

REF. 17-110424 A

Call for Tenders for creation and implementation of a SaaS Recruitment solution Tool

The European Organisation for the Safety of Air Navigation (EUROCONTROL) was founded in 1960 by six States. It now has 41 Member States. EUROCONTROL's mission is to harmonise and integrate air navigation services in Europe, aiming at the creation of a uniform air traffic management (ATM) system for civil and military Users, in order to achieve the safe, secure, orderly, expeditious and economic flow of traffic throughout Europe, while minimising adverse environmental impact.

More information about EUROCONTROL can be found on www.eurocontrol.int

The Agency recruitment process ensures transparency, fairness and equal treatment. For this purpose, the recruitment process is fully regulated and follows an established procedure led by a Selection Board.

To maximise the fairness of the assessment (screening) of applications received and ensure consistency from one campaign to another, the Agency must provide candidates with an online system to fill in an application for employment.

Who should tender: Companies having expertise in creating and implementing a web based online recruitment tool (SaaS model) which shall allow managing all recruitment processes in one single tool.

Closing date: **Friday September 15, 2017 at 15:00** (Brussels, Belgium local time)

European
Organisation for the
Safety of
Air Navigation

Organisation
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sécurité de la
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Point of Contact:

If you wish to **receive the Call for Tenders, please see the “important notice” below and if you have any other related questions**, please contact:

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APPEL D'OFFRES-i - VIA « I-SOURCING »

IMPORTANT NOTICE

The full i-call for tenders documentation is in electronic format (.pdf).

If you wish to obtain the i-call for tenders documentation please read and follow carefully the instructions below:

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-call for tenders documents for the submission of tenders (especially Form i-AF32CFT).

6. You may not:

- a) modify, edit and/or change the electronic documents unless for filling in the required information;
- 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-call for tenders (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.