

# i-CALL FOR TENDERS



## **APPEL D'OFFRES-i - VIA « I-SOURCING »**

### **No. 17-110492-A**

### **Subject : Linguistic and instructional support to ELPAC**

EUROCONTROL is the European Organisation for the Safety of Air Navigation. EUROCONTROL's Institute of Air Navigation Services (IANS), based in Luxembourg, is primarily concerned with providing operational network support and technical and managerial training to Air Traffic Management (ATM) and National Supervisory Authority (NSA) staff in the EUROCONTROL Member States.

ELPAC, English Language Proficiency for Aeronautical Communication, is a language proficiency test service that is part of the IANS work programme. According to ICAO standards and EU legislation ATC controllers and pilots have to pass an ICAO language proficiency test regularly in order to obtain or renew their licences. EUROCONTROL's role is to develop and maintain the test and to make it available for use by Air Navigation Service Providers, Air Operators, Aviation Authorities and Training Organisations. This also includes the necessary initial and refresher ELPAC examiner training to ensure ELPAC guidelines and standards are consistently applied.

The EUROCONTROL ELPAC ATC test is currently the only test worldwide with a full recognition from ICAO confirming that the test is in accordance with ICAO and EU LPR requirements (ICAO SARPS, ICAO doc.9835 and EU legislation).

The aim of this Call for Tenders is to select a supplier that would support EUROCONTROL'S needs for the next 5 years. The supplier shall be ELPAC's academic, linguistic and aviation English partner responsible for the reliability and validity of the test. Furthermore the supplier shall provide instructor support to the ELPAC examiner accreditation training organised by EUROCONTROL.

European  
Organisation for the  
Safety of  
Air Navigation

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### **Who should tender:**

Organisations who have the:

- Ability to maintain ELPAC to the highest scientific standards within the context of aeronautical communication to ensure that ELPAC remains on the ICAO list of fully recognised tests.
- Ability to support the ELPAC accreditation, refresher and L6 examiner courses with linguistic, aviation English and assessment expertise.
- Ability to respond to requests and requirements in a flexible way, in particular regarding training dates and user requests.

**Closing date: 02 October 2017 15:00 hours (CET local Brussels time)**

### **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:

Virginia Plaza Campos  
DR/FPR/VPC

**e-mail:** [virginia.plaza-campos@eurocontrol.int](mailto:virginia.plaza-campos@eurocontrol.int)

**tel.:** +32 (0) 2 729 9019

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### IMPORTANT NOTICE

The full call for tenders documentation is available in electronic format (.pdf) and will be sent by email. If you wish to obtain the call for tenders documentation please read and follow carefully the instructions below:

1. Send an e-mail to the Point of Contact mentioned above.
2. Confirm explicitly in your e-mail message that you have read and understood the contents of this "IMPORTANT NOTICE".
3. Upon receipt of the call for tenders documentation, please send an acknowledgement of receipt to the Point of Contact.
4. Please be aware that electronic transmission is not secure and may be read by third parties.
5. EUROCONTROL accepts no responsibility whatsoever for the completeness, accuracy and/or timeliness of the transmission of electronic documents (or for the electronic documents themselves).
6. The paper copies of the call for tenders documentation, which are available to potential tenderers upon request, shall at all times prevail.
7. Tenders **may not be submitted electronically** and must be made in strict accordance with the instructions given in the "NOTICE CONCERNING THE PRESENTATION OF PROPOSALS BY TENDERERS".
8. You may:
  - a) print out the documents;
  - b) forward the documents on a strictly need-to-know basis (always fully acknowledging the source, i.e. EUROCONTROL), and
  - c) use print-outs of the electronic call for tender documents for the submission of tenders (especially Form AF3/2-CFT).
9. You may not:
  - a) modify, edit and/or change the electronic documents other than to submit the required information and to sign and stamp where appropriate;
  - b) transmit such documents to any third person who has no need to see them;
  - c) post such documents on any private or public website;
  - d) alter the originating source (EUROCONTROL) and or copyright signs, etc., or
  - e) transmit the documents without indication of the source.
10. EUROCONTROL reserves the right not to send you the tender documentation if your company is considered incapable of submitting a suitable tender (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.