# ANNEX VII.1 – TENDER SUBMISSION FORM – EXISTING CONTRACTORS

EASA.2013.OP.21

Outsourcing of certification tasks to National Aviation Authorities and Qualified Entities – LIMITED RE-OPENING

**One signed original** of this standard application form must be supplied and should serve as the **front page** of your set of **administrative documents** (Envelope 1).

1. **SUBMITTED by (i.e. the identity of the tenderer):**

|  |  |
| --- | --- |
| **Contractor Name** |  |
| **Outsourcing Contract Ref.** |  |

1. **CONTACT PERSON for this tender (to act as focal point for all communication which may take place between EASA and the candidate):**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

1. **Name and position of the tenderer’s AUTHORISED REPRESENTATIVE / SIGNATORY:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position**  |  |
| **Organisation** |  |

**4. SCOPE OF TENDER – please indicate (by checking the relevant box(s)) the area(s) under which an offer is made:**

|  |
| --- |
| **I PRODUCT CERTIFICATION** |
|  |  |  |  |  |  |
| **Lot 1** | **PRODUCTS:** | **TASKS** |
| Minor Changes / Repairs | CSV | CAW |
| Fixed Wing Aircraft | CS-25 | **□** |   |   |
| Rotorcraft | CS-VLR |   | **□** | **□** |
| CS-27 |   | **□** | **□** |
| CS-29 | **□** | **□** | **□** |
|  |  |  |  |  |  |
| **Lot 2** | **PRODUCTS:**   | **DISCIPLINE** |  |  |  |
| Fixed wing aircraft (CS-VLA, 22, LSA, 23, 25)  | 1 |  |  |  |
| Rotorcraft (CS-VLR, 27, 29) | Flights Test |  |  |  |
| Balloons & Airships | □ |  |  |  |
|  |  |  |  |  |  |
| **II ORGANISATIONS APPROVAL & SURVEILLANCE** |
|  |  |  |  |  |  |
| **Lot 1 & Lot 2** | **ECOFA** |  |  |  |  |
| □ |  |  |  |  |
|  |  |  |  |  |  |
| **III FLIGHT STANDARDS APPROVAL** |
|  |  |  |  |  |  |
| **Lot 1** | **FSTD** |  |  |  |  |
| □ |  |  |  |  |
|  |  |  |  |  |  |
| **Lot 2** | **FSTD / OSD** |  |  |  |  |
| □ |  |  |  |  |

**5. CHECKLIST**

I, the undersigned, **being** **the authorised signatory** of the above tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender procedure referred to above. Our tender is made up of the following documents:

|  |
| --- |
| **ENVELOPE 1 - ADMINISTRATIVE DOCUMENTS:** |
| * **Tender submission form (FRONT PAGE) – Annex VII.1.**
 | [ ]  |
| * The duly filled in, signed and dated **Statement of Acceptance** – **Annex IX.**
 | [ ]  |
| **ENVELOPE 2 - TECHNICAL PROPOSAL** (submitted in a separate sealed envelope): |
| **One signed original** **and CD/USB stick containing an** **electronic version** of the offer (scans of and identical in full to the original offer / documents): |
| * **Specific Selection Criteria - Technical and Professional Capacity Documents** (relative to the areas for which an offer is made) as requested in section 6.3, 6.4 & 6.5 and using the checklist provided in Annex XIII, XIV & XV respectively:
* **Section 6.3 - Product Certification – Annex XIII [ ]**
* **Section 6.4 - ECOFA – Annex XIV [ ]**
* **Section 6.5 - FSTD – Annex XV** [ ]
 | [ ]  |
| * **NOT OBLIGATORY:** Technical proposal (see section 7.1 of the tender specifications)
	+ *As detailed in section 2.3 unless the existing contractor wishes to submit an updated / amended technical proposal the technical score achieved under the previous tender procedure shall be applied.*
 | [ ]  |
| **ENVELOPE 3 - FINANCIAL OFFER** (submitted in a separate sealed envelope): |
| * **NOT OBLIGATORY:** One signed original and three copies of the financial offer (identical in full to the original) using the template provided in Annex II and including the supporting documentation requested therein.
	+ *To ensure equal grounds of competition with new tenderers, existing CSPs will be allowed to modify their financial offer only and exclusively if such modification should result in a reduction of the price(s). In the case no improved financial offer is submitted the prices included in the existing contracts (and evaluated under the previous tender) shall be applied.*
 | [ ]  |

[*If applicable*: We undertake to guarantee the eligibility of the sub-contractor(s) for the parts of the services for which we have stated our intention to sub-contract in the Technical Proposal.]

We are fully aware that, in the case of a consortium, the composition of the consortium **cannot be modified** in the course of the procedure except with the prior written authorisation of EASA. We are also aware that the consortium members would have joint and several liability towards EASA concerning participation in both the above procedure and any contract awarded to us as a result of it.

This tender is subject to acceptance within the validity period stipulated in section 1.7 of the Tender Specifications.

Signed on behalf of the tenderer **by the legally authorised representative**

|  |  |
| --- | --- |
| **Name**  |  |
| **Signature** |  |
| **Date** |  |