## **Corporate Communications**

**External Information Services** 



12 October 2015 Reference: F0002458

Dear XXXX

I am writing in respect of your request of 27 August 2015 for the release of information held by the Civil Aviation Authority (CAA).

Your request:

Your organisation published the tender below

Gatwick: Development consultancy services 2014/S 162-290776 26/08/2014

Gatwick: Development consultancy services 2013/S 056-092252

20/03/2013

My request is simply the full names and addresses of all of the companies who submitted a PQQ and / or ITT for this tender and whether they were successful or not, I would like to receive this information in either Word or Excel please.

## Our response:

Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we do not hold the information requested as both these tenders were cancelled. As a result the current contract, with NATS, was extended until 31 March 2017.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Caroline Chalk
Head of External Information Services
Civil Aviation Authority
Aviation House
Gatwick Airport South
Gatwick
RH6 0YR

caroline.chalk@caa.co.uk

## **Civil Aviation Authority**

Aviation House Gatwick Airport South Gatwick RH6 0YR. www.caa.co.uk

Telephone: 01293 768512. foi.requests@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office FOI/EIR Complaints Resolution Wycliffe House Water Lane Wilmslow SK9 5AF www.ico.gov.uk/complaints.aspx

If you wish to request further information from the CAA, please use the form on the CAA website at http://www.caa.co.uk/application.aspx?catid=286&pagetype=65&appid=24.

Yours sincerely

Mark Stevens

External Response Manager

## CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.