

DESCRIPTION OF THE OBJECT OF THE CONTRACT

(ORDER SPECIFICATION)

1. THE NAME AND THE ADDRESS OF THE ORDERING PARTY:

Polish Air Navigation Services Agency
8 Wieżowa street
02-147 Warsaw

2. DESCRIPTION OF THE OBJECT OF THE CONTRACT:

Subject of the order is training "Refreshing course DVOR 432/DME 435 service for ordering employees.

Training subject	Refreshing course – DVOR 432/DME 435 service
Purposes of the training/expected results	Purpose of the training is getting entitlements for DVOR 432/DME435 service by the Ordering employees
Maximum number of persons – training participants	4 persons
Number of training groups	1 (one)
Number of training days	15 working days
Number of effective training hours in one training day	8 hours (lunch break included)
Training duration – brakes included (1 training day)	From 7.00 a.m. to 15.00 or from 7.30 a.m. to 15.30
Place of training	In the indicated by the training contractor place
Training method	Training contractor's offer should include training methods description

3.Coaches: Ordering party requires coach to have documented 4 years of experience minimum as a producer instructor , conducting at least 15 training sessions as to the scope of the device service.

4.Performance of the order:

Required order completion date: 12-30.01.2015

5.ORDERING PARTY REQUIREMENTS

5.1. Training must take part using configured , activated DVOR 432/DME 435 devices and should include:

1. DVOR 432/DME 435 principles of operation
2. DVOR 432/DME 435 functional scheme
3. Clusters principles of operations basing on schematic diagrams
4. Modules tuning procedure, devices tuning procedures
5. Control Software
6. Breakdown detection , removing deficiency basing on device producer instructors' experience.
7. Training can be conducted in polish or in English languages

6. CERTIFICATES

Each representative of the Ordering Party , who completed training course will receive personal certificate describing training range and granted authorization.

7. ATTACHEMENTS

1. Up-to-date certified copy from a relevant register or current certificate of entry in the Business Activity Register, taken out not earlier than 6 months by the end of the tendering
2. Training program
3. Coaches' competences and experience – CV
4. Producer's certificate for the subjective scopes of training ability.

8. OFFER PREPARATION METHOD

1. Contractor can make only one offer in accordance with a specified pattern
2. A bid must be drawn up in Polish or in English languages in origin in writing.

9. OFFER EVALUATION METHOD

1. The following criteria will be taken into consideration during the choice of a tender: price and the value of the substance of the training (program + CV + coach experience)
2. Ordering party will make a choice of a tender and will inform contractors about the decision after offers verification. A contract including detailed rules of cooperation will be signed with a selected contractor
3. Ordering Party may request from the contractors additional clarifications concerning offers already made.

10. PLACE AND DEADLINE OF THE SUBMISSION OF TENDERS

1. A bid should be submitted in an electronic version (signed and scan) to the address: j.dolinska@pansa.pl or posted / delivered personally in writing version to:

Polish Air Navigation Services Agency
Training and Development Projects and Business Trips Department
4/6 Krakowska Allee
02-284 Warsaw
Room 004 – Office

A bid should be submitted till 15.12.2014, 15.30 hour with a note “ Refreshing course – DVOR 432/DME 435 service”.

2. In case of sending a bid via e-mail we are kindly asking for sending an offer (in paper version) to a/m mentioned address within 10 days from 15.12.2014. Lack of document delivery will cause foreclosure of an offer sent via electronic post.

11. CONTACT WITH AN ORDERING PARTY

Person authorized to contact with contractors is:

Jolanta Dolińska, phone: +48 22 574 6825

12. ADDITIONAL INFORMATION:

1. Ordering Party reserves the right to withdraw from and order without explanation.
2. Ordering Party informs that the service is connected with employees vocational training and will be paid from public funds.
3. This offer inquiry is not an announcement in accordance with Law “ Public Procurement Act” (based on article 4 point 8 of the Public Procurement Law)