

APPEL D'OFFRES-i - VIA « I-SOURCING »

No. REF. 17-150530-A

Call for Tenders for Provision of services of (i) printing and billing dispatch and (ii) e-invoicing.

The European Organisation for the Safety of Air Navigation (EUROCONTROL) was founded in 1960 by six States. It now has 41 Member States committed to building, together with its partners, a Single European Sky that will deliver the air traffic management performance required for the twenty-first century and beyond.

The Central Route Charges Office (CRCO) is a directorate of EUROCONTROL, which handles the billing, collection and redistribution of air navigation charges to the entities that provided the air navigation services. This charging system enables Member States and air navigation service providers to fund air traffic control services for airspace users.

The main role of the CRCO is the management of the route (overfly) charges system, on the basis of the Multilateral Agreement relating to Route Charges signed between the Contracting States.

The present call for tender relates to the provision of services of (i) printing and billing dispatch and (ii) e-invoicing.

Closing date: January 22 , 2018 at 15h00 (Brussels, Belgium time)

Please consider the below agenda applicable for this Call for Tenders:

- Second set Questions/Answers published via the Supplier portal on **15/01/2018**
- Second Information day related to this Call for Tenders No.17-150530-A is planned at EUROCONTROL Headquarters (Rue de la Fusée 96, 1130 Brussels) on **10/01/2018 from 10:00 until 12:30**. Please note that **registration is mandatory** for attendance to the Information day. Registration must be required by sending email to Mr. Olivier TRIBEL (olivier.tribel@eurocontrol.int). Request for registration will be accepted until 23/11/2017.

European
Organisation for the
Safety of
Air Navigation

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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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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;
 - 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.