

**Procedure for submitting an offer for
Open Call for Tender EEA/CAF/04/009**

1. Tenders are to be submitted by 5 January 2005
 - either by registered mail, posted not later than (postmark) 5 January 2005
 - or by delivery (in person or by an authorised representative or courier service) to the European Environment Agency, Mr Gorm Dige, Kongens Nytorv 6, 1050 Copenhagen K, Denmark, **not later than 16.00 on 5 January 2005**, 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/CAF/04/009. 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**.
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 not be in any of the situations described in Article 2.2 of the Agency's General terms and conditions applicable to contracts. Evidence of this may be requested again prior to signature of the contract.