



**INVITATION TO SUBMIT A PROPOSAL Ref. SJU/LC/0087-CFP**

**SESAR INTEGRATED REMOTELY PILOTED AIR SYSTEM DEMONSTRATION ACTIVITIES**

*Brussels, 7<sup>th</sup> February 2013*

Dear Sir/ Madam,

On the basis of Article 75 of the its Financial Regulation<sup>1</sup>, its Budget and its Annual Work Programme for 2013 - as adopted by the of the SESAR Joint Undertaking (SJU) Administrative Board on 19<sup>th</sup> December 2012 -, the SESAR Joint Undertaking (SJU) is pleased to invite you to submit a proposal in response to the call for proposal in subject.

As a result of this call, the SJU intends to select and co-finance indicatively 10 projects offering **SESAR integrated remotely piloted air system demonstration activities**, each for a maximum duration of twenty four (24) months from the date of signature of the respective co-financing Agreement.

The tender specifications and draft Agreement attached hereto detail the content of this call, the conditions of performance of the selected projects as well as the evaluation criteria of each proposal received.

We kindly ask you however to note the following important points concerning the submission and content of the proposal.

1. The SJU will place individual agreements for each selected project as a result of this call and may co-finance up to a maximum of 50% of the total eligible cost incurred by the selected consortium to perform the project.
2. Any entity responding to this call shall be set as a consortium and shall be composed of at least two independent legal entities, including at least one RPAS flight operator and one air navigation service provider, which shall ensure as far as possible the connections with the relevant regulatory authorities.
3. Those interested in this call for proposal must send their proposals to the following address:

**SESAR Joint Undertaking  
Avenue de Cortenbergh, 100  
B-1000 Brussels  
BELGIUM**

by registered mail, by private courier or delivered in-hand, not later than **19<sup>th</sup> April 2013 at 15:00 (Brussels time)**.

The bidders are strongly advised to use the delivery service offering tracking option of the sent items. **Any proposal received by the SJU after the deadline, even when sent before the deadline but received by the SJU after the deadline, will not be examined and returned unopened to the bidder.**

4. Proposals must be presented in the requested format and include all the requested information and documents. Failure to respect the requirements will constitute a formal incompliance and may result in the rejection of the proposal.

<sup>1</sup> Ref. ADB(D)-16-2010

Proposals must be clear and concise, perfectly legible so that there can be no doubt as to words and figures, include continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled).

It is recommended that the proposals are submitted in environmentally friendly way, e.g. by choosing a simple and clear structure (list of contents and consecutive page numbering), double side printing, limiting attachments to what is required in this call for proposal (i.e. no additional material) and avoiding plastic folders and binders.

5. Proposals must be written in English and submitted:

a) in **paper format**:

- one (1) original and four (4) copies of the cover letter,
- one (1) original of the Administrative proposal,
- one (1) original and four (4) copies of the Technical proposal, developed in accordance with the Template provided in Annexe II of the Technical Specifications,
- one (1) original of the Financial proposal, developed in accordance with the Template provided in Annexe V of the Technical Specifications;

b) in **electronic format**: one copy of the proposal, in PDF format and in excel for the financial proposal.

The original paper version of the proposal must be marked "**ORIGINAL**", initialled (each page) and signed by the bidder.

6. Each proposal must be submitted in accordance with the double envelope system:

a) The outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- **the reference number of the call for proposal (SJU/LC/0087-CFP)**
- the name of the bidder,
- the indication "*Proposal - NOT to be opened by the internal mail service*".

b) The inner envelope must contain the paper copies and the electronic copy.

c) The inner envelope must also contain two sealed envelopes, one containing the administrative and technical proposal and the other the financial proposal. Each of these envelopes must clearly indicate the content (i.e. "Administrative and Technical proposal" and "Financial proposal").

7. The proposal shall consist of a cover letter and three volumes, as follows:

a) **Cover letter** shall be signed and dated and contain the following elements:

- The names, telephone and fax numbers and e-mail addresses of the persons who will be responsible for the technical and contractual management of any resulting agreement and who would be nominated as such in the agreement,
- The name, address, fax and telephone number and e-mail address of the contact person to whom all communications relating to this call for proposal should be addressed,
- The name, title and function of the person empowered to sign the agreement (if awarded),
- A reference number for the proposal and the name of the proposed project, identical throughout all parts of the proposal,
- The reference number of the SESAR Joint Undertaking's call for proposal, and
- **The bidder's acceptance of the proposed contractual terms and conditions.** The SJU reserves the right to reject proposals stating that the provisions of the draft agreement are accepted subject to a number of conditions.

b) **Volume 1 – Administrative proposal** shall contain the following elements:

- Legal entities' form, accompanied by the documents requested therein, (please, use the form available on the following web page: [http://ec.europa.eu/budget/info\\_contract/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/info_contract/legal_entities_en.htm));
- Financial identification form (please, use the form available on the following web page: [http://ec.europa.eu/budget/info\\_contract/ftiers\\_en.htm](http://ec.europa.eu/budget/info_contract/ftiers_en.htm));
- Declaration on Honour regarding the exclusion criteria (please refer to section 3.2. of and to the template provided in Annexe VII to the Technical specifications);
- Documentary evidence for the establishment of the legal capacity of the bidder (please refer to section 3.3.1. of the technical specifications);
- Documentary evidence for the establishment of the economic and financial capacity of the bidder (please refer to section 3.3.2. of the technical specifications).

### **c) Volume 2 - Technical proposal**

The Technical proposal must include all the information required in **section 4.3.3** of the technical specifications (Technical and Professional capacity) and all the information necessary to allow the SJU Proposal Analysis Board to evaluate the proposal against the award criteria mentioned in **section 4.3.4** of the technical specifications.

On this respect the bidder is required to use and fill in Annex II to the Technical Specifications attached hereto ("Template to submit a proposal for call ref SJU/LC/0087-CFP"). Please note that this template needs to be filled in completely in order for the SJU to be able to consider the proposal.

### **d) Volume 3 - Financial proposal**

The bidder shall submit a financial proposal which shall provide the total maximum estimated eligible cost of the project and the source(s) of funding in accordance with Annex V attached to the Technical Specifications, considering that the SJU may co-finance up to a maximum of 50% of the total cost incurred by the selected consortium for the project. The estimated total expenditure presented in the financial proposal must be in balance with the total funding of the project.

The costs must be quoted:

- in EURO, including the countries which are not in the EURO area. Where applicable, the bidder chooses the exchange rate and assumes all risks for opportunities relating to the rate fluctuation,
- free of all duties and taxes (in particular VAT), as the SESAR Joint Undertaking is exempt from such charges under Article 3 and 4 of the Protocol on the Privileges and immunities of the EU.
- inclusive of all expenses directly and indirectly connected with the project to be performed.

The financial proposal should be completely unambiguous. The proposal will be disqualified if it contains any statements preventing an accurate and complete comparison of the proposals (such as "to be discussed", "depending on", etc.).

Please note that costs incurred in preparing and submitting proposals are borne by the bidder and shall not be reimbursed.

**Please note that the financial proposal must be submitted in a separate binder or folder and a separate envelope as indicated in section 6 here above which must be clearly labelled "*Financial proposal*". Please ensure that the information related to the financial quotation is given nowhere else in the proposal.**

8. Period of validity of the project proposal, during which bidders may not modify the terms of their proposals in any respect: ninety (90) days from the final date for submission.
9. **Contacts between the SESAR Joint Undertaking and bidders are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:**

**Before the opening of the proposals:**

At the request of the bidder, the SESAR Joint Undertaking may provide additional information solely for the purpose of clarifying the content of this call for proposal and/or the nature of the contract.

Any requests for additional information must be made in writing only and sent to the following e-mail address: [procurement@sesarju.eu](mailto:procurement@sesarju.eu). Requests for additional information should indicate the reference number of the call for proposal and its title.

Requests for additional information received less than fifteen (15) calendar days before the final date for receipt of proposals will not be processed.

Clarifications will be issued by the SESAR Joint Undertaking no later than six (6) calendar days before the closing date for submission of proposals.

The SESAR Joint Undertaking may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for proposals.

Any additional information, including that referred to above, or/and corrigendum will be posted on the following website <http://www.sesarju.eu/about/procurement> as well as in the Official Journal of the European Union (OJEU). Accordingly, the bidders are invited to make regular visits to the SJU website to check for updates.

**After the opening of proposals:**

If clarification is required or if obvious clerical errors in the proposal need to be corrected, SESAR Joint Undertaking may contact the bidder provided the terms of the proposal are not modified as a result.

10. This invitation to submit a proposal is in no way binding on the SESAR Joint Undertaking. The SESAR Joint Undertaking's contractual obligation commences only upon signature of the co-financing Agreement with each successful bidder.
11. Up to the point of signature, the SJU may either abandon the procurement or cancel the award procedure, without the candidates or bidders being entitled to claim any compensation. This decision must be substantiated and the candidates or bidders notified.
12. Once the SESAR Joint Undertaking has opened the proposal, the document shall become the property of the SESAR Joint Undertaking and it shall be treated confidentially.
13. If processing bidder's reply to the invitation to proposal involves the recording and processing of personal data (such as name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, bidder's replies to the questions and any personal data requested are required to evaluate the proposal in accordance with the specifications of the invitation to submit a proposal and will be processed solely for that purpose by the SESAR Joint Undertaking. Details concerning the processing of personal data are available on the [privacy statement](http://www.sesarju.eu/about/procurement) at: <http://www.sesarju.eu/about/procurement>.

14. If the project proposal includes **subcontracting**, the project proposal must indicate clearly, which parts of the Project will be subcontracted. Subcontractor(s) must satisfy the exclusion criteria as listed in section 4.2 of the technical specifications. Please see Section 2.5 of the technical specifications.
15. As per Section 2.4 of the technical specifications, only entities set up as **Consortia** (or groupings) may submit a project proposal.

The consortium must clearly specify the company or person leading the project (the coordinator). Therefore the proposal must also include a/- document/-s (e.g. **letter(s) of intent**) from each member of the consortium, authorising the coordinator to submit a proposal on their behalf and also confirming that the consortium members will place the resources necessary for performance of the agreement.

All members of consortium (i.e. the coordinator and other members) are **jointly and severally liable to the SESAR Joint Undertaking**. Therefore, proposals stating that either:

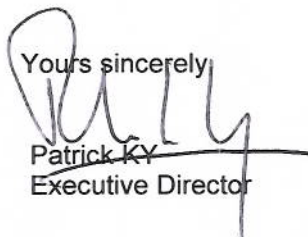
- (a) one of the member of consortium will be responsible for some part of the agreement and another - for the other part(s), or that
- (b) more than one agreement should be signed if the joint proposal is successful; are incompatible with the principle of joint and several liability.

The SESAR Joint Undertaking will consequently disregard any such statement contained in a proposal and will reserve the right to reject such proposals without further evaluation on the grounds that they do not comply with the requirements of the present call for proposal.

In addition, each member of consortium must provide in the submitted Technical Proposal the required evidence for the exclusion criteria (see section 4.2 of the proposal specifications) and the selection criteria relating to the establishment of the legal, economic and financial capacity (see sections 4.3.1 and 4.3.2 of the technical specifications). Exclusion of one of the consortium members on these grounds may result in the exclusion of the whole consortium.

Concerning the selection criteria with regard to technical and professional capacity, the evidence provided by each member of consortium will be verified to ensure that the consortium as a whole fulfils the criteria (see section 4.3.3).

We thank you for your interest in the SESAR Joint Undertaking's activities and will inform you as soon as we possibly can, regarding the selection or rejection of your proposal.

Yours sincerely,  
  
Patrick KY  
Executive Director

Annexes:        Technical specifications  
                  Draft co-financing agreement

