

APPEL D'OFFRES-i - VIA « I-SOURCING »

Call for Tenders No. 18-110866-A

Provision of a tool and related services to support job advertising and to support awareness campaigns

EUROCONTROL is the European Organisation dedicated to the safety of the air navigation. The Agency is currently composed of 41 Member States. Its role is to support its Member States to achieve safe, efficient and environmentally-friendly air traffic operations across the whole of the European region.

EUROCONTROL aims to increase its visibility as employer and to attract the best active (looking for a job) as well as passive (not necessarily looking for a job) talents. The ultimate goal is to increase traffic on the job's pages and the number/quality of applicants in comparison with today's situation.

The aim of this call for tender is to select a supplier to support HRS in its job advertising. The supplier's main responsibilities would be to promote jobs as broad as possible across the 41 Member States, in view of targeting and attracting potential candidates based on a defined profile, and on geographical requirements as required to support diversity of nationalities.

The supplier's services will also be used in case an awareness campaign is needed (ie general campaign "ECTL is recruiting", etc) to support branding's strategy and to engage with potential future candidates.

Who should tender:

European
Organisation for the
Safety of
Air Navigation

This invitation to bid addresses all companies able to above mentioned tools and services.

Closing date: Friday 1st March 2019 at 15h00 CET

Organisation
européenne pour la
sécurité de la
navigation aérienne

Point of Contact:

If you wish to receive the tender documentation 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-call for tenders 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:

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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.