules for aerodrome safety:**

Another consequence of the the Linate accident was the eventual inclusion of the aerodrome domain into the European aviation safety system by expanding the scope of the EASA Basic Regulation in 2008<sup>28</sup> and by subsequently transposing Annex 14 of the Convention on the International Civil Aviation Organization into a European regulation for aerodrome safety, namely Regulation (EU) No 139/2014<sup>29</sup>.

Since then, Regulation (EU) No 139/2014 has been expanded to further address other issues related to runway safety by way of implementing important EAPPRI recommendations, by improving the rules for aerodrome design and aerodrome operations, and providing more details on the training, assessment and authorisation of all drivers operating on the movement area of European aerodromes. Most recently, the European Union legislator adopted an even more detailed requirement for the authorisation of vehicle drivers and a requirement for their English language proficiency and the use of phraseologies<sup>30</sup>. The new requirement for the English language proficiency for vehicle drivers must be implemented at the European aerodromes by the beginning of 2026, but Member States may derogate from the requirement under certain specified circumstances and grant an aerodrome an exemption based on a specific safety assessment.

Despite the aforementioned derogation, it can be said that Europe has, by adopting this requirement, already put in place one leg of the three-legged 'triple one' concept, thereby being even ahead of the recommended practices found in the ICAO Manual on the Prevention of Runway Incursions (Doc. 9870), which does not contain any language requirements for vehicle drivers.

Furthermore, the regulation (EU) No 139/2014 contains a key requirement for aerodromes in the scope of the European rules<sup>31</sup> to develop safety programmes<sup>32</sup>, which require the establishment of a Local Runway Safety Team (LSRT).

#### **Safety recommendations:**

In the recent past there have been accidents and occurrences in Europe and worldwide, which have led to safety recommendations asking for the improvement of situational awareness of pilots, ATCOs and aerodrome vehicle drivers. The relevant safety recommendations are the following:

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<sup>28</sup> First into Regulation (EC) 216/2008, which, in 2018, was replaced by Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, OJ L 212, 22.8.2018, p. 1–122

<sup>29</sup> Commission Regulation (EU) No 139/ 2014 laying down requirements and administrative procedures related to aerodromes pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, OJ L 44, 14.2.2014, p.1.

<sup>30</sup> See ADR.OPS.B.024 and ADR.OPS.B.029 introduced into Regulation (EU) No 139/2014 a by amending Commission delegated Regulation (EU) 2020/2148 of 8 October 2020 amending Regulation (EU) No 139/2014 as regards runway safety and aeronautical data, OJ L 428, 18.12.2020, p. 10–37

<sup>31</sup> See article 2(e) of the EASA Basic Regulation 2018/ 1139, which applies to the design, maintenance, and operation of aerodromes, including the safety-related equipment used at those aerodromes, located in the territory to which the Treaties apply, which are (i) are open to public use; (ii) serve commercial air transport; and (iii) have a paved instrument runway of 800 metres or more, or exclusively serve helicopters using instrument approach or departure procedures

<sup>32</sup> See ADR.OR.D.027 of Regulation (EU) No 139/2014



- LU-AC-2012/004<sup>33</sup> and LU-AC-2012/005<sup>34</sup> relating to the collision between a 747-400F operated by Cargolux and a maintenance van on RWY 24 at Luxemburg airport on 21 Jan. 2010.
- ANSV-4/SA/4/14<sup>35</sup> (reiterating the earlier recommendation ANSV-5/2150-11/2/1/12) and ANSV-5/SA/5/14<sup>36</sup> relating to a runway incursion at the airport of Bologna on 21 Nov. 2011.
- 04.L-2017-7.5<sup>37</sup> relating to a ground collision of a Boeing 737-800 with an ATR 42-600 aircraft at Jakarta airport on 4 April 2016.

Closer to the present there is also the very recent incident of at Porto airport on 27 April 2021 involving a Boeing 737 operated by ASL Airlines and the near collision with a vehicle on the runway<sup>38</sup>.

Given such grave incidents still happening and despite the recent introduction of the requirement for proficiency in aviation English by vehicle drivers introduced into the European aerodrome safety rules<sup>39</sup>, there needs to be a clear picture of the European landscape as to the level of implementation of other elements of the 'triple one' concept, namely the use of one frequency for all participants in operations per each runway.

#### State of implementation of the 'triple one' concept:

There are cases of aerodromes with complex runway configurations and high traffic where this recommended 'triple one' concept has been implemented, the most prominent example being Brussels airport. At Brussels airport, for example, the possibility of a safety gain by allowing even vehicle drivers to speak on the aerodrome tower VHF frequency and to potentially play a role in the recovery from the loss of pilot situational awareness has been successfully established. But while the 'triple one' concept is seen by many aviation stakeholders as a suitable mean to further reduce incident of runway incursions, there is also a significant number of aerodromes where the concept is not implemented, and at some aerodromes other variations to this mode of operation are being used. This means that in many European States and at many

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<sup>33</sup> LU-AC-2012/004 to ANA: All communications associated with the operation of the runway should be conducted on the same frequency as utilized for the take-off and landing of aircraft and all communications associated with the operation of the taxiways should be conducted on a different designated frequency.

<sup>34</sup> LU-AC-2012/005 to ANA: All communications associated with the operation of the runway and the taxiways should be conducted in standard aviation English and in accordance with ICAO language requirements for air-ground radiotelephony communications.

<sup>35</sup> ANSV-4/SA/4/14: 'ANSV reiterates the safety recommendation ANSV-5/2150-11/2/1/12. In particular, strongly recommends that, particularly on airports open to commercial air traffic, all vehicles intended to operate for any reason on a runway, regardless of whether they belong to public or private entities, are provided with radio equipment that can operate also on VHF channels used by TWR/AFI units, to allow personnel on board to listen to air-ground communications between the competent ATC unit and aircraft taking-off and landing.'

<sup>36</sup> ANSV-5/SA/5/14: 'ANSV recommends that all natural persons who, in their various capacities, need to operate on a runway, to perform specific activities, regardless of whether they are staff belonging to a public or private entity, achieve a specific qualification, which objectively demonstrates their ability to operate within a highly critical operational environment (i.e. the runway), where safety must be assured in an unconditional and disciplined manner. For the purposes of obtaining the aforementioned specific qualification, the aforementioned natural persons should: follow the same training courses and be subject to an examination carried out by ENAC; have a proven knowledge of the English language; have a knowledge of the standard phraseology used in air-ground communications, with particular reference to that of direct interest to aerodrome operations; be appropriately sensitised to the context of operational protection characterising a runway.'

<sup>37</sup> 04.L-2017-7.5: It is recommended to review the requirement of personnel licensing for towing car driver as required by the regulation standard, including the language requirement.

<sup>38</sup> [Boeing plane authorised for takeoff at Porto airport when vehicle was on runway - Portugal Resident](#). See also the relate VASAviation video on YouTube unde the following [link](#).

<sup>39</sup> See ADR.OPS.B.029 Language proficiency in latest version of Regulation 139/2014 as amended by Delegated Regulation (EU) 2020/2148.





aerodromes there is a reluctance to take the next step, and the presumed reasons for this are manifold and will be the subject of this study.

### Expected outcome

The Agency necessitates an assessment of the current situation because the practices currently used across Europe differ widely. To avoid unnecessary negative impacts on the operational stakeholders at an aerodrome, an accurate picture needs to be established before the European legislator would take any further decisions in the area. The Agency therefore would like to identify and understand the current application of the 'triple one' concept, the variations in use, as well as the rationale/reasoning behind each one of them, including the way in which each solution was implemented at local level, and at what cost and impact. The study should further provide the Agency and the aviation stakeholders with the necessary understanding of the safety benefits and safety risks, as well as all reasons for implementing or not the 'triple one' concept. Finally, the study should provide policy options in relation to the 'triple one' concept that may be pursued to further reduce the risk of runway incursions at European aerodromes<sup>40</sup>.

The table below provides an overview of defined technical tasks.

Task#	Task description	Tasks/Deliverables
1	Regulatory assessment	Deliverables D-1.1 to D-1.5
2	Analysis of recent occurrences of Runway Incursion (RI) and of loss of situational awareness	Deliverables D-2.1 to D-2.4
3	Performance of a survey of the current situation at aerodromes in Europe regarding the implementation or non-implementation of 'triple one', also variations of the concept currently practiced at the aerodromes surveyed	Deliverables D-3.1 to D-3.8
4	Substantiation of the safety benefits of the implementation of the 'triple one' concept and identification of the prerequisites for its implementation	Deliverables D-4.1 to D-4.3
5	Substantiation of the safety risks of the 'triple one' concept and identification and investigation of the operational or other factors for the non-implementation of the 'triple one' concept	Deliverables D-5.1 to D-5.5
6	Development of policy options, communication, dissemination, knowledge-sharing, stakeholder management	Deliverables D-6.1 to D-6.4

## 2.3 Outline of the services required

The main purpose of the contract is to undertake the following tasks:

<sup>40</sup> The work to be undertaken shall be limited to aerodromes in the scope of the EASA Basic Regulation, 2018/ 1139, article 2 (e).



✓ **Task 1: Regulatory assessment**

**Task objectives and description**

The task is to conduct a comprehensive regulatory assessment and study of the status of the international and European rules and recommendations as regards the 'triple one' concept in civil aviation and the elements that it is composed of. These are: the common language and English language proficiency for vehicle drivers, ATCOs and pilots; communications associated with runway operations on one common or cross-coupled frequency and common read-back procedures for vehicle drivers, ATCOs and pilots. Furthermore, the work entails a regulatory comparison with another aviation area or suitable a non-EU country (called third country), a regulatory gap analysis and the identification of all relevant literature and studies on the topic of 'triple one'.

The sub-tasks to be performed under Task 1 are the following:

Subtask 1.1 Review the ICAO provisions (in SARPs, Procedures and Manuals) on the different elements of the 'triple one' concept<sup>41</sup>.

Subtask 1.2 Review the applicable European rules applicable in the EASA Member States for the domains concerned (aerodromes and air navigation services).

Subtask 1.3 Undertake regulatory gap analysis / overview of how the European regulations may or may not cover the recommendations of the EAPPRI version 3<sup>42</sup> and of the ICAO provisions.

Subtask 1.4 Compare the situation in Europe with another aviation area (a region or a 3rd country) where the 'triple one' concept is implemented<sup>43</sup>.

Subtask 1.5 Identify relevant studies, literature, presentations, and other reference materials.

**Scope of work**

The assessment should cover the international standards and recommendations stemming from ICAO and European requirements and recommendations emanating from EASA and Eurocontrol; and to also assess the state-of-play in another aviation region or a suitable third country, to be identified according to the lessons that may be learned from the investigations and that would add value for the understanding of 'triple one' concept by the European regulators .

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<sup>41</sup> Definition of 'triple one': One Runway, One Frequency, One Language, preferably aviation English.

<sup>42</sup> [European Action Plan for the Prevention of Runway Incursions \(EAPPRI\) | EUROCONTROL](#)

<sup>43</sup> Finding a region / suitable country where English is not the sole language used by ATC is an important aspect



## Deliverables

#	Deliverable name	Dissemination level <sup>44</sup>	Dependencies	Due by
D-1.1	Regulatory overview (INTERNATIONAL)	PU		T0 <sup>45</sup> + 2 months
D-1.2	Regulatory overview (EASA)	PU		T0 + 2 months
D-1.3	Regulatory comparison (THIRD COUNTRY)	PU		T0 + 2 months
D-1.4	Regulatory gap analysis	PU		T0 + 3 months
D-1.5	List of most relevant studies and relevant literature, presentations, and other reference materials	PU		T0 + 3 months

## Milestones

A progress meeting (online) with the Contracting Authority, where the works performed under task 1 and report elements D 1.1 to D 1.5 shall be presented in detail. The rationale behind the chosen third country shall to be discussed before embarking on the regulatory comparison (D 1.4).

## ✓ Task 2: Analysis of recent Runway Incursions (RI) and of loss of situational awareness

### Task objectives and description

The key objective of this task is the study of relevant runway incursions (RI) and loss of situational awareness occurrences in Europe involving vehicle drivers in the last 15 years. This work should be supplemented by the study of the related safety investigations and other available reports using a variety of sources<sup>46</sup>. The sub-tasks to be performed under Task 2 are the following:

Subtask 2.1 Identify relevant European occurrences of RI and loss of situational awareness involving vehicle drivers in the last 15 years.

Subtask 2.2 Study the related investigation reports<sup>47</sup> and/or other available information regarding these occurrences (e.g. the Eurocontrol Annual Summary Template of ANSPs relevant in the past).

Subtask 2.3 Analysis of other reports (e.g. from Eurocontrol's EVAIR database<sup>48</sup>) for the last 15 years.

<sup>44</sup> Public (PU): published on the EASA website; Restricted (RE): share with a group specified by the contracting authority; Confidential (CO): available only for the contractor and the contracting authority

<sup>45</sup> T0 designates the start date of the project

<sup>46</sup> Including mandatory and voluntary safety reporting schemes.

<sup>47</sup> Prepared by the competent authorities of the Member States entrusted with the investigation of civil aviation accidents and incidents.

<sup>48</sup> EUROCONTROL voluntary ATM incident reporting.



Subtask 2.4 Review the relevant safety reports from the Safety Management System (SMS) of the sampled aerodromes (subtask 2.4 should only be performed later in the context of task 3 further below).

### **Scope of work**

The task requires the identification, study, and analysis of relevant RI occurrences in the European region in the last 15 years, to find the main contributory factors, with special emphasis on human factors. The contributing factors found shall be presented allowing for traceability to the related occurrence. The contractor is required to use all publicly available sources and later, when the contacts to the aerodromes to be sampled under task 3 are established, also seek to review safety reports concerning local occurrences and safety events to be drawn from the SMS of the sampled aerodromes. The Agency intends to provide introduction letters to the contractor to facilitate their contacts with the airports willing to collaborate on the study.



## Deliverables

#	Deliverable name	Dissemination level	Dependencies	Due by
D-2.1 <sup>49</sup>	Report chapter: List of relevant occurrences of the last 15 years	PU		T0 + 4 months
D-2.2	Report chapter: Compilation and analysis of the main contributing factors in these occurrences, incl. a list of the Human Factor (HF) issues contributing to the occurrences <sup>50</sup>	PU		T0 + 6 months
D-2.3	Report chapter: List of the contributory factors and analysis of existing mitigations to safety occurrences reported. The form of presentation of these factors should allow for traceability to the related occurrence	PU	D-3.4	T0 + 9 months
D-2.4	Report chapter: Additional chapter to the Report (D 2.1 – D 2.3) addressing how aerodromes analyse local occurrences and safety events and manage local precursors <sup>51</sup>	PU		T0 + 9 months

- ✓ **Task 3: Organisation of a survey of the current situation at aerodromes in Europe regarding the implementation or non-implementation of the ‘triple one’ concept, identifying the concept variations currently in use**

### Task objectives and description

For Task 3 a comprehensive survey is foreseen on the current situation at European aerodromes with respect to the implementation or non-implementation of the ‘triple one’ concept. This survey should also identify and study the variations of the concept currently in use. The survey is to be followed by analysis, follow-up interviews and report with findings from the survey, as well as eventually a presentation of the results in an online workshop open to all interested stakeholders.

In detail the following sub-tasks are defined:

<sup>49</sup> D-2.1 to D-2.4 are best placed in one descriptive report with four parts, and that is intended to be shared with the public on the website of the Agency.

<sup>50</sup> The analysis and list of Human Factors should not be limited to language and training alone, but consider stress, fatigue, disorientation, turn-over of staff, and other factors.

<sup>51</sup> See also [The Human Factors ‘Dirty Dozen’ - SKYbrary Aviation Safety](#); precursor, means one that precedes and indicates the approach of another.



Subtask 3.1 Develop a representative sample of European aerodromes (approx. 10) relevant for the understanding of the 'triple one' concept<sup>52</sup>.

Subtask 3.2 Develop a database of relevant points of contact<sup>53</sup> at the sampled aerodromes and ANSP at the sampled aerodromes for the purpose of the survey and interviews under 3.3 and 3.4.

Subtask 3.3 Develop a survey to capture the current practices at aerodromes in Europe, identifying the various concepts (incl. variations) currently in use.

Subtask 3.4 Conduct remote interviews<sup>54</sup> with relevant points of contact about the implementation and non-implementation of the 'triple one' concept and variations of the concept.

Subtask 3.5 Analyse of the outcomes of the survey and interviews.

Subtasks 3.6 and 3.7 Prepare and organise an open online workshop to present the survey results to the EASA stakeholders in the aerodrome and Air Navigation Services (ANS) domain<sup>55</sup>.

Subtask 3.8 Draw the conclusions from the aforementioned workshop.

### **Scope of work**

The sample of aerodromes to be developed should be limited to those aerodromes falling within the scope of the European aerodrome rules as defined by Article 2(e) of the EASA Basic Regulation (EU) 2018/ 1139, which applies to the design, maintenance, and operation of aerodromes, including the safety-related equipment used at those aerodromes, located in the territory of the Member States to which the Treaties apply, which:

- (i) are open to public use;
- (ii) serve commercial air transport; and
- (iii) have a paved instrument runway of 800 metres or more, or exclusively serve helicopters using instrument approach or departure procedures. Next the sample should be constructed to consider an informative choice of airports considering different.

The sample should be based solely on the experience gained with aerodromes located within Europe, unless there are compelling reasons to also include non-EASA MS aerodromes. This is because the task would become even more complex, when aerodromes and ANS services would be included from States whose regulatory systems are different.

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<sup>52</sup> The selection should consider the aerodromes' complexity, traffic volume, and human factors such as different language cultures and allow for the study of the concept and its variations currently practiced at these aerodromes.

<sup>53</sup> Expected to be safety managers, project managers and decision-makers at the sampled aerodromes

<sup>54</sup> The remaining open items to be discussed in follow-up interviews should be discussed with EASA.

<sup>55</sup> This workshop is deliberately planned for mid-way of the study period to allow for all stakeholders interested parties to express their views.



#	Deliverable name	Dissemination level	Dependencies	Due by
D-3.1	List of European aerodromes (approx. 10) relevant for the issue. The list and underlying rationale should be discussed and agreed with EASA. A draft list of the candidate aerodromes and the underlying rationale to be included in the sample (1 week before the progress meeting).	RE		T0 + 4 months
D-3.2	Data base of relevant points of contact at the sampled aerodromes and ANSP to be delivered to EASA at the end of the project.	RE		T0 + 5 months
D-3.3	Set of survey and interview questions to better understand the practices and types of concepts in use at the sampled aerodromes. The survey questions should be discussed and agreed with EASA.	RE		T0 + 5 months
D-3.4	Results of the survey and interview questions, incl. follow-up on the survey outcomes to understand certain aspects better.	PU		T0 + 8 months
D-3.5	A Report containing the following: a. Summary of the feedback from the survey and interviews. b. Overview of the practices and types of concepts (typologies) in use by aerodromes and ANSP taking into account relevant aerodrome factors. c. Description of the variations to the 'triple one' concept. d. Rationale/reasoning behind each concept including the way in which each solution was implemented at local level.	PU	D-3.4	T0 + 10 months
D-3.6	Workshop concept (agenda, presenters, timeline, and work-shop promotion concept) to be presented to and agreed with EASA.	PU		T0 + 8 months
D-3.7	Running of the Workshop (max 3 hrs).	PU		T0 + 10 months





#	Deliverable name	Dissemination level	Dependencies	Due by
D-3.8	Conclusions from the workshop shall be presented to EASA in a short report.	PU		T0 + 10 months

### Milestones

A progress meeting (online) with the Contracting Authority, to present and discuss the candidate list of candidate aerodromes to be included in the sample (in relation to D 3.1). A workshop as per deliverables D-3.6 – 3.8.

- ✓ **Task 4: Substantiation of the safety benefits of the implementation of the ‘triple one’ concept and identification of the prerequisites for its implementation**

### Tasks description / objectives

This task is aimed at preparing a solid analysis and overview of the safety benefits of the ‘triple one’ concept and a compilation of all the pre-requisites for its implementation. The sub-tasks under this task are the following:

Subtask 4.1 Study the safety benefits of ‘triple one’ concept using known sources inside and outside Europe

Subtask 4.2 Study the safety benefits of the variations of the ‘triple one’ concept

Subtask 4.3 Identify the prerequisites for the implementation of the ‘triple one’ concept

### Scope of work

To arrive at a deep understanding of the safety benefits the contractor should have obtained qualitative inputs and preferably quantitative data from operational staff at the sampled aerodromes under task 3. The contractor may also use other sources, including from non-European countries.

### Deliverables<sup>56</sup>

#	Deliverable name	Dissemination level	Dependencies	Due by
D-4.1	Evaluation report containing the following distinguishable parts:  Assessment of the safety benefits of the ‘triple one’ concept. This assessment will include the characterisation and weighting of these benefits, which will include the	PU		T0 + 13 months

<sup>56</sup> The deliverables for tasks 4 and 5 may be placed in the same output.



#	Deliverable name	Dissemination level	Dependencies	Due by
	increased situational awareness of vehicle drivers as an extra failsafe <sup>57</sup> .			
D-4.2	Evaluation report to contain also an assessment of the safety benefits of the variations of the concept in use at some of the sampled aerodromes, incl. characterisation and weighting of the benefits.	PU		T0 + 14 months
D-4.3	Evaluation report to contain an overview on the prerequisites for the implementation of the 'triple one' <sup>58</sup> concept and other variations of the concept.	PU		T0 + 15 months

- ✓ **Task 5: Substantiation of the safety risks of the 'triple one' concept and identification and investigation of the operational factors or other constraints for the non-implementation of the 'triple one' concept**

### Tasks description and objectives

This task is aimed at preparing a solid analysis and overview of the safety risks of the 'triple one' concept and a compilation of all the operational and other reasons for non-implementation. The sub-tasks under this task are the following:

Subtask 5.1 Study the safety risk of the 'triple one' concept using known sources inside and outside Europe.

Subtask 5.2 Study of the safety risks of the identified variations of the concept

Subtask 5.3 Study of the reasons leading to partial or non-implementation of the concept.

Subtask 5.4 Study the cost of 'triple one' to the stakeholders in terms of training and labour cost etc.

Subtask 5.5 Study other potential negative impacts of 'triple one' to the stakeholders (e.g. difficulty to recruit because of increased language requirement for vehicle drivers).

### Scope of work

<sup>57</sup> Additional recovery: In case the runway incursion was not prevented, the use of the single frequency may still mitigate the outcome of this incident.

<sup>58</sup> One well known source is the following seminar presentation 'Use of triple one principle and vehicle driver training at Brussels Airport', EAPPRI ed. 3.0 Runway Safety Seminar, Lisbon 18 Oct 2018.



To arrive at a deep understanding of the safety risks the contractor should have obtained qualitative inputs from the operational staff at the sampled aerodromes mentioned under task 3. The contractor may also draw on other sources, such as safety assessments, including from non-European countries.

#### Deliverables<sup>59</sup>

#	Deliverable name	Dissemination level	Dependencies	Due by
D-5.1	Assessment of different safety risks of the 'triple one'. This assessment will include the characterisation and weighting of the safety risks, among which a detailed analysis of the most cited risk of frequency congestion must be performed. This assessment should also review the available safety assessments based on which countries decided against 'triple one' implementation.	PU		T0 + 16 months
D-5.2	Assessment of the safety risks of the variations of 'triple one' found at some of the sampled aerodromes.	PU		T0 + 17 months
D-5.3	Assessment of the operational constraints or other reasons for a partial or the non-implementation of the 'triple one' concept <sup>60</sup> .	PU		T0 + 18 months
D-5.4	Studying the cost of 'triple one' to the stakeholders (e.g. training and labour cost etc.)	PU		T0 + 18 months
D-5.5	Overview of the other potential negative impacts of 'triple one' to the stakeholders (e.g. difficulty to recruit because of increased language requirement for vehicle drivers).	PU		T0 + 18 months

<sup>59</sup> The deliverables for tasks 4 and 5 may be placed in the same output.

<sup>60</sup> These are but are not limited to: a.) Economic factors: training requirements, aptitude, investment into communications equipment, changed labour agreements etc. b.) Human factors: Language issues for vehicle drivers etc. c.) Socio economic factors: frequent turnover for airside drivers etc.



✓ **Task 6: Development of policy options, communication, dissemination, knowledge-sharing, stakeholder management**

**Tasks description and objectives**

This task requires the development of policy options for the European Union Aviation Safety Agency and other relevant stakeholders concerned by the implementation of the 'triple one' concept assuming the European regulatory environment. The sub-tasks under this task are the following:

Subtask 6.1 Developing a Stakeholder management plan and related actions

Subtask 6.2 Identifying recommendations and policy options and preliminarily assess their impact

Subtask 6.3 Preparing suitable presentation material to help promote the research study's results

Subtask 6.4 Organisation of a public event addressed to the relevant stakeholders

**Scope of work**

As regards deliverable D-6.1 it is acknowledged that the regulatory environment is undergoing regular updates. So it will be important to not assume a static environment (for example such as at the start of the contract), but develop the policy options having in mind all the upcoming regulatory transition periods and new regulations entering into force. D-6.1 will be considered as a final report, which will summarise the main results of the project.

The dissemination of the research results will be structured in a progressive way that allows the contractor and EASA to identify the best communication format and means to transfer the knowledge gained according to the identified dissemination goals.

The dissemination goals range from raising the initial awareness on the project to the final goal of establishing a long-term impact of the project results on its target audience. Such goals and the audience to reach will be identified jointly by the contractor and EASA and documented in the communication and the dissemination plan. The plan shall also take into account appropriate knowledge-sharing actions for target audience.

The involvement of stakeholders directly affected by the outcomes of the project activities as well as other related research projects will be planned through the organisation of dedicated meetings. The contractor will identify the target audience and its different needs, support EASA in the planning and organisation of the stakeholder events as well as in the preparation of briefings and presentations.

The main results shall also be presented in a final dissemination event, as foreseen for deliverable D-6.3.

**Deliverables**

#	Deliverable name	Dissemination level	Dependencies	Due by
D-6.1	Stakeholder management plan and actions	RE		T0 + 2 months
D-6.2	Report containing recommendations and policy options, incl. the discussion about the missing regulatory requirements. On the other hand, the report shall estimate the effort expected for the implementation of the	PU		T0 + 21 months



#	Deliverable name	Dissemination level	Dependencies	Due by
	recommendations and a timeline for their implementation			
D-6.3	Suitable material to present the findings of the research study and the resulting policy options to the stakeholders and the public.	PU		T0 + 22 months
D-6.4	Outline and organisation of an event (incl. physical and remote participation) to present the outcome of the study to the aviation stakeholders (dissemination event)	PU		T0 + 23 months

#### **Milestones:**

Stakeholder event to present the outcome of the study to the aviation stakeholders.

#### ✓ **Task 7: Project management**

**Project manager (PM):** The contractor will appoint a PM who will be responsible for the project coordination and shall act as the primary contact person for EASA as regards the execution of the contract. Close coordination among the different parties of the consortium (contractor), if applicable, as well as between the consortium and the contracting authority (EASA) must be ensured.

**Project management plan (PMP):** The contractor will establish a PMP to be accepted by EASA. The contractor is expected to follow an integrated management approach. The PMP will describe in detail the following, as a minimum:

- the sequence, scope, and timelines of the project activities;
- the project milestones and deliverables;
- the interaction and workflows between the work packages;
- the required resources on the work package level;
- the roles and responsibilities of the involved persons and organisations;
- the cooperation and communication among the project members;
- a work breakdown structure (WBS);
- a Gantt chart or similar techniques; and
- the contractor's approach to quality management and technical assurance.

The PMP must be considered a living document and be regularly reviewed by the contractor. The changes made to the PMP shall be submitted to EASA for acceptance prior to their implementation.



**Risk management register (RMR):** The RMR will be based on a coherent risk management method. The RMR must describe in detail the nature of the risks, their likelihood and impact, as well as the identified mitigation measures and their status.

The RMR must be considered a living document and be regularly reviewed by the contractor. The changes to the RMR shall be submitted to EASA for acceptance.

**Quality management (QM):** The contractor will be responsible for the quality control of the outputs of the contract, i.e., draft and final deliverables, software tools, contract management aids, working documents, before their final submission to EASA. For publicly available deliverables, the contractor must use the EASA research template.

**Quarterly reports (QR):** The QRs will include the contractor's evaluation of the project progress, an overview of the resources spent, as well as an overview of the new tasks for the upcoming quarter. It will also include any necessary proposed changes to the PMP and RMR to be accepted by EASA.

**Meetings:** The following types of meetings will be planned:

Meeting type	Remarks
Kick-off meeting	As early as possible, following the date of signature of the contract, to discuss about and agree on the cooperation methods, roles and tasks, and working methods, and to settle any outstanding detail(s) about the scope of the services to be provided; the meeting will preferably be held on the EASA premises.
Quarterly review meetings	To present the QR, to endorse proposed changes to the PMP, where necessary, to discuss changes to the RMR and proposed mitigation measures, to review the quality of the deliverables and the cooperation between the contractor and EASA; these meetings will be held as virtual meetings.
Technical meetings	To discuss about and agree on technical details; the frequency of these meetings will be discussed by the technical leads of the contractor and EASA; monthly meetings are advised; these meetings will be held as virtual meetings at least once per year on the EASA premises.
Ad hoc meetings	To be organised as deemed necessary by the EASA contract manager or the PM of the contractor.
Final project presentation	This meeting will be a dissemination event, both for EASA staff and potentially external participants, to be held on the EASA premises.
Project closure meeting	This meeting will be held after all deliverables of the project have been accepted by EASA, to evaluate the project progress and to draw on lessons learnt; this meeting may be combined with the final project presentation meeting.



## Deliverables

#	Deliverable name	Dissemination level	Due by
D-PMP	Project management plan	Confidential	T0 + 1 month
D-RMR	Risk management register	Confidential	T0 + 1 month
D-QRs	Quarterly reports	Confidential	15 calendar days after the end of each quarter

## ✓ Overview of tasks and deliverables and deliverable acceptance procedure

Task	Deliv. #	Title	Dissemination level	Due by
T-1	D-1.1	Regulatory overview (INTERNATIONAL)	PU	T0 <sup>61</sup> + 2 months
T-1	D-1.2	Regulatory overview (EASA)	PU	T0 + 2 months
T-1	D-1.3	Regulatory comparison (THIRD COUNTRY)	PU	T0 + 2 months
	D-1.4	Regulatory gap analysis	PU	T0 + 3 months
T-1	D-1.5	List of most relevant studies and relevant literature, presentations, and other reference materials	PU	T0 + 3 months
T-2	D-2.1 <sup>62</sup>	Report chapter: List of relevant occurrences of the last 15 years	PU	T0 + 4 months
T-2	D-2.2	Report chapter: Compilation and analysis of the main contributing factors in these occurrences,	PU	T0 + 6 months

<sup>61</sup> T0 designates the start date of the project

<sup>62</sup> D-2.1 to D-2.4 are best placed in one descriptive report with four parts, and that is intended to be shared with the public on the website of the Agency.





Task	Deliv. #	Title	Dissemination level	Due by
		incl. a list of the Human Factor (HF) issues contributing to the occurrences <sup>63</sup>		
T-2	D-2.3	Report chapter: List of the contributory factors and analysis of existing mitigations to safety occurrences reported. The form of presentation of these factors should allow for traceability to the related occurrence	PU	T0 + 9 months
T-2	D-2.4	Report chapter: Additional chapter to the Report (D 2.1 – D 2.3) addressing how aerodromes analyse local occurrences and safety events and manage local precursors <sup>64</sup>	PU	T0 + 9 months
T-3	D-3.1	List of European aerodromes (approx. 10) relevant for the issue. The list and underlying rationale should be discussed and agreed with EASA. A draft list of the candidate aerodromes and the underlying rationale to be included in the sample (1 week before the progress meeting).	RE	T0 + 4 months
T-3	D-3.2	Data base of relevant points of contact at the sampled aerodromes and ANSP to be delivered to EASA at the end of the project.	RE	T0 + 5 months
T-3	D-3.3	Set of survey and interview questions to better understand the practices and types of concepts in use at the sampled aerodromes. The survey questions should be discussed and agreed with EASA.	RE	T0 + 5 months
T-3	D-3.4	Results of the survey and interview questions, incl. follow-up on the survey outcomes to understand certain aspects better.	PU	T0 + 8 months
T-3	D-3.5	A Report containing the following: a. Summary of the feedback from the survey and interviews.	PU	T0 + 10 months

<sup>63</sup> The analysis and list of Human Factors should not be limited to language and training alone, but consider stress, fatigue, disorientation, turn-over of staff, and other factors.

<sup>64</sup> See also [The Human Factors 'Dirty Dozen' - SKYbrary Aviation Safety](#); precursor, means one that precedes and indicates the approach of another.



Task	Deliv. #	Title	Dissemination level	Due by
		b. Overview of the practices and types of concepts (typologies) in use by aerodromes and ANSP taking into account relevant aerodrome factors . c. Description of the variations to the 'triple one' concept. d. Rationale/reasoning behind each concept including the way in which each solution was implemented at local level.		
T-3	D-3.6	Workshop concept (agenda, presenters, timeline, and work-shop promotion concept) to be presented to EASA.	PU	T0 + 8 months
T-3	D-3.7	Running of the Workshop (max 3 hrs).	PU	T0 + 10 months
T-3	D-3.8	Conclusions from the workshop shall be presented to EASA in a short report.	PU	T0 + 10 months
T-4	D-4.1	Evaluation report containing the following distinguishable parts:  Assessment of the safety benefits of the 'triple one' concept. This assessment will include the characterisation and weighting of these benefits, which will include the Increased situational awareness of vehicle drivers as an extra failsafe <sup>65</sup> .	PU	T0 + 13 months
T-4	D-4.2	Evaluation report to contain also an assessment of the safety benefits of the variations of the concept in use at some of the sampled aerodromes, incl. characterisation and weighting of the benefits.	PU	T0 + 14 months
T-4	D-4.3	Evaluation report to contain an overview on the prerequisites for the implementation of the 'triple one' <sup>66</sup> concept and other variations of the concept.	PU	T0 + 15 months

<sup>65</sup> Additional recovery: In case the runway incursion was not prevented, the use of the single frequency may still mitigate the outcome of this incident.

<sup>66</sup> One well known source is the following seminar presentation 'Use of triple one principle and vehicle driver training at Brussels Airport', EAPPRI ed. 3.0 Runway Safety Seminar, Lisbon 18 Oct 2018.



Task	Deliv. #	Title	Dissemination level	Due by
T-5	D-5.1	Assessment of different safety risks of the 'triple one'. This assessment will include the characterisation and weighting of the safety risks, among which a detailed analysis of the most cited risk of frequency congestion must be performed. This assessment should also review the available safety assessments based on which countries decided against 'triple one' implementation.	PU	T0 + 16 months
T-5	D-5.2	Assessment of the safety risks of the variations of 'triple one' found at some of the sampled aerodromes.	PU	T0 + 17 months
T-5	D-5.3	Assessment of the operational constraints or other reasons for a partial or the non-implementation of the 'triple one' concept <sup>67</sup> .	PU	T0 + 18 months
T-5	D-5.4	Studying the cost of 'triple one' to the stakeholders (e.g. training and labour cost etc.)	PU	T0 + 18 months
T-5	D-5.5	Overview of the other potential negative impacts of 'triple one' to the stakeholders (e.g. difficulty to recruit because of increased language requirement for vehicle drivers).	PU	T0 + 18 months
T-6	D-6.1	Stakeholder management plan and actions	RE	T0 + 2 months
T-6	D-6.2	Report containing recommendations and policy options, incl. the discussion about the missing regulatory requirements. On the other hand, the report shall estimate the effort expected for the implementation of the recommendations and a timeline for their implementation	PU	T0 + 21 months
T-6	D-6.3	Suitable material to present the findings of the research study and the resulting policy options to the stakeholders and the public.	PU	T0 + 22 months

<sup>67</sup> These are but are not limited to: a.) Economic factors: training requirements, aptitude, investment into communications equipment, changed labour agreements etc. b.) Human factors: Language issues for vehicle drivers etc. c.) Socio economic factors: frequent turnover for airside drivers etc.



Task	Deliv. #	Title	Dissemination level	Due by
T-6	D-6.4	Outline and organisation of an event (physical presence) to present the outcome of the study to the aviation stakeholders (dissemination event)	PU	T0 + 23 months
T-7	D-PMP	Project management plan	CO	T0 + 1 month
T-7	D-RMR	Risk management register	CO	T0 + 1 month
T-7	D-QRs	Quarterly reports	CO	15 calendar days after the end of each quarter

### Deliverable acceptance procedure

The EASA project team, and potentially one or more external experts selected by EASA, will decide on the acceptance of the deliverables. EASA's acceptance of all deliverables is a prerequisite for executing payment orders for the respective achievements.

Draft versions of the deliverables will be submitted to the Contracting Authority at least 3 weeks prior to the delivery time agreed for each deliverable. The Contracting Authority will have 3 weeks to provide the contractor with its potential comments on each draft deliverable. The contractor will have an additional maximum 3 weeks to introduce any additions or corrections stemming from the comments into the released final version of the deliverable.

## 2.4 Description of the contract

A direct contract is a legal and financial agreement between two parties: in this case, between EASA and the contractor. The direct contract is a contract of a fixed price and duration, and defines, among others, the subject matter and scope of the services to be delivered, remuneration of the contractor, as well as deliverables and milestones of the contract, before the outset of the project.

### 2.4.1 Volume of the contract

EASA will sign a direct contract of a maximum total value of EUR 450.000,00 (four hundred fifty thousand euro) with the successful tenderer.

### 2.4.2 Duration of the contract

The duration of the direct contract will not exceed 24 months, starting from the contract signature.



#### 2.4.3 Place of execution of the contract

The main place of execution of the contract will be on the contractor's premises.

#### 2.4.4 Payment schedule

Payment for achievements	Indicative time	Percentage of the total amount
<p>The following deliverables have been accepted:</p> <ul style="list-style-type: none"> <li>– Deliverables from Tasks 1 and 2</li> <li>– D-PMP</li> <li>– D-RMR</li> <li>– D-QR 1, 2, 3</li> </ul>	T0 + 9 months	20 %
<p>The following deliverables have been accepted:</p> <ul style="list-style-type: none"> <li>– Deliverables from Tasks 3 and 4</li> <li>– D-QR 4, 5, 6</li> </ul>	T0 + 15 months	40 %
All deliverables, incl. for Tasks 5 and 6, have been accepted	T0 + 24 months	Final payment - 40 %



### 3 Evaluation of Tenders & Contract Award

The criteria for selecting a contractor are divided into the following categories:

Section / Criteria	Evaluation
Section 1.4 – Access to the market / Eligibility of state of origin	Verified on a pass/fail basis in light of eligibility criteria defined in section 1.4.
Section 3.1 - Exclusion Criteria	Verified on a pass/fail basis in light of exclusion criteria defined in section 3.1 and Annex II.
Section 3.2 - Selection Criteria and Minimum Requirements	Defines minimum capacities (legal & regulatory, economic & financial, technical & professional) as well as minimum requirements to be met by all tenderers. Verified on a pass/fail basis.
Section 3.3 - Award Criteria (Technical & Financial)	Method to allow a ranking of the tenders according to their merits – most economically advantageous tender

In order to evaluate the tenders received under this procedure the criteria will be applied in the following order: I. Exclusion, II. Selection & III. Award. Therefore, if a tenderer does not pass the exclusion and selection criteria categories, it will not be evaluated technically or financially.

**Important Note:** the Agency reserves the right to ask for clarification or further material in the case that the documents submitted are not found as adequate evidence that the tender fulfils the exclusion and/or selection criteria and/or minimum requirements.

#### 3.1 Exclusion Criteria

No	<u>Criteria:</u>	<u>Evidence Required</u> <i>(from main tenderer including consortia members):</i>
	Participation in this tender is only open to tenderers <i>(including, in the case of, all consortia members and/or sub-contractors)</i> who are not in any of the situations of exclusion listed in Article 136 of the Financial	<ul style="list-style-type: none"> <li><b><u>At the time of Tender Submission:</u></b> Tenderers shall in accordance with Article 137(1) FR provide a <b>declaration on their honour</b> (see model in <b>Annex II</b>), duly originally signed and dated.</li> <li><b><u>Before contract award:</u></b> Prior to the award decision, the contracting authority may request documentary evidence on compliance on the exclusion criteria set out in the present tender specifications. All tenderers are invited to prepare in advance the documents related to the evidence, since they may be requested to provide such evidence within a short deadline.</li> </ul>



<p>Regulation (FR)<sup>68</sup> and outlined in Annex II.</p>	<p><b>Important note:</b> Please note that a request for evidence in no way implies that the tenderer has been successful.</p> <p>The tenderer(s) to whom the contract is to be awarded <b>shall in accordance with Article 137(2) and (3) FR provide*, the following documentary evidence in original<sup>69</sup> to confirm the declaration</b> referred to above:</p> <ul style="list-style-type: none"> <li>- For <b>situations (1)(a), (c), (d), (f), (g) and (h)</b> of ‘Annex II – Declaration on honour’ and as stated in Article 136(1) (FR) , a <b>recent<sup>70</sup> extract from the judicial record</b> or, failing that, an equivalent document <b>recently<sup>71</sup> issued by</b> a judicial or administrative authority in the country of establishment showing that those requirements are satisfied.</li> <li>- For <b>situations (1)(a) and (1)(b)</b> of ‘Annex II – Declaration on honour’ and as stated in Article 136(1) (FR) , a <b>recent<sup>72</sup> certificate issued by</b> the competent authorities of the State concerned. These documents must provide evidence covering all taxes <b>and</b> 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.</li> </ul> <p>Further information is provided in ‘eCertis’ - an information system that helps to identify the requested document or certificate across the EU. It can be accessed under the following link: <a href="https://ec.europa.eu/tools/ecertis/#/search">https://ec.europa.eu/tools/ecertis/#/search</a></p> <p>Where any of the documents or certificates referred to above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made before a judicial or administrative authority, a notary or a qualified professional body in his country of establishment.</p>
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*\*Note: If the tenderer has already submitted such evidence for the purpose of another procurement procedure, its issuing date does not exceed one year and it is still valid, the tenderer shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.*

### 3.2 Selection Criteria and Minimum Requirements

The purpose of the selection criteria and minimum requirements is to determine whether a tenderer has the capacity necessary to implement the contract.

Tenderers must submit evidence of their legal & regulatory, economic & financial and technical & professional capacity to perform the contract. Further tenderers must comply with the minimum requirements and submit the evidence accordingly.

<sup>68</sup> Regulation (EU, Euratom) No 1046/2018 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation (EC, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p. 1).

<sup>69</sup> Documentary evidence issued electronically by the competent authority can be provided via e-mail.

<sup>70</sup> Not more than one year old

<sup>71</sup> Not more than one year old

<sup>72</sup> Not more than one year old





### 3.2.1. Legal & Regulatory Capacity

No	<u>Criteria:</u>	<u>Evidence Required</u> <i>(from main tenderer including consortia members):</i>
a.	Tenderers (including all consortium members) are asked to prove that they are 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.	<ul style="list-style-type: none"> <li>A <b>duly filled in and signed Legal Entity Form</b>, to be downloaded, depending on the tenderer's nationality and legal form (i.e. individual, private/public company), from the following website: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a>;</li> <li><b>Supporting documents:</b> <ul style="list-style-type: none"> <li>A copy of any official document (i.e. official gazette, register of companies etc.) showing the individual's / contractor's name and address and the registration number given to it by the national authorities.</li> <li>A copy of the VAT registration document (if applicable) should be submitted <i>if the VAT number does not appear on the official document referred to above</i>.</li> </ul> </li> </ul>

*\*Note: If the tenderer has already submitted the legal entity file for the purpose of another procurement procedure, its issuing date does not exceed one year and it is still valid, the tenderer may not be obliged to submit a new file. The tenderer shall declare on its honour that the legal entity file has already been provided and confirm that no changes have occurred in its situation.*

### 3.2.2 Economic & Financial Capacity

No	<u>Criteria:</u>	<u>Evidence Required</u> <i>(from main tenderer including consortia members):</i>
a.	The tenderer 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 must not have fallen below 250 000 EUR.	<ul style="list-style-type: none"> <li>Provision of <b>completed Annex IV.a – Economic &amp; Financial Capacity</b>, and, <b>balance sheets / financial statements or their extracts for the last two years</b> 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).</li> </ul>

*\*Nota bene 1: if, for some exceptional reason which EASA considers justified, the tenderer is unable to provide the evidence requested they may prove their economic and financial capacity by any other means which EASA considers appropriate. The Agency reserves the right to ask for clarification or further material in the case that the documents submitted are not found as adequate evidence that the tender fulfils the exclusion and/or selection criteria.*



*\*Nota bene 2: If the tenderer has already submitted the evidence for the purpose of another procurement procedure and if that evidence is still up-to date, the tenderer may not be obliged to submit them again. In such cases, the tenderer shall declare on its honour that the evidence has already been provided and confirm that no changes have occurred in its situation.*

*\*Nota bene 3: If the tenderer relies on the capacity of a third party for the economic and financial capacity, the Agency may require that the third party be jointly liable for performance of the contract.*

### 3.2.3 Technical & Professional Capacity

No	Requirement	Evidence
	<b><u>Experience of the tenderer:</u></b>	
a.	<p>The tenderer must have a <b>minimum of 5 years' recent experience (gained in the previous 10 years)</b> in the following technical areas:</p> <ul style="list-style-type: none"> <li>Assessment and development of operational processes in the context of aerodrome operations<sup>73</sup>, including air traffic services.</li> </ul>	<ul style="list-style-type: none"> <li>The tenderer must provide an overview of the services delivered/activities performed in the previous 10 years, which demonstrates experience and competence in the specified technical areas within the scope of this invitation to tender by completing the table in 'ANNEX IV.b'.</li> </ul>
	<b><u>Project team / expertise</u></b>	
b.	<p><b>The tenderer must have:</b></p> <p>i. <b>Project team:</b> the tenderer must have a competent and experienced project team to execute the contract. All staff involved in the execution of the contract should have an adequate educational background and, cumulative, experience in the areas detailed below, as demonstrated by contribution to/participation in recent assignments within the scope of the present contract. The project team must have, as a minimum, 5-year expertise in each of the following areas:</p> <ol style="list-style-type: none"> <li><u>Aerodrome operational safety</u></li> <li><u>Aerodrome and ATC operational procedures and working methods</u></li> <li><u>Human factor issues affecting runway operations</u></li> </ol>	<ul style="list-style-type: none"> <li>The tenderer must provide an <b>overview of the project team's expertise</b> (key subject matter expertise, technical lead, and PM expertise), by completing the table in <b>ANNEX IV.c</b>.</li> <li><b>CVs of the key experts</b> who will carry out the project. The CVs must be in the Europass format (available at: <a href="http://europass.cedefop.europa.eu/en/home">http://europass.cedefop.europa.eu/en/home</a>), and cover education and training, as well as organisational, technical, and work experience, including supporting documentation (e.g., accreditations, certificates, etc.).</li> </ul>

<sup>73</sup> In this context aerodrome operations is understood to mean one or more of the following: maneuvering area management, low-visibility operations, aeronautical data, human factors, personnel training, safety management.



	<p><b>ii. Technical lead:</b> the tenderer must nominate a suitable technical lead with a minimum of 7 years of experience in a technical area detailed in point b. i. above.</p> <p><b>iii. Project manager (PM):</b> the tenderer must nominate a suitable PM with a minimum of 5 years of project management experience, and demonstrated project management skills in managing, as a minimum of, one comparable research or engineering project.</p>	
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**Note 1:** EASA reserves the right to request clarification or further evidence if the documents submitted are not considered adequate evidence that the tenderer fulfils the exclusion and/or selection criteria.

**Note2:** the tenderer may rely on the technical and professional capacity of a third party (consortium member and/or subcontractor) only for the tasks for which this particular capacity is required; EASA reserves the right to request further evidence that clearly state the allocation of tasks between/among entities.

### 3.2.4 Minimum requirements

The following minimum requirements of the technical specifications shall also be fulfilled by the tenderers.

No	Requirement	Evidence/Verification
a.	Completeness of the technical and financial documents	<ul style="list-style-type: none"> <li>The content of the technical offer shall contain all requested information/documentation for each technical criterion as described in section 3.3.1.</li> <li>The financial offer shall include all requested information/prices as described in section 3.3.2.</li> </ul>
b.	The tenderers must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to the Public Procurement Directive <sup>74</sup> , as well as compliance with data protection obligations resulting from Regulation (EU) 2016/679 <sup>75</sup> .	<ul style="list-style-type: none"> <li>Provision of duly signed Declaration on Honour (Annex II).</li> </ul>

<sup>74</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014, <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32014L0024>.

<sup>75</sup> Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (Text with EEA relevance), OJ L 119, 4.5.2016, p. 1–88.



No	<u>Requirement</u>	<u>Evidence/Verification</u>
c.	Subject matter and scope	Tender addresses subject and scope of the contract.



### 3.3 Award Criteria

The award of contracts is based on the most economically advantageous tender. Only the tenderers satisfying the minimum requirements of the technical specifications and fulfilling the requirements of the exclusion and selection criteria are eligible for contract award.

The contract shall be awarded to the tenderer offering the best-value-for-money (best price-quality ratio).

#### 3.3.1 Assessment of Technical Quality

##### 3.3.1.1 Technical Offer & Evaluation

The quality of technical offers reaching this stage will be evaluated in accordance with the technical award criteria and the associated weighting as detailed in the evaluation grid below.

Tenderers are expected to submit a concise, to the point and clearly written technical offer tailored to EASA. The technical offer shall contain all necessary information to allow evaluation of the tender (according to the technical award criteria), be consistent with the technical specifications and be well-structured (e.g. containing list of contents and consecutive page numbering).

##### 3.3.1.2 Technical Quality Threshold

Only tenders scoring 70 points or more (of a maximum of 100 points) in total against the technical award criteria and no less than 50% under each of the technical award criteria will have their financial offer evaluated.

Tenderers are free to choose where the personal data will be processed or stored as long as they comply with the contractual obligations on data processing (Art.I.9.2 and Art. II.9) and, in particular, with the requirements for transfer of personal data to third countries and international organisations laid down in Chapter V of Regulation (EU) 2018/1725<sup>76</sup>.

Tenderers must specify in their technical offer the location where the personal data will be processed and stored only where this location is outside the territory of the European Union or the European Economic Area. If no location is specified in the tender, the *Contracting authority* will consider that the personal data will be processed and stored only within the territory of the European Union or the European Economic Area.

Nr.	Technical award criteria	Content of technical offer	Maximum points
1	<b>Rationale &amp; strategy:</b> a. Strategy, approach, and quality of the methodology to meet the objectives of the contract, preliminary risk assessment, and proposed mitigation measures.	<b>Rationale &amp; strategy:</b> a. Description of the following: <ol style="list-style-type: none"> <li>overall strategy including the tenderer's understanding of the research objectives;</li> </ol>	65



Nr.	Technical award criteria	Content of technical offer	Maximum points
	<ul style="list-style-type: none"> <li>b. List of activities, related inputs and outputs.</li> <li>c. Access to assets, resources and how they are being used in the project.</li> </ul>	<ul style="list-style-type: none"> <li>2. proposed methodologies and tools for analysis to address the different individual tasks;</li> <li>3. preliminary risk assessment and proposed mitigation measures.</li> <li>b. Description of activities and of related inputs and outputs.</li> <li>c. Description of the available necessary facilities and how they are being used in the project.</li> </ul>	
<b>2</b>	<b>Project structure and timelines:</b> Timing, sequence, dependencies and duration of the proposed activities, identification and timing of major milestones in the execution of the contract in line with section 2 of this document.	<b>Project structure and timelines:</b> <ul style="list-style-type: none"> <li>a. Document outlining the work breakdown structure.</li> <li>b. Document providing the timelines; e.g., through a Gantt chart.</li> <li>c. Overview of the proposed communication, dissemination, and knowledge-sharing activities.</li> </ul>	<b>20</b>
<b>3</b>	<b>Organisation of work, expertise, composition, and functioning of the proposed team:</b> Organisation of work, availability and involvement of key personnel, specific role of each individual expert in the project team, interaction, and coordination of tasks etc. In case of a consortium and/or subcontracting arrangements: input from all consortium members and subcontracting partners.	<b>Organisation of work, expertise, composition, and functioning of the proposed team:</b> <ul style="list-style-type: none"> <li>a. Description of the project management structure including quality control.</li> <li>b. Description of the roles and expected involvement of the team members and any supporting experts.</li> <li>c. Description of the distribution of tasks between/among members of the consortium and of any sub-contracting arrangements, if applicable.</li> </ul>	<b>15</b>
	<b>TOTAL</b>		<b>100</b>

### 3.3.2 Assessment of Price

#### Financial Evaluation

Where a maximum budget is mentioned in these tender specifications, any tenderer submitting a financial offer exceeding this budget will be rejected.



The financial evaluation will be made on the basis of the price offered in the model financial offer (Annex V) applying the following formula:

$$\text{Financial Score for Tender X} = 100 * (\text{Cheapest Price} / \text{Price of Tender X})$$

### Financial Offer

- The financial offer must be presented in the format provided in **Annex V**.
- Every tenderer is required to verify that the data entered in the model financial offer is correct.
- The indicated price must not amount to zero. Failure to comply with this requirement may lead to rejection of the tender.
- **Please note that the prices indicated are maximum prices, and will be binding on the contractor throughout the contract implementation.**
- Prices must be quoted in **EURO** and include all expenses necessary to perform the contract. **No further reimbursements shall be made whatsoever.**
- The price quoted is fixed and shall be subject to **NO revision**.
- Prices must be quoted free of any duties, taxes (such as VAT) and/or other charges, as EASA is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union.
- Costs incurred in preparing and submitting tenders are borne by the tenderer and shall not be reimbursed.

### 3.3.3 Contract Award - Choice of the Selected Tender

The most economically advantageous tenders are established by weighing technical quality against price according to the following calculation:

$$\text{Consolidated score} = \text{Technical score} * 0,6 + \text{Financial score} * 0,4$$

Should the outcome of the formula lead to two or more tenders with the same result, the tenderer who has been awarded the highest marks for quality will be deemed to be the most economically advantageous tender.

The contract will be awarded to the best ranked tender.





## ANNEX I - TENDER SUBMISSION FORM

1. SUBMITTED by (i.e. the identity of the tenderer)	
Tenderer (Legal Name)	
Legal Address	
Postal Address for Tender (if different from above)	
Nationality (country of registration)	
VAT Registration Number	
SME (small or medium-sized enterprise <sup>77</sup> )	YES <input type="checkbox"/> / NO <input type="checkbox"/>

2. CONTACT PERSON for this Tender (to act as focal point for all communication which may take place between EASA and the tenderer)	
Name	
Position	
Organisation	
Address	
Telephone	
E-mail	

3. AUTHORISED SIGNATORY for this Tender (i.e. legally authorised representative of the tenderer)	
Name	
Position	
Address	
Documentary Evidence Attached	<input type="checkbox"/> Supporting documents providing evidence that above-mentioned signatory is legally empowered to represent / sign on behalf of the tenderer attached.

<sup>77</sup> <http://eur-lex.europa.eu/legal-content/EN/LSU/?uri=CELEX%3A32003H0361>



#### 4. INFORMATION ON JOINT TENDERS

Tender is submitted on behalf of a Consortium (*indicate as applicable*) YES ☐ / NO ☐

Role	Name(s) of legal entity or entities submitting this tender	SME (small or medium-sized enterprise <sup>78</sup> )	Nationality
Leader (as above)		YES <input type="checkbox"/> / NO <input type="checkbox"/>	
Member 1		YES <input type="checkbox"/> / NO <input type="checkbox"/>	
Member 2		YES <input type="checkbox"/> / NO <input type="checkbox"/>	

Add / delete additional lines for consortium members as appropriate. **Please note that a sub-contractor IS NOT considered to be a consortium member.**

#### 5. INFORMATION ON SUB-CONTRACTING

Tenderer shall make use of sub-contractors (*indicate as applicable*) YES ☐ / NO ☐

In line with section 1.6 we/I undertake to guarantee the eligibility of the sub-contractor(s) for the parts of the contract for which we have stated our intention to sub-contract in the technical offer.

Name	Nationality	Roles/tasks during contract execution	Proportion of subcontracting (% of contract volume)
		<b>TOTAL % of subcontracting</b>	<b>0,00%</b>

Add / delete additional lines for sub-contractors as appropriate.

<sup>78</sup> <http://eur-lex.europa.eu/legal-content/EN/LSU/?uri=CELEX%3A32003H0361>



**6. SUBMISSION CHECKLIST (i.e. content of the offer) - Our tender is made up of the following documents, duly signed and dated:**

**ADMINISTRATIVE DOCUMENTS**

Document	To be submitted by:			Where to fill in / upload the document in eSubmission application
	Single Tenderer / Consortium Leader	Consortium Members	Sub-contractors	
<b>4</b> Tender Submission Form ( <b>front page of admin docs</b> ) – using template in Annex I.	<input type="checkbox"/>	N/A	N/A	<b>5</b> Step 'Parties' → section 'Attachments' → tab 'Other documents'
<b>6</b> Declaration on Honour ( <b>section 3.1 Exclusion Criteria</b> ) – using template in Annex II.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<b>7</b> Step 'Parties' → section 'Attachments' → area 'Declaration on honour'  <b>8</b> <u>In case of Consortia:</u> <b>Further Declarations on Honour for Consortium Members:</b>  Step 'Parties' → section 'Attachments' → tab 'Other documents'
<b>9</b> Evidence <b>that the person signing the documents is an authorised representative of the entity</b>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	<b>10</b> Step 'Parties' → section 'Attachments' → tab 'Other documents'
<b>11</b> <i>In case of sub-contracting (section 1.6):</i> Sub-contractors Declaration – Annex III.	N/A	N/A	<input type="checkbox"/>	<b>12</b> Step 'Parties' → section 'Attachments' → tab 'Other documents'
<b>13</b> Financial Identification Form – using the template downloadable from the EC Webpage: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a>	<input type="checkbox"/>	N/A	N/A	<b>14</b> Step 'Parties' → section 'Attachments' → tab 'Other documents'



15	Legal Entity Form (section 3.2.1 Legal & Regulatory Capacity) – using the form indicated in section 3.2.1 and providing the supporting documents as requested therein.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	16	Step 'Parties' → section 'Attachments' → tab 'Legal and regulatory capacity'
17	Economic & Financial Capacity Documents (section 3.2.2) – using template in Annex IV.a accompanied by the documents requested therein.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	18	Step 'Parties' → section 'Attachments' → tab 'Economic and financial capacity'
19	<i>In case of consortia (section 1.5):</i> Consortium agreement ( <i>if already available</i> ), or, powers of attorney issued by the consortium members empowering the representative of the consortium leader (tenderer) to submit a tender and to sign contracts on their behalf.	<input type="checkbox"/>	<input type="checkbox"/>	N/A	20	Step 'Parties' → section 'Attachments' → tab 'Other documents'
<b>TECHNICAL DOCUMENTS</b>						
✓	<b>Technical &amp; Professional Capacity Documents</b> (section 3.2.3 – evidence required).	<input type="checkbox"/>			21	Step 'Parties' → section 'Attachments' → tab 'Technical and professional capacity'
✓	<b>Technical Offer</b> (section 3.3.1 of the specifications).				22	Step 'Tender Data' → tab 'Technical offer'
<b>FINANCIAL DOCUMENTS</b>						
✓	<b>Financial Offer</b> (section 3.3.2) - using the template in Annex V	<input type="checkbox"/>			23	Step 'Tender Data' → tab 'Financial offer'



## 7. DECLARATION

I, the undersigned, **being the authorised signatory** of the above tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender specifications for the tender procedure referred to above.

Furthermore we hereby solemnly declare that:

- **In the case of consortium:** 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 us as a result of it.
- Further to the invitation to tender and tender specifications, we hereby explicitly declare and confirm the unconditional and irrevocable binding effect of our reply to this call for tenders, in particular the technical and financial offer together with any other evidence or information submitted.
- We accept the **validity period** stipulated in section 1.9 of the Tender Specifications.
- We declare and confirm our unconditional and irrevocable **acceptance of all the terms and conditions** set out in the Procurement Documents (Contract Notice, Procurement Documents - Part I - invitation to Tender, Part II - tender specifications and Part III - draft contract) and, where appropriate, waiver of our own general or specific terms and conditions. *Please note that this acceptance shall be fully binding on the tenderer as of submission of the tender and, in case of successful contract award, for the entire duration of the contract.*
- **Professional Conflicting Interest:**
  - We are not and shall not be in any situation which could give rise to a professional conflicting interest in what concerns the performance and/or implementation of the contract.
  - We also declare that in the case that we are found to be in a situation of professional conflicting interest, in relation to this tender / contract, we understand that our tender shall be rejected.
  - In the event of the contract being awarded to us, we undertake to act with complete impartiality and in good faith in what concerns its performance and outcome and to immediately declare to EASA in writing any situation that might raise concerns with respect to professional conflicting interest, impartiality or otherwise affect our position/ability to duly and appropriately perform the contract.
- We are aware that there is **no possibility of negotiating the contract** and, should the contract be awarded to us hereby undertake to duly sign it with the same terms and conditions and substantially in the form enclosed in the procurement documents.
- We are also aware and agree that **non-acceptance of terms and/or conditions** as cited above **may lead to the exclusion of our tender** for non-compliance with the tender conditions.

<b>Full name</b>	
<b>Signature</b>	
<b>Date</b>	



## ANNEX II - DECLARATION ON HONOUR (ON EXCLUSION CRITERIA & SELECTION CRITERIA)

***(To be completed by tenderer and (in the case of joint tenders) by each consortium member)***

<b>Name of the individual:</b>	
<b>ID or Passport number:</b>	
Representing* [himself/herself][the following legal person]:	
<b>Full official name:</b>	
<b>Official legal form</b>	
<b>Full official address:</b>	
<b>Statutory registration number:</b>	
<b>VAT registration number:</b>	

*\*Please choose adequate form and delete as appropriate – individual representing themselves (i.e. freelance consultant, expert etc.) or individual representing a legal body (i.e. company, organisation etc.)*

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority (EASA), provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

Date of the declaration	Full reference to previous procedure

### **A. DECLARATION ON HONOUR ON EXCLUSION CRITERIA**

I. SITUATIONS OF EXCLUSION CONCERNING THE PERSON		
<b>(1)</b> Declares whether the above-mentioned person is in one of the following situations or not (PLEASE TICK YES OR NO):	YES	NO



(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person 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 eligibility or selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons or entities with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the person is guilty of any of the following:		
(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of 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, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in other applicable laws;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist offences or offences related to terrorist activities as well as of inciting, aiding, abetting or attempting to commit such offences defined in Articles 3, 14 and Title III of Directive (EU) 2017/541 of the European Parliament and of the Council of 15 March 2017 on combating terrorism;	<input type="checkbox"/>	<input type="checkbox"/>





(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union's 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 a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
(g) it has been established by a final judgment or final administrative decision that the person has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;	<input type="checkbox"/>	<input type="checkbox"/>
(h) <i>(only for legal persons)</i> it has been established by a final judgment or final administrative decision that the person has been created with the intent referred to in point (g);	<input type="checkbox"/>	<input type="checkbox"/>
<b>(2)</b> declares that, for the situations referred to in points (1) (c) to (1) (h) above, in the absence of a final judgement or a final administrative decision, the person is <sup>79</sup> :	YES	NO
i. subject to facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office, the Court of Auditors, or the internal auditor, 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;	<input type="checkbox"/>	<input type="checkbox"/>
ii. subject to non-final judgments or 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;	<input type="checkbox"/>	<input type="checkbox"/>
iii. subject to facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;	<input type="checkbox"/>	<input type="checkbox"/>
iv. subject to information transmitted by Member States implementing Union funds;	<input type="checkbox"/>	<input type="checkbox"/>
v. subject to decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law;	<input type="checkbox"/>	<input type="checkbox"/>
vi. informed, by any means, that it is subject to an investigation by the European Anti-Fraud office (OLAF): either because it has been given the opportunity to comment on facts concerning it by OLAF, or it has been subject to on-the-spot checks by OLAF in the course of an investigation, or it has been notified of the opening, the closure or of any circumstance related to an investigation of the OLAF concerning it.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>79</sup> The declaration under this point (2) is voluntary and it cannot have adverse legal effect on the economic operator until the conditions of Article 141(1) (a) FR are met.



**II. SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON AND BENEFICIAL OWNERS**

*[Not applicable when the tenderer/candidate is a natural person, a Member State or a local authority]*

(3) The signatory declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers e.g. company directors, members of the management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person (as defined by point 6 of Article 3 of Directive (EU) No 2015/849) is in one of the following situations (PLEASE TICK YES OR NO OR N/A):	YES	NO	N/A
Situation (1)(c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(e) above (significant deficiencies in performance of a contract )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(g) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(h) above (person created with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III. SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON**

*Not applicable when the tenderer or candidate is a natural person, a Member State, a local authority or legal persons with limited liability*

(4) Declares that a natural or legal person assuming unlimited liability for the debts of the above-mentioned legal person is in one of the following situations or not (PLEASE TICK YES OR NO OR N/A):	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IV. OTHER GROUNDS FOR REJECTION FROM THIS PROCEDURE**

(5) Declares that the above-mentioned person is in the following situation or not (PLEASE TICK YES OR NO):	YES	NO
Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.	<input type="checkbox"/>	<input type="checkbox"/>

**V. REMEDIAL MEASURES**



If the person declares one of the situations of exclusion listed above, it may indicate remedial measures it has taken to remedy the exclusion situation, in order to allow the authorising officer to determine whether such measures are sufficient to demonstrate its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (1)(d) of this declaration.

## VI. EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners and appropriate evidence that none of those persons are in one of the exclusion situations referred to in (1) (c) to (f).

It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

For the situations described in points (1): (a), (c), (d), (f), (g) and (h), above, 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 establishment of the person showing that those requirements are satisfied.

For the situations described in point (1) (a), (b), recent certificates issued by the competent authorities of the country of establishment. 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 of establishment, 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.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority (EASA). The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>[Insert as many lines as necessary.]</i>	

The person is not required to submit the evidence if it can be accessed on a national database free of charge. The signatory declares that the following internet address of the database/identification data provide access to the evidence required.

Internet address of the database	Identification data of the document
<i>[Insert as many lines as necessary.]</i>	



## **B. DECLARATION ON HONOUR ON SELECTION CRITERIA**

### **Selection criteria applicable to the tenderer/candidate as a whole-consolidated assessment**

*(to be filled ONLY by the sole candidate/tenderer or the group leader in case of a joint tender)*

The person, being a sole candidate/tenderer/the group leader of a joint tender/request to participate, submitting a request to participate/tender for the above procedure, declares that the candidate/tenderer, including all members of the group in case of joint tender/request to participate, subcontractors and entities on whose capacity the tenderer intends to rely if applicable: <b>(PLEASE TICK YES OR NO):</b>	<b>YES</b>	<b>NO</b>
(a) fulfils all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>
(b) is not subject to conflicting interests which may negatively affect the contract performance;	<input type="checkbox"/>	<input type="checkbox"/>

In case of a procedure with lots the above statements apply to the lot(s) for which the request to participate/tender is submitted.

### **Selection criteria applicable individually to the involved entities of the tenderer/candidate- individual assessment (to be filled individually by all members in case of a joint tender/request to participate and subcontractors)**

<b>VII. SELECTION CRITERIA</b>			
(1) The person, being a member of a joint tender/request to participate or a subcontractor, submitting a request to participate/tender for the above procedure, declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications <b>(PLEASE TICK YES OR NO OR N/A):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 3.2.1 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfils the applicable economic and financial criteria indicated in section 3.2.2 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfils the applicable technical and professional criteria indicated in section 3.2.3 of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) is not subject to conflicting interests which may negatively affect the contract performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In case of a procedure with lots the above statements apply to the lot(s) for which the request to participate/tender is submitted.

## **VIII. EVIDENCE FOR SELECTION**



**The person must be able to provide the selection criteria supporting documents listed in the relevant sections of the tender specifications.**

**Where the evidence is not required to be provided with the request to participate/tender, the person is invited to prepare in advance the documents related to the evidence, since the contracting authority may request to provide these in a short deadline.**

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority (EASA). The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>[Insert as many lines as necessary.]</i>	

The person is not required to submit the evidence if it can be accessed on a national database free of charge. The signatory declares that the following internet address of the database/identification data provide access to the evidence required.

Internet address of the database	Identification data of the document
<i>[Insert as many lines as necessary.]</i>	

### **C. DECLARATION ON HONOUR ON ESTABLISHED DEBT TO THE UNION**

***(to be filled ONLY by the sole candidate/tenderer or the group leader in case of a joint tender)***

The person, being a sole candidate/tenderer/the group leader of a joint tender/request to participate, submitting a request to participate/tender for the above procedure, declares that the candidate/tenderer, including all members of the group in case of joint tender/request to participate, subcontractors: <b>(PLEASE TICK YES OR NO):</b>	YES	NO
Does not have an established debt to the Union	<input type="checkbox"/>	<input type="checkbox"/>

**The above-mentioned person must immediately inform the contracting authority of any changes in the situations as declared.**



The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

<b>Full name</b>	
<b>Signature</b>	
<b>Date</b>	



## ANNEX III – SUB-CONTRACTORS DECLARATION

*(To be completed by each sub-contractor including freelance consultants)*

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

<b>Name of Tenderer:</b>	
<b>Name of the individual</b> <i>(authorised signatory)</i>	
representing the following legal person: <i>(only if the economic operator is a legal person)</i>	
<b>Name of Company / Organisation:</b>	
<b>Legal address:</b>	
<b>Registration number/ID Card No.:</b>	
<b>VAT number:</b>	

<b>DECLARATION OF INTENT</b>
I, the undersigned, being the authorised signatory of the above company hereby solemnly declare and confirm our irrevocable undertaking to collaborate with the above named tenderer should they win the contract and that all appropriate and necessary resources from our part shall be put at the tenderer's disposal for the performance of the contract.
<b>DECLARATION ON HONOUR (ON EXCLUSION CRITERIA)</b>
Furthermore, declares on oath that the above-mentioned natural/legal person is not in one of the situations of exclusion/professional conflicting interest listed in Articles 136 and 141(1) of the Financial Regulation (FR) <sup>80</sup> .

<sup>80</sup> Regulation (EU, Euratom) No 1046/2018 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation (EC, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p. 1).



<b>Full name</b>	
<b>Signature</b>	
<b>Date</b>	





## ANNEX IV.a – SELECTION CRITERIA – 3.2.2 ECONOMIC & FINANCIAL CAPACITY

<b>Name of Tenderer:</b>	
<i>(In case of consortia:</i> <b>Name of Consortium Member: )</b>	

In line with section 3.2.2 – Economic & Financial Capacity (Selection Criteria) please complete the table below with the information and supporting documents requested.

a. Statement of Annual Turnover [concerning the services/supplies covered by the contract]		
Year	Annual Turnover ( <i>indicating currency</i> )	Balance Sheets or Extracts from Balance Sheets Provided / Attached to Offer
2020	<complete>	<input type="checkbox"/>
2019	<complete>	<input type="checkbox"/>
2018	<complete>	N/A



## **ANNEX IV.b – SELECTION CRITERIA – 3.2.3 TECHNICAL & PROFESSIONAL CAPACITY – EXPERIENCE OF THE TENDERER**

<b>Name of Tenderer:</b>	
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In line with section 3.2.3 – Technical & Professional Capacity (Selection Criteria) please complete the table below with the information and supporting documents requested.

In case of a Consortium or subcontracting, tenderers are asked to provide a consolidated Annex.

	Client /Company Name**	Project / Contract /Activity Start – End Date	Description of Services	Financial Volume of Services (EUR)***	Reference to the relevant technical area(s) as specified in 3.2.3
1.					
2.					
3.	*				

*\*More rows/columns can be added by the tenderer where necessary*

*\*\* Where this cannot be disclosed, please indicate company type or equivalent*

*\*\*\* Where this cannot be disclosed other means to verify the scope/volume shall be presented i.e. range*



## ANNEX IV.c – TECHNICAL & PROFESSIONAL CAPACITY - OVERVIEW OF PROJECT TEAM

<b>Name of Tenderer:</b>	
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In line with section 3.2.3 – Technical & Professional Capacity (Selection Criteria) please complete the table below with the information and supporting documents requested.

In case of a Consortium or subcontracting, tenderers are asked to provide a consolidated Annex.

	Name	Role / Main Responsibilities in the Project Team/ Relevant key subject matter expertise, technical lead expertise, project manager expertise (as specified in 3.2.3)	Employment Status ( <i>i.e. employed, sub-contracted, staff member of consortium partner etc.</i> )	CV included in offer
1.				<input type="checkbox"/>
2.				<input type="checkbox"/>
3.				<input type="checkbox"/>
4.				<input type="checkbox"/>
5.				<input type="checkbox"/>

*\*More rows/columns can be added by the tenderer where necessary*



**ANNEX V - MODEL FINANCIAL OFFER**

<b>Name of Tenderer:</b>	
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	EURO (without VAT)
Global Price	

**Note:**

- The above amount must not be broken down further.
- Prices must be quoted in EURO and include all expenses necessary to perform the contract. **No further reimbursements shall be made whatsoever.**
- Prices must be quoted free of any duties, taxes (such as VAT) and/or other charges, as EASA is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union.
- The price quoted is fixed and shall be subject to NO revision.



# **Procurement Documents**

## **Part III**

### **Draft Contract**

