

PRICE INQUIRY-i - VIA « I-SOURCING »

No. 19-220283-E

Tasking contract for the development of training and guidance material for the role of ESCAPE Stimulation Technical Coordinator (STC_Light)

The purpose of the contract to be let with the successful Tenderer is to award a privileged, but not exclusive, service for the production of training material for the training and guidance of an ESCAPE ATC simulation technical coordinator STC_Light (with a subset of tasks and responsibilities of normal STC). The following key activities are described into this Price enquiry:

- Inventory of available documentation: the contractor will first make an inventory of all available documentation and guidance material
- Participation in a training session: the contractor will participate in a training session organised at the EEC based on currently available training material. He will make good note of the flow and organisation of this training that should be considered as a starting point for this contract.
- Development of improved training material: based on the available documentation and the training session attended, the contractor will develop new training and guidance material according to the best practices in terms of IT training. The training material should include at least a full package of slides, users guides and manuals, but may also include pictures, short videos or any other training material that may improve the quality of the training material.

An information session on site is organised on 23/04 between 14.00 and 16.00. If you wish to attend the event, please confirm your participation.

European
Organisation for the
Safety of
Air Navigation

Organisation
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sécurité de la
navigation aérienne

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Who should tender:

The Contractor shall provide Contractor's Personnel who possess:

- Technical drafting skills for information technology;
- Minimal knowledge of Air traffic management ;
- Very good command of the English language, with proved writing skills;
- Experience with the design, structuring and drafting of training and guidance documents, slides with short videos.

Closing date: 03/05/2019, 15:00 Brussels time

Point of Contact:

If you wish to receive the price inquiry 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 inquiry 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.