

**Procedure for submitting an offer for Open call for tender EEA/AIR/04/007**

1. Tenders are to be submitted by **25 November 2004**
  - either by registered mail, posted not later than (postmark) **25 November 2004**
  - or by delivery (in person or by an authorised representative or courier service) to the European Environment Agency, att.: Ms. Ann Dom, Kongens Nytorv 6, DK-1050 Copenhagen K **not later than 16.00 on 25 November 2004**, in which case a receipt must be obtained as proof of submission, signed and dated by an EEA official.
2. Tenders must be submitted in **three copies** and placed inside **two** sealed envelopes. The inner envelope, addressed to the person indicated above, should be marked: **'Reply to Open call for tender No. EEA/AIR/04/007. Not to be opened by the internal mail department'**. If self-adhesive envelopes are used, they must be sealed with tape and the sender must sign across the tape.
3. Submission of a tender implies acceptance of the terms specified in the Agency's 'General terms and conditions applicable to contracts' in all matters not governed by this invitation to tender and waiver your company's own terms of business.
4. Period of validity of the tender: 6 months from the closing date of this call for tender.
5. You will be informed whether or not your tender has been successful.
6. Your attention is drawn to the following points regarding the tender price:
  - tenders should be expressed in accordance with the terms of reference in Annex II to this call;
  - prices must be fixed amounts, including all costs. Estimated maximum travel and subsistence expenses must be indicated separately;
  - prices should be quoted free of VAT, as the EEA is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities;
  - prices **must be quoted in EUR**;
  - prices must be firm and not subject to revision for the first year of performance on the contract; as from the second year, prices could be revised on the basis of the index published by the Statistical Office of the European Commission.
7. **VAT number and bank details must** be included in the tender (Annex III).
8. Further information can be obtained from the address indicated in paragraph 1 above.
9. **Exclusion cases:** The tenderer shall submit an auto-declaration form (Annex VIII to this restricted call for tender) confirming that they are not in any of the situations listed in the form and that consequently, they are eligible to tender. (N.B. additional evidence may be requested at a later stage prior to signature of the contract).