

Warsaw, November 24, 2009 r.

Polish Civil Aviation Office acting in accordance with art. 38 of Public Procurement Act of January 29, 2004 (Journal of Laws of 2007, no 223, item 1655 with later amendments) kindly informs that has received questions regarding the tender for delivery – purchase of the right for temporary use of computer software with an examination program assessing, in compliance with ICAO requirements, the level of English language proficiency of pilots who conduct operations in the international air space. The order covers the installation of the above mentioned computer software on the Civil Aviation Office server and a training package for conducting assessment examinations and managing the system.

Question 1:

According to Attachment No 1 to SEOCR there are two forms of training mentioned: refresher training and also initial training. Can you advise if the costing that is made for the training on the "Offer Form" should be for both Item I and II or just the initial training? Furthermore, should the cost for this training also include travel expenses?

Answer1:

In the offer form both items (initial training and refresher training) as well as travel expenses should be included.


Question 2:

Can you advise if it is acceptable to write a letter outlining the projects that exceed EUR20,000 in value and have this certified by our Chief Executive? We can produce copies of receipts for payments made/received, however these invoices alone do not provide sufficient evidence about the kind of project is involved in. What about contracts with countries for government projects? However in this case our legal department is not happy for us to make these available publicly to third parties.

Answer 2:

According to attachment no 7 to SEOCR (list of completed deliveries) the documents that confirm deliveries completion are references and receipts of delivery. A letter outlining deliveries completion signed by the Chief Executive of the company that is willing to submit a tender is not an adequate document in this case. Invoices nor agreements are not documents confirming deliveries completion either.

DEPARTAMENT PERSONELU LOTNICZEGO  
ZASTĘPCA DYREKTORA

  
Tomasz Grzegorzczak