



Polish Air Navigation Services Agency

REQUEST FOR INFORMATION

ROM PRICE ENQUIRY

**Consultancy and support services during the
implementation of SESAR2020.IR-VLD.Wave1 programme
RIA tasks**

for

Polish Air Navigation Services Agency

Warszawa, 6th February 2017



I. General information

1. Enquirer: Polish Air Navigation Services Agency (PANSO)
Wieżowa Street 8, 02-147 Warsaw
Phone no: +48 22 574 65 04
2. Person in charge: Krzysztof Kalamon, Programme Manager SESAR 2020 in PANSO, email: krzysztof.kalamon@pansa.pl
5. Aim of the enquiry: The need to plan funding due to the announcement of public contract known as:

„Consultancy and support services during the implementation of SESAR2020.IR-VLD.Wave1 programme RIA tasks”
7. Reply date: **no later than: 20th February, 2017.**

The answer to the query is prepared for the sole expense of the answering party.

The following query is not a public tender procedure announcement, according to the Civil Code or the Public Procurement Law. The answer for the following question shall not constitute an offer within the meaning of the art. 66 of the Civil Code.

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The information contained below may be used only for their intended purpose, i.e. to prepare a response to the Request for information about the price.

PANSO reserves the right not to respond to questions that go beyond the scope of this query.

I. The subject of the query

Initial / estimated cost of the outsourcing of administrative support during the implementation of the RIA tasks (Research and Innovation Action) within the SESAR2020.IR-VLD.Wave1 programme, by provision of below mentioned human resources:

- Senior Consultant,
- Junior Consultant.

1. Period of service:

- from the day of signing the agreement until 31st December, 2019.

2. Required Human Resources availability:

- a) Senior Consultant
 - not less than 15h per week.
- b) Junior Consultant:
 - not less than 35h per week.

3. Service availability:

- PANSA working days (8 hours daily), (Enquirer reserves, that the travel time is not included in the duration of the task and informs that some of the tasks may require travels in the non-working days).

4. Required presence at the PANSA office:

- a) Senior Consultant:
 - minimum 50% of the availability time.
- b) Junior Consultant
 - a. minimum 60% of the availability time.

5. Business trips:

- total: 50 days per year,
- availability time includes the working time during travels, with respect to paragraph 2 above and the Polish standards,
- travel costs are the subject to the Polish law.

6. Scope of tasks:

- a) Senior Consultant
 - PANSA long term needs analysis in the scope of expertise (based on a range of projects in PANSA, PANSA's role in each project, the existing strategic and normative documents of the SESAR2020 programme),
 - proposing activities, contents and solutions for to the exercises, validations, and deliverables,

- support for actions of PANSA with respect to scope of work, solutions proposing,
 - participation in local and international meetings,
 - advisory to the Project Managers of SESAR 2020 at PANSA.
- b) Junior Consultant
- daily expertise support to PANSA activities (based on: the range if the projects carried out by PANSA, the role of PANSA in each of the projects, the existing strategic and normative documents of the SESAR2020 programme),
 - management of the tasks, contents and solutions in the exercises, validations; drafting the contents of the documents that are within the scope of the Grant Agreement,
 - support for actions of PANSA with respect to scope of work, solutions proposing (according to the scope agreed with the Senior Consultant)
 - participation in local and international meetings ,
 - assisting the Leaders of SESAR 2020 Solution PJ.02-06 and PJ.06-02 in their actions and along with acquiring the substantive knowledge for completing the contractual deliverables required by the Grant Agreement,
 - preparation of the content of base / general part of the specified contract deliverables, which PANSA is responsible for.

7. Required experience:

- a) Senior Consultant:
- participation in similar actions in SESAR 1 (min. 2 years),
 - creating, for the client, at least one of the following documents: OSED/SPR/INTEROP, VALP, VALR, EXE.
- b) Junior Consultant
- knowledge of SESAR deliverables preparation,
 - knowledge of the strategic direction of the SES initiative,
 - knowledge of the activities regarding SESAR Joint Undertaking.

II. Response

The response to this RFI shall provide the price of the man-day for the above mentioned services:

- Senior Consultant,
- Junior Consultant,

In accordance to the table in Attachment no. 1



Attachment no. 1

Information regarding prices

No.	Description of the subject valuation	Net price of the man-day (PLN)	Estimated number of days until 31.12.2019	Net value of the service (PLN)	Comments
1.	Senior Consultant		210		
2.	Junior Consultant		490		
3.	Total service value:		700		