



Polish Air Navigation Services Agency

**INQUIRY REGARDING PRICE OFFER
ROM PRICE ENQUIRY**

**Consulting and support during the implementation of RIA
tasks in regards to ESAR2020.IR-VLD.Wave1 programme.**

for

Polish Air Navigation Services Agency

Warszawa, 2nd February 2017



I. General information

1. Enquirer: Polish Air Navigation Services Agency (PANSa)
Wieżowa Street 8, 02-147 Warsaw
Phone no: +48 22 574 65 04
2. Person in charge: Krzysztof Kalamán, Programme Manager SESAR 2020 in PANSa, email: krzysztof.kalaman@pansa.pl
5. Aim of the enquiry: The need to plan funding due to the announcement of public contract known as:
„The Implementation of outsourcing administrative support during the execution of the RIA tasks (Research and Innovation Action) in regards to SESAR2020.IR-VLD.Wave1 programme”
7. Reply date: **no later than: 8th February, 2017.**
- The answer to the query is prepared for the sole expense of the answering party.
- The following query is not an announcement in the meaning of the Civil Code of 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.
- Copying and distribution of this document, in whole or in part, in any form, is prohibited without the prior written consent of PANSa.
- The information contained below may be used only for their intended purpose, ie. to prepare a response to the Request for information about the price.
- PANSa reserves the right not to respond to questions that go beyond the scope of this query.

I. The subject of the query

Initial / estimate 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 making the below mentioned human resources:

- Senior Consultant,
- Junior Consultant.

1. Term:

- Since the day of signing the agreement to 31st December, 2019.

2. Required Human Resources:

- a) Senior Consultant/
 - no less than 15h per week,
- b) Junior Consultant:
 - No less than 35h per week.

3. The deadline:

- eight hours on business days (the Buyer stipulates, that the travel time is not included in the duration of the task and states that there may be a need to travel on days off from work)

4. Required work to be performed in PANSA office:

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

5. Business trips:

- 50 days per year total,
- working time during business trips is included in the availability time, as referred to in point. 2 above in accordance with Polish standards,
- travel costs are accounted for in accordance with the Polish regulations.

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 role in each project, the existing strategic and directional documents of the SESAR2020 programme),
 - proposing activities, records, solutions in regards to the exercises, validations, and deliverables,

- supplementation of methodical actions of PANSA in this respect, proposed solutions,
- participation in local and international meetings ,
- advising Project Managers of SESAR 2020 in this regard in PANSA.

b) Junior Consultant

- Fulfilling the current needs of PANSA in regards to expertise (based on the range if the projects being carried out in PANSA, the role of PANSA in each of the projects, the existing strategic and directional documents of the SESAR2020 programme),
- Carrying out the tasks, records, solutions regarding the exercises, validations and supplementation for the documents that are within the scope mentioned in the Grand Agreement,
- Supplementation of methodical actions of PANSA in this respect, proposed solutions (in regards to the scope agreed upon 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 the acquisition of the substantive knowledge in order to complete the contract documents covered by the Grant Agreement,
- preparation of the base / general part of the specified contract documentation, for which merge PANSA is responsible.

7. Required experience:

a) Senior Consultant:

- Participation in similar actions in SESAR 1 (min. 2 years),
- Creating, for the client, at least one copy of each of the documents OSED/SPR/INTEROP, VALP, VALR, EXE,

b) Junior Consultant

- Knowing the aspects of preparing SESAR documentation,
- Knowing the strategic issues of the SES programme,
- Knowing the activities regarding SESAR Joint Action,

II. Response

The response to this question should include the information regarding the price of the man-day for the:

- 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		