

# CALL SPECIFICATIONS

**Publication Reference:** EASA.2022.CEI.09

**Title of Procedure:** Call for Expression of Interest for the Establishment of a Pre-selected list of candidates for “Provision of Aviation training on innovative domains for EASA staff members”

The European Union Aviation Safety Agency (hereinafter “EASA”, “the Agency” or “the Contracting Authority”) is planning to award the public contracts referred to above.

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## **1 Overview of this Call for Expression of Interest**

### **1.1 Introduction to EASA**

The European Union Aviation Safety Agency, (hereinafter “EASA”, “the Agency” or “the Contracting Authority”), is an Agency of the European Union, which has been given specific regulatory and executive tasks in the field of aviation safety. The Agency constitutes a key part of the European Union’s strategy to establish and maintain a high uniform standard of safety and environmental protection in civil aviation at European level. Further information can be found on the Agency's Website<sup>1</sup>.

### **1.2 Aim of the Call**

#### **Scope and Objective:**

The aim of this call for expression of interest (CEI) is to establish a list of pre-selected candidates capable to transfer innovative, highly specialised, technical expertise and knowledge in topics of current and future relevancy for EASA mission and activities.

This CEI shall enable EASA to purchase in a dynamic and effective way any learning/development actions to upskill and reskill EASA experts according to the needs and the candidates’ portfolio of expertise and capabilities.

This call will be split into several lists and sub-lists grouping areas in which EASA may request learning activities.

#### **Target providers:**

This call targets candidates with highly technical expertise in topics of relevance to EASA aviation specialists. Therefore, the providers shall have the capability to offer a portfolio of learning actions ensuring a high-level standard of instructional design and techniques to transfer expertise and knowledge to groups or individuals in an effective and innovative way.

#### **Equipment and material needed:**

According to the topic and type of knowledge and expertise transfer needed, special equipment might be requested (i.e. – specific aviation equipment, software, visits to specific premises, simulations, etc). Therefore, providers are expected to have in place the means or any necessary arrangements to enable any specific requirement related to a learning initiative.

#### **The audience:**

The requested learning initiatives shall be offered to EASA aviation experts’ community composed of professionals covering a vast range of job profiles and seniority levels such as:

Aviation experts with specific background in highly technical fields such as avionics, electrical systems, flight testing, project certification, organisation approval, standardisation, aviation inspections, rulemaking, safety investigation and safety analysis, etc.

#### **Important Note:**

The objective of this CEI is to complement existing contracts/procedures in place where the specific expertise and experience targeted with this call is not covered through such contracts (e.g. Framework Contracts, etc).

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<sup>1</sup> <https://www.easa.europa.eu/>

### 1.3 Description of the procedure

The CEI invites interested providers to put themselves forward and be included **on one or more lists and sub-list of pre-selected candidates**.

The procedure consists of two phases:

- **Phase I – Pre-selection phase** - aimed at assessing the candidates against the pre-set exclusion and selection criteria.  
All candidates fulfilling the selection and exclusion criteria will be put on the list and sub-list of pre-selected candidates.  
All applicants will be informed in writing, after a decision has been made, whether they have been included in the lists and sub-lists of pre-selected candidates.  
  
In principle, each list will be used upon receipt and acceptance of 3 candidates. However, should the need arise before 3 candidates are successfully selected, the Agency may decide to launch a request for service with those available in the list.
  
- **Phase II - Tendering phase** - where a specific training need related to one sub-list defined under this CEI shall be satisfied, EASA will assess the portfolio of training capabilities offered by selected candidates. EASA will send the **invitation to tender** related to the contract in question to suitable candidates, defining all aspects of the request as per Annex V.  
The contract will be finally awarded to the candidate offering the best value for money.

Please note that inclusion in a list and related sub-list(s) entails no obligation on the part of the Agency to conclude a contract.

In case a candidate included in a list and sub-list(s) confirms not to be able to submit any offer on a topic which is out of their scope and capability, the Agency may decide not to send any further invitations to tender on the same topic.

In case a provider has fully met expectations in the delivery of a defined training, EASA reserves the right to purchase additional sessions from the same provider.

### 1.4 Lists and related sub-lists resulting from the procedure<sup>2</sup>

This CEI is divided into 3 main lists and several sub-lists.

After having successfully completed **Phase I**, selected candidates under the sub-lists may be requested to offer a specific learning solution via an invitation to tender (Annex V).

Those sub-lists may be further expanded if other specific topics within a list may emerge and are needed during the validity of this CEI. Interested candidates and already selected candidates will be notified accordingly.

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<sup>2</sup> See also 1.6 – Volumes of Services. For each list, the current maximum total threshold is 140 000 EUR

## **1. List 1: New and Emerging Technologies in Aviation**

This list includes:

**Sub-list A: Artificial intelligence for aviation:** Approval of machine learning applications (AI trustworthiness framework, learning assurance methods), the move from automation towards autonomy, etc.

**Sub-list B: Digitalisation in aviation:** Internet of things, Big data, Quantum computing, Blockchain, 5G Communication systems, Augmented reality, Virtual, Human Factors related aspects, etc.

**Sub-list C: Security & cybersecurity in aviation:** Securing aviation mitigating means to physical, digital and cyber threats to connected systems and equipment, etc.

**Sub-list D: New energies and propulsion systems** based on H2, Fuel Cells and hybrid power generators, Hydrogen and Batteries electrification: operations, maintenance and ground infrastructure, Sustainable Aviation Fuels (SAF), etc.

## **2. List 2: Innovative aspects related to product certification process & other relevant aviation topics (i.e. Medical, Aerodromes)**

This list includes:

**Sub-list A: Aviation environmental protection & sustainability:** control systems, noise, air quality and conditioning, pressurisation, ice protection, oxygen systems, bleed air, water and waste, emissions & fuel venting, meteorology, environmental assessment, market measures and related policy and regulatory impacts, etc.

**Sub-list B: Hydromechanical/Electrical/Avionics systems:** structure, powerplant, cabin safety, transmission, propulsion, hydrogen-based technologies, batteries, Sustainable Aviation Fuels (SAF), etc.

**Sub-list C: Health & Aviation Medical-related:** aviation medicine, including virology related to airworthiness, operations, ADR/ground, medical criteria, Aerospace Medicine, Human Factors, Flight Crew Licencing, FSTD related to health & medical issues, etc.

**Sub-list D: Aerodromes related matters:** Aerodrome design and safety-related equipment, aerodrome operations and operators, aerodrome oversight, etc.

**Sub-list E: ATM related matters.**

**Sub-list F: Introduction to UAS design verification and certification processes.**

**Sub-list G: Risk analysis for Innovative operational concepts (EMCO, etc.)**

**List 3: Aircraft general familiarisation courses & related technologies update and new unmanned pilot aircraft systems**

This list includes:

**Sub-list A:** A320 & NEO, A330, A350-related, etc.

**Sub-list B:** Helicopters H225, etc.

**Sub-list C:** Other types, i.e. Falcon 7X, 900X, etc, ATR600, etc.

**Sub-list D:** General Aviation products: CS-23 Commuter aircraft, etc.

**Sub-list E:** Unmanned Aircraft Systems (RPAS) and Unmanned Traffic Management (UTM), e-VTOL, etc.

The candidates are encouraged to inform the Agency of any updates and status of their portfolio, at least once per year.

### **1.5 Place of Delivery/Execution**

Place of delivery/execution shall be defined for each specific request for services. In general, services shall be performed at EASA premises in Cologne, Germany or remotely. Where a different location/setting is necessary, it will be duly specified in the Invitation to tender (Annex IV).

### **1.6 Volume of Services**

The lists resulting from this CEI will be used exclusively for public procurement service contracts below the directive threshold<sup>3</sup>, per year and per list. The estimated amount per list is as below:

**List 1: New and Emerging Technologies in Aviation - 140.000 EUR**

**List 2: Innovative aspects related to product certification process & other relevant aviation topics (i.e. Medical, Aerodromes) - 140.000 EUR**

**List 3: Aircraft general familiarisation courses & related technologies update and new unmanned systems - 100.000 EUR**

### **1.7 Validity of the Call**

The call and corresponding list of pre-selected candidates is concluded for a period of 12 months and shall be automatically renewed up to three times for a maximum period of validity of four years from the date of dispatch of this notice to the Official Journal of the European Union (<http://ted.europa.eu/TED/main/HomePage.do>), unless notification to the contrary is received / published.

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<sup>3</sup> The current maximum total threshold is 140 000 EUR

**Interested parties may submit an application at any time prior to the last three months of validity of the lists.**

The parties must sign a contract before the call and corresponding list expires. The provisions of the Call continue to apply to such contract 6 months after its expiry.

**Please note that it is the responsibility of the candidate to inform the Agency immediately of any changes to their administrative and/or technical details which would result in a change to their original application (see also 2.3)**

### **1.8 Sub-contracting**

Sub-contracting is permitted. The contractor will retain full liability towards EASA for the performance of the contract as a whole.

Sub-contractors (including freelancers) must satisfy the requirements under the exclusion criteria (see section 3.2).

If the identity of the intended sub-contractor(s) is already known at the time of submitting the application, **for each sub-contractor**, the candidate must, **at the time of application submission**:

- ✓ Indicate clearly **which parts of the work will be sub-contracted** and **to what extent** (proportion in % or specifying the tasks to be performed). The sub-contractor must not sub-contract further.
- ✓ Submit a **duly signed and dated** (by the sub-contractor’s authorised signatory) **‘Sub-contractors Declaration’ – Annex III**
- ✓ Submit the required evidence for **technical & professional capacity (see section 3.3.2)**. Please note that the evidence provided by each sub-contractor, for those applicable criteria, will be checked to ensure that the candidate **as a whole fulfils the criteria**.

***Important Note:*** *If the identity of the sub-contractor(s) is not known at the time of submitting the application, the candidate who is awarded the contract will have to seek EASA’s prior written authorisation before entering into a sub-contract. Where no sub-contracting is indicated in the application the work will be assumed to be carried out directly by the bidder.*

## **2 Phase I – Pre-selection phase**

### **2.1 Application Process**

Applications must be submitted using the on-line application form available on the Agency’s Website: <https://www.easa.europa.eu/the-agency/procurement/aviation-training-innovative-domains>

All applications for the inclusion on the sub-list of pre-selected candidates must be submitted in compliance with the following requirements:

- Candidates shall provide all details / include all information requested in the application;
- Candidates must **indicate clearly in their applications the list and related sub-list(s)** they are applying for. Candidates may apply to more than one list and related sub-list(s);
- Applications should be drafted in one of the official languages of the European Union, **preferably English**;

- Candidates must not be in any of the situations listed in section 3.2 – Exclusion Criteria;
- Candidates must fulfil selection criteria as established in section 3.3 and provide the necessary supporting documents;
- Candidates must declare not to be in a situation of conflict of interest.

Please note:

- Costs incurred in preparing and submitting applications are borne by the candidate and shall not be reimbursed;
- All candidates, regardless of their inclusion on the list and related sub-list(s), shall treat the details of all documents related to this tender (Invitation to tender, specific contract, etc.) as confidential and shall not disclose the details of these documents to other parties.

It is strictly required that applications are submitted in the requested format and include all information / documentation necessary to enable the Agency to assess them. Failure to observe these requirements may result in the rejection of the application.

## 2.2 Information to be filled in

In the online application, candidates are requested to fill in and upload all necessary fields and documents as appropriate.

**The candidates are advised to prepare the following documents prior to the start of application, as the draft application cannot be saved in the tool.**

DOCUMENT	LOCATION	ADDITIONAL INFO
<b>Declaration on Honour</b>	Annex II	See section 3.2 Exclusion Criteria & 3.3 Selection Criteria
<b>Legal Entity Form</b>	<a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a>	See section 3.3.1 for the <b>supporting documents</b>
<b>Financial Identification Form</b>	<a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm</a>	Read carefully point 5 on the form
<b>Sub-contractors Declaration</b>	Annex III	See section 1.8, only in case of sub-contracting
<b>Capability of the candidate</b>	Annex IV	See section 3.3.2.
<b>Declaration of no conflict of interest</b>	In application Tool	--

## 2.3 Selection and Communication

All applications will be assessed against the criteria defined in section 3. EASA may contact the candidates to clarify or complement their application.

Please note that any changes to the administrative and/or technical details of the application which would result in a change to the original application should be notified immediately to the Agency using the following email address: [tenders@easa.europa.eu](mailto:tenders@easa.europa.eu)



All applicants will be informed in writing whether they have been included in the list(s) of pre-selected candidates after a decision has been made.

Inclusion in a list of pre-selected candidates entails no obligation on the part of the Agency to use the list and/or to award a contract to the candidates.

Please note that the Agency reserves the right to reject any application that is found to be in a situation of professional conflicting interest in relation to this CEI, or specific contract.

## **2.4 Protection of Personal Data**

If processing your expression of interest involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

Unless indicated otherwise, your reply to this call and any personal data requested are required for the purposes indicated above and will be processed solely for those purposes by the Agency, which is also acting as data controller.

Details concerning the processing of your personal data are available on the privacy statement at:

<https://www.easa.europa.eu/data-protection>

[https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures\\_en](https://ec.europa.eu/info/funding-tenders/rules-public-procurement/data-protection-public-procurement-procedures_en)

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation<sup>4</sup>. For more information, see the Privacy Statement on:

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm)

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<sup>4</sup> Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation (EC, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p. 1), as amended.

### 3 Requirements

#### 3.1 Eligibility

This procurement procedure is open to any natural or legal person wishing to apply for this CEI and established in any of the European Union Member States, Norway, Iceland, Liechtenstein or Switzerland. Under the Stabilisation and Association Agreements (SAA) economic operators from Albania, the Republic of North Macedonia (FYROM), Montenegro, Serbia, Bosnia & Herzegovina and Kosovo are also eligible to submit an application.

#### 3.2 Exclusion Criteria

Nr.	<u>Criteria:</u>	<u>Evidence Required</u> <i>(from main candidate):</i>
	Participation in this call is only open to candidates <i>(including, in the case of, sub-contractors)</i> who are not in any of the situations of exclusion listed in Article 136 of the Financial Regulation (FR) <sup>5</sup> and outlined in Annex II.	<p><b><u>At the time of Application Submission:</u></b></p> <ul style="list-style-type: none"> <li>✓ Candidates shall in accordance with Article 137(1) FR provide a <b>declaration on their honour</b> (see model in <b>Annex II</b>), duly originally signed and dated.</li> </ul>

#### 3.3 Selection Criteria

In order to be selected and included in the list of pre-selected candidates, applicants must fulfil the following selection criteria.

The purpose is to determine whether a candidate has the necessary capacity to implement the contract. Candidates must submit evidence of their legal & regulatory and technical & professional capacity to perform the contract.

##### 3.3.1 Legal & Regulatory Capacity

Nr.	<u>Criteria:</u>	<u>Evidence Required</u> <i>(from main candidate including consortia members):</i>
a.	Applicants are asked to prove that they are 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.	<ul style="list-style-type: none"> <li>✓ <b>A duly filled in and signed Legal Entity Form, in original</b>, to be downloaded, depending on the candidate’s nationality and legal form (i.e. individual, private/public company), from the following website: <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a>;</li> <li>✓ <b>Supporting documents for legal person:</b> <ul style="list-style-type: none"> <li>- A copy of any official document (i.e. official gazette, register of companies etc.) showing the individual’s / contractor’s name and address and the</li> </ul> </li> </ul>

<sup>5</sup> Regulation (EU, Euratom) No 1046/2018 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, repealing Regulation (EC, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p. 1).

	<p>registration number given to it by the national authorities.</p> <ul style="list-style-type: none"> <li>- A copy of the VAT registration document (if applicable) should be submitted <i>if the VAT number does not appear on the official document referred to above.</i></li> </ul> <p>✓ <b>Supporting documents for natural person:</b></p> <ul style="list-style-type: none"> <li>- Legible photocopy of the identity document</li> </ul>
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*\*Note: If the candidate has already submitted the legal entity file for the purpose of another procurement procedure, its issuing date does not exceed one year and it is still valid, the candidate may not be obliged to submit a new file. The candidate shall declare on its honour that the legal entity file has already been provided and confirm that no changes have occurred in its situation.*

### 3.3.2 Technical & Professional Capacity

Nr.	<u>Criteria:</u>	<u>Evidence*:</u>
	The candidate must possess the following technical and professional capabilities in order to perform the contract:	The following documents and information must be presented as evidence of compliance with the set technical and professional requirements:
a.	Experience & Capability to offer training/learning actions in one or more sub-lists of interest & expertise	<p>✓ <b>Annex IV</b> shall be submitted</p> <p>A minimum of two (2) training titles should be presented by the candidate. The Agency reserves the right to accept applicants with one title only, where the subject matter is highly specific to a complex or critical topic of special relevance to aviation and to build its own knowledge and expertise.</p>
b.	Pool of expert trainers/instructors on the selected sub list/topic	<p><b>Description of:</b></p> <p>✓ how expert instructors are selected, what is their experience in delivery training in English language in the proposed topic of technical expertise, trainer’s qualification, and instructor’s experience, if any.</p> <p>✓ <b>Max No.</b> pages A4: 5</p>

***\*Nota bene 1: If the candidate relies on the capacity of a third party (subcontractor) for technical and professional capacity, it can only do so for the tasks for which this particular capacity is required. The Agency reserves the right to request further documents stating clearly the allocation of tasks between entities.***

**\*Nota bene 2: The Agency reserves the right to ask for clarification or further material in the case that the documents submitted are not found as adequate evidence that the candidate fulfils the exclusion and/or selection criteria.**

## 4 Phase II - Tendering

### 4.1 Process

STEP	DESCRIPTION OF THE PROCESS STEP
I	For each task/activity to be performed related to one of the sub-lists defined under this CEI, the Agency shall prepare the <b>Invitation to Tender</b> defining the services required (Annex V)  When the volume of the Purchase Order/Contract is estimated > 60,000 EUR, the Agency reserves the right to ask for evidence of the candidates' financial capacity.
II	Candidates having a suitable portfolio of training/learning expertise on the relevant sub-list will be invited to submit a <b>Specific Offer</b> responding to the <b>Invitation to tender</b> (Annex V) within the defined submission deadline.  In case a provider has fully met expectations in the delivery of a defined training, EASA reserves the right to purchase additional sessions from the same provider.
III	Unless otherwise specified in the <b>Invitation to Tender</b> , within <b>10 working days</b> of the invitation to submit an offer, the candidates shall provide the Agency with a written offer (technical & financial) for the tasks required containing the information requested in the Invitation to Tender.
IV	Upon submission on the closure date, all offers received will be evaluated and ranked on the basis of the best value for money (60 quality/40 price).  A <b>contract</b> will then be awarded to the best ranked bidder.
V	On receipt of the contract sent by the Agency, the contractor shall send it back within 3 working days, duly signed and dated.  The period allowed for the execution of the task shall start on the date the contractor signs the specific contract, unless a different date is indicated therein.

### 4.2 Ex-post transparency

A list of contractors who have concluded a contract above 15 000 EUR following the procedure set out at section 1.3 shall be published on the website of the contracting authority no later than 30 June of the year following contract award.

These details include name, amount and subject of the contract. For natural persons the information shall be removed 2 years after the year of contract award.

## **ANNEX I - DRAFT CONTRACT**

**(Please consult/download the CEI documents/templates available in the CEI application)**



## **ANNEX II - DECLARATION ON HONOUR**

**(Please consult/download the CEI documents/templates available in the CEI application)**



## **ANNEX III - SUBCONTRACTORS DECLARATION**

**(Please consult/download the CEI documents/templates available in the CEI application)**



## **ANNEX IV - EXPERIENCE OF THE CANDIDATE**

**(Please consult/download the CEI documents/templates available in the CEI application)**





## **ANNEX V - INVITATION TO TENDER FORM**

**(Please consult/download the CEI documents/templates available in the CEI application)**

