



Dear Sir/Madam,

**Subject: Media Monitoring Coverage of the European Environment Agency**

1. I enclose the call for tenders relating to the above-mentioned contract.
  2. If you are interested in this contract, you should submit a tender in triplicate (one original and two copies), preferably in English.
  3. Tenders must be:
    - either sent by registered post not later than 15/04/2005 (postmark) to the following address:  
European Environment Agency  
Kongens Nytorv 6  
1050 Copenhagen K, Denmark  
For the attention of Mr. Ove Caspersen
    - or delivered by hand (by the tenderer in person or by an authorised representative or private courier service) to the following address:  
European Environment Agency  
Kongens Nytorv 6  
1050 Copenhagen K, Denmark  
For the attention of Mr. Ove Caspersen
- not later than 16:00 hrs on 15/04/2005. In this case, a receipt must be obtained as proof of submission, signed and dated by the receptionist of the Agency who took delivery. The Agency is open from 09.00 to 17.00 Monday to Friday. It is closed on Saturdays, Sundays and official holidays.
4. Tenders must be placed inside two sealed envelopes. The inner envelope should be marked as follows: "**Reply to open call for tender No. EEA/CAF/05/001**- not to be opened by the internal mail department". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.  
  
The inner envelope must also contain two sealed envelopes, one containing the technical specifications and the other the financial bid. Each of these envelopes must clearly indicate the content ("Technical" and "Financial").
  5. The specification, listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity, and the draft contract are attached.
  6. Tenders must be:
    - signed by the tenderer or his duly authorised representative;
    - perfectly legible so that there can be no doubt as to words and figures;

7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: 6 months from the deadline for the submission of tenders.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
9. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
  - Before the final date for submission of tenders:
    - \* At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made in writing only to Mr. Ove Caspersen. Requests for additional information received less than six calendar days before the closing date for submission of tenders will not be processed.
    - \* The Agency may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
    - \* Any additional information including that referred to above will be sent simultaneously to all tenderers who have requested the specification.
  - After the opening of tenders
    - \* If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.
10. This invitation to tender is in no way binding on the Agency. The Agency's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may either withdraw from the contract or cancel the procurement procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
12. You will be informed whether or not your tender has been accepted.

Prof. Jacqueline McGlade  
Executive Director

22 February 2005