

CALL FOR EXPRESSIONS OF INTEREST

2007/S 127-154911

D-Cologne: provision of services involving various technical and organisational tasks pertaining to the rulemaking activities of the European Safety Agency (EASA)

Ref.: EASA/2007/CEI/02

1. Name, address, telephone and fax numbers, e-mail and Internet address of the contracting authority:

Contracting Authority	European Aviation Safety Agency (EASA)
Address	Ottoplatz 1, D-50679 Cologne, Germany
Telephone	00 49 221 8999 0000
Fax	00 49 221 8999 0999
E-mail	tenders@easa.europa.eu RPS@easa.europa.eu
Internet address	http://www.easa.europa.eu

2. Type of notice: Call for expressions of interest

The purpose of the present "Call for Expressions of Interest" is to establish a list of selected candidates for the provision of services involving various technical and organisational tasks pertaining to the rulemaking activities of the European Aviation Safety Agency (EASA).

Persons (legal entities) interested in being called upon for future EASA Calls for Tenders related to the provision of these services are invited to submit an application in accordance with the rules set out in this notice. The contracting authority will draw up a list of candidates who meet the criteria set out under point 8 below.

Each time a specific contract is to be concluded relating to one of the fields described under point 4, EASA will invite some or all the candidates on the list, selected on the basis of objective and non-discriminatory criteria, to submit a tender. EASA will send the call for tender relating to the contract in question to the candidates invited to submit a tender. This will contain further information regarding the nature of the services requested and the award criteria that will be used by EASA when evaluating the tenders.

Inclusion on the list entails no obligation on the part of the European Aviation Safety Agency (EASA) concerning neither the award of the contract nor, in view of the preceding paragraph, concerning an invitation to tender.

3. The list of selected candidates resulting from this notice will be used exclusively for public contracts of the following type:

The list resulting from this notice will be used exclusively for public service contracts under Annex II A to Directive 2004/18/EC, except for research and development contracts in category 8 in that annex, worth less than an estimated 137,000 EUR.

4. Full description of the field or fields covered by the call for expressions of interest:

a) Background:

The European Aviation Safety Agency is located in Cologne, Germany. The Rulemaking Directorate within EASA conducts all the Agency's rulemaking activities and is in charge of coordinating the Agency's international activities. It is composed of several operational departments. Their role is essentially to develop and maintain the essential requirements and implementing rules for ensuring the safety and environment compatibility of civil aviation, as well as their related airworthiness codes, acceptable means of compliance and interpretative material. It also includes the preparation, negotiation and administrative implementation of agreements/arrangements with third countries aiming at facilitating the reciprocal acceptance of certification findings or improving aviation safety and environmental compatibility.

Further information on the activities of the Rulemaking Directorate is available at: http://www.easa.europa.eu/home/rulemaking_en.html

b) Tasks:

1. Provision of the secretariat of rulemaking and review groups meetings conducted in English. In this context the contractor will be required to: draft the agenda and preparatory documents; distribute preparatory documents, agenda, working papers and minutes for meetings; assist the group with information on procedural questions; collect and draft working papers/position papers if necessary; prepare the meeting together with the Chair; assist the Chair with the conduct of the meeting; draft the minutes and ensure appropriate coordination with other groups, when required.
2. Support to the development and production of: Notices of Proposed Amendment (NPA); and/or associated material such as Explanatory

notes, Regulatory Impact Assessments (RIA), Comment Response Documents (CRD) and draft measures (Decision, Opinions, Certification Specifications or Acceptable Means of Compliance). More specifically this includes writing and editing technical texts in English for a specialist audience in the various technical disciplines listed below, and providing support in the graphic conception of these documents.

3. Providing reviews and drafting of syntheses on technical issues to prepare regulatory work. This includes searching, selecting, reading, analysing existing documentation and providing material ready for use by experts involved in the drafting of rules, as well as expertise for directorate's impact assessment and post-evaluation of impact of rules.
4. Assisting the Agency in the technical and/or economic evaluation of exemptions granted by Member States under the provisions of article 10 of the Basic Regulation or of article 8 of Regulation (EC) 3922/91¹ (EU-OPS) as amended by Regulation (EC) 1899/2006².
5. Assisting the agency in the tasks of International Technical Cooperation. This will include supporting the Agency in the definition and formulation of the Technical Cooperation Programs (identification of the beneficiary countries needs and of the associated action plan).

Candidates are required to specify their area(s) of expertise and the number of years of experience on the application form (available on the Agency's procurement webpage http://www.easa.europa.eu/home/procurement_en.html). The areas of expertise are listed below:

1. technical disciplines:
 - i. flight/performance,
 - ii. structure
 - iii. hydromechanical systems
 - iv. rotor/transmission systems
 - v. electrical/HIRF/lightning
 - vi. avionics/software
 - vii. paperless cockpit concepts
 - viii. powerplant installation/fuel systems
 - ix. cabin safety
 - x. environmental systems
 - xi. airworthiness certification procedural requirements
 - xii. airworthiness certification of individual aircraft
 - xiii. noise
 - xiv. emissions
 - xv. continued airworthiness
 - xvi. human factors in aviation
 - xvii. training techniques

¹ Council Regulation (EEC) No 3922/91 of 16 December 1991 on the harmonization of technical requirements and administrative procedures in the field of civil aviation (*OJ L 373*, 31/12/1991 p. 4)

² Regulation (EC) No 1899/2006 of the European Parliament and of the Council of 12 December 2006 amending Council Regulation (EEC) No 3922/91 on the harmonisation of technical requirements and administrative procedures in the field of civil aviation (*OJ L 377*, 27.12.2006, p. 1)

- xviii. maintenance
- xix. certifying staff qualifications
- xx. commercial operations
 - 1. Equipments
 - 2. Performance
 - 3. Specific operations (e.g. All weather operations, ETOPS, RVSM, MNPS, RNAV, HEMS, HHO, SAR)
 - 4. Organisational aspects (Quality systems, Safety Management Systems, Flight Data Monitoring, Manuals)
 - 5. Minimum Equipment List
 - 6. Dangerous goods
 - 7. Flight and duty time (fatigue management)
 - 8. Aerial work operations
 - 1. Aeroplanes
 - 2. Helicopters
 - 3. Other aircraft
- xxi. non-commercial operations
 - 1. Recreational
 - 2. 'Corporate'
- xxii. ground handling
- xxiii. pilots qualifications
- xxiv. cabin crew qualifications
- xxv. crew medical requirements
- xxvi. Aerial work specialist qualifications
- xxvii. ATS personnel qualifications
- xxviii. Aeromedical examiner qualifications
- xxix. Physical characteristics and infrastructures of aerodromes/heliports
- xxx. Visual Aids
- xxxi. Navigation aids
- xxxii. Ground emergency services
- xxxiii. Wildlife hazard management
- xxxiv. Design of ATS routes (Obstacle limitations/surfaces)

as applied to the following products, and, when relevant, to their parts and appliances:

- a) large aeroplanes
- b) rotorcraft
- c) small aeroplanes
- d) tilt rotor aircraft
- e) balloons/airships
- f) gliders
- g) engines/APUs
- h) propellers
- i) ultra light aircraft
- j) UAV
- k) flight synthetic training devices
- l) Cabin crew training organisations
- m) Aerodromes
- n) Ground handling organisations
- o) ATM training organisations

2. regulatory oversight of:
 - i. design organisations
 - ii. production organisations
 - iii. maintenance organisations
 - iv. maintenance training organisations
 - v. continuing airworthiness management organisations
 - vi. air operators
 1. Commercial air transport
 2. Aerial work
 3. Non-commercial
 - vii. flight and type rating training organisations
 - viii. synthetic training devices operators
 - ix. aero-medical centres
 - x. aeromedical examiner qualifications
3. other areas
 - i. safety management systems
 - ii. regulatory impact assessments (RIA) / post-evaluation
 - iii. auditing processes including CAA organizations
 - iv. requirements for safety of oversight organisations, including national regulatory bodies, assessment bodies and qualified entities.

5. Place of provision of services

Services are to be provided at the Agency's premises in Cologne, Germany. Work may also be carried out at another location if required by the rulemaking group.

6. Expiry date of the list resulting from the call for expressions of interest

The list of potential service providers will remain valid for three years from the date of dispatch of this notice to the Office for Official Publications of the European Communities. Any person (legal entity) interested may submit an application at any time during the period of validity of the list, with the exception of the last three months. Candidates may apply for inclusion on the list at any time up to 3 months before the closing date.

7. Eligibility

This call for expressions of interest is open to any natural or legal person wishing to apply and who is established in the EU, the EEA, an EASA partner country or any other country covered by the WTO Government Procurement Agreement.

8. Criteria for inclusion on the list

8.1 Exclusion criteria

Candidates will be excluded from participation in this call for expressions of interest if:

- a. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b. they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c. they have been guilty of grave professional misconduct proven by any means which EASA can justify;
- d. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e. they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f. following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

In addition, contracts may not be awarded to legal entities who, during the procurement procedure:

- Are subject to a conflict of interest or,
- Are guilty of misrepresentation in supplying the information required by EASA as a condition of participation in the contract procedure or fail to supply this information.

Means of proof required:

Candidates must complete and sign the Declaration on Exclusion Criteria, which may be downloaded from the Agency's procurement webpage: <http://www.easa.europa.eu>

8.2. Selection criteria:

a. Legal Position

Any candidate is asked to prove that he is authorised to perform the contract under the national law as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

The candidate shall provide a duly filled in and signed Legal Entity Form (to be downloaded, depending on the tenderer's nationality and legal form, from the following website

http://europa.eu.int/comm/budget/execution/legal_entities_en.htm)

accompanied by the documents requested therein.

b. Technical and professional capacity:

The technical and professional capacity must, at least, cover the following aspects:

For natural persons and experts proposed by legal persons:

- a university degree in the scientific fields relevant to the technical disciplines, giving entitlement to undertake postgraduate studies, or a professional training of an equivalent level;
- several years of professional experience in one or more of the technical disciplines listed under point 4.
- knowledge and experience of drafting aviation safety and environmental protection requirements for a specialist interest audience with a necessary level of technical complexity;
- knowledge of and experience in implementing certification procedures;
- experience in meeting organisation/management;
- well organised and methodical;
- good knowledge of English language and a proven capability to follow meetings, to report proceedings and to draft technical texts in this language;
- a good knowledge of national/international organisations operating within the scope of EASA's activities would be an asset, as would a good knowledge of the institutional framework and functioning of the European Union;
- eventual previous participation in Rulemaking Groups;

For legal persons:

- Evidence shall be given as to the organisations activity being relevant to the technical disciplines listed under point 4.

- Experts proposed by the legal persons must have relevant expertise and qualifications to perform the tasks required

Means of proof required

For natural persons and experts proposed by legal persons:

- concise but informative, signed curriculum vitae (CV), showing relevant expertise in the technical disciplines listed above. The CV should give details of employer, job title and tasks;

For legal persons:

- Evidence should be done in the form of listing, description of a number of reference studies/projects and the years of experience in that field.

For both natural and legal persons:

- documentary evidence of candidates' claims in respect of the aforementioned criteria is required and should be attached to the application such as a list of reports, research, previous projects and contracts, sample of works, etc.
- accompanied by an index of the supporting documents.

The above required documentation must be drawn up in English. All diplomas and certificates in another language should be accompanied by an English translation.

The Agency reserves the right to request any complementary documentary evidence it deems necessary or useful in order to verify service providers' technical competence and professional aptitude.

c. Financial and economic capacity (*for legal persons only*):

The candidate must be in a stable financial position and have the economic and financial capacity to perform the contract.

To prove their economic and financial capacity, candidates should provide with their expression of interest one or more of the following documents:

- appropriate statements from banks or evidence of relevant professional risk indemnity insurance;
- the presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;
- a statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last 3 financial years. For semi-public or non-profit organisations, the annual budget of the last year.

The Agency reserves the right to request any documentary evidence it deems necessary or useful in order to verify candidates' economic and financial standing.

Candidates selected for entry in the list with a view to their being later invited to respond to a specific call for tender will not have to provide the documents indicated in this call for expressions of interest, since these documents will have already been supplied, provided their particulars remain unchanged.

Please note that it is the responsibility of the candidate to inform EASA immediately of any changes to their administrative, technical or financial details which would result in a change to their original application.

9. Full list of information, formalities and documents to be supplied by persons interested

- a. Expressions of interest should be sent in quadruplicate, i.e. one original and three signed copies. They must be submitted using **the application form** published on EASA's website <http://www.easa.europa.eu> (under the heading of this Call for Expressions of Interest) whose format and instructions must be strictly observed
- b. Candidates should ensure that the following documents are included in their applications:
 - a. duly completed and signed application form and
 - b. declaration on exclusion criteria (available on the Agency's procurement web page)
 - c. Duly filled in and signed Legal Entity Form accompanied by the documents showing that the candidate is authorised to perform the contract under the national law (see point 8.2.a above)
 - d. All documents/information enabling EASA to select candidates against the technical and professional capacity criteria (see point 8.2.b above)
 - e. Documents enabling EASA to evaluate the Economic and Financial capacity of the candidates (see point 8.2.c above)

10. Address to which expressions of interest must be sent by mail to:

Expressions of interest sent by post mail are to be sent to the following postal address:

**European Aviation Safety Agency
Rulemaking Directorate
Process Support
Postfach 10 12 53
D-50452 Köln, Deutschland
Ref: EASA/2007/CEI/02**

Expressions of interest sent by Express mail, commercial courier or hand-delivered should be addressed to the following physical address:

**European Aviation Safety Agency
Rulemaking Directorate
Process Support
Ottoplatz 1
D-50679 Köln-Deutz, Deutschland
Ref: EASA/2007/CEI/02**

11. Other information:

The Agency intends to proceed to the first assessment of submitted applications as soon as possible and, subsequently, in the first and last quarter of each year. Candidates will be informed on the outcome of their expressions of interest.

Applications submitted for the previous Rulemaking Call for Expressions of Interest (EASA/CEI/2004/02) will cease to be valid on 13 October 2007. All applicants to that procedure are requested to submit a new application to this Call for Expression of Interest.

Queries relating to the present call for Expressions of Interest should be sent in writing jointly to following e-mail addresses: tenders@easa.europa.eu and RPS@easa.europa.eu.

12. Date of dispatch of notice: 25.06.2007.

13. Date of receipt of notice by the Publications Office: 25.06.2007.