

## AVIS D'ENQUÊTE DES PRIX- VIA « I-SOURCING »

**No. 17-110863-E**

### **Tasking support for compliance management in DR**

#### **EUROCONTROL**

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.

#### **Directorate of Resources**

The Directorate of Resources provides the resource strategy and policies, and manages the human and financial resources, in order to reach the Agency's strategic and business objectives. The Directorate ensures compliance with regulations and rules and drives the Agency's efficiency initiatives.

The DR Office continues to play an important role in the new DR structure and its primary function is to provide support to the Principal Director of Resources and to provide support to the effective governance of DR and its management team.

The objective and scope of this contract is to seek strategic support to establish and implement a systematic approach for compliance management (including data protection) in the Directorate Resources (DR) of the Eurocontrol Agency.

European  
Organisation for the  
Safety of  
Air Navigation

Organisation  
européenne pour la  
sécurité de la  
navigation aérienne

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**Who should tender: Companies able to provide staff having strong experience in the above described context**

**Closing date: 16 January 2018 at 3.00 p.m. C.E.T (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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DR/FPR/PROC  
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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:

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-AF32PE).
6. You may not:
  - a) modify, edit and/or change the electronic documents;
  - 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.