

ENQUETE DE PRIX -i - VIA « I-SOURCING »

No. 17-110179-E

Subject : External assistance for administrative support to DPS Directorate

The Directorate Pan-European Single Sky (DPS) supports the strategic orientation of the EUROCONTROL Organisation. It is a centre of expertise supporting States, EU, other European organisations and stakeholders in the implementation of safe and efficient pan-European Single Sky.

DPS provides support to States, EU, industry and FABs in the delivery of the Single Sky and its related policies in order to improve the performance of the air transport network in the EU and beyond.

The objective of this Price enquiry is to find 1 external consultant to provide administrative support to the DPS activities.

Who should tender:

The Contractor shall provide Contractor's Personnel who have the full spectrum of expertise required to perform the tasks of the Contract at any time.

The proposed candidates shall have a Secondary Degree and at least two years of working experience as a secretary or in a similar function and an excellent command of French and English (oral and written)

Closing date: 31 March 2017 at 3.00 p.m. (Local (Brussels) Time)

Point of Contact:

If you wish to receive the price enquiry please see the “important notice” below and if you have any other related questions, please contact:

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IMPORTANT NOTICE

The full i-price enquiry documentation is in electronic format (.pdf).

If you wish to obtain the i-price enquiry documentation please read and follow carefully the instructions below:

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1. If you are already registered in the EUROCONTROL Supplier Portal, please send an e-mail to the Point of Contact mentioned above to get access to the documentation.
2. If you are not yet a EUROCONTROL supplier, please follow the 4-step process described on the following link:

<http://www.eurocontrol.int/articles/supplier-portal-registration-procedure>

3. EUROCONTROL accepts no responsibility whatsoever for the completeness, accuracy and/or timeliness of the transmission of the electronic documents (nor for the electronic documents themselves).
4. Submission of tenders shall **be made electronically** and shall be exclusively made in strict accordance with the instructions given in the "NOTICE CONCERNING THE PRESENTATION OF TENDERS".
5. You may:
 - a) print out the documents;
 - b) forward the documents further on a strictly need to know basis (always fully acknowledging the source, i.e. EUROCONTROL), and
 - c) use print-outs of the electronic i-price enquiry documents for the submission of tenders (especially Form i-AF3/2CFT).
6. You may not:
 - a) modify, edit and/or change the electronic documents other than to submit the required info and to sign/stamp where required;
 - b) transmit such documents to any third person who has no need to know them;
 - c) post such documents on any private or public website;
 - d) alter the originating source (EUROCONTROL) and or copyright signs etc., and
 - e) transmit the documents without indication of the source.
7. EUROCONTROL reserves the right not to send you the tender documentation, if your company is considered as incapable of submitting an offer to the i-price enquiry (size of the project, complexity etc.).

An environmental notice:

With a view to reduce the exponential growth of paper consumption, we would invite you only to print out electronic documents received and/or request paper copies of the price enquiry documentation if you are actually considering to submit a tender.