

Copenhagen, 11.5.2015

Dear Sir/Madam,

Title: Provide assistance to the EEA in setting up and coordinating Copernicus in situ component

Reference: Call for expression of interest No EEA/IDM/CEI/15/008

Validity: 5.5.2015 – 4.5.2018

1. The European Environment Agency is planning to publish a call for expression of interest inviting experts to put themselves forward as candidates in advance of public procurement operations.
2. If you are interested in this call for expression of interest, you should submit an application in one of the languages of the EEA member countries, preferably in English.
3. The compiled list resulting from this CEI will remain valid until 4.5.2018. Applications may be submitted at any time during this period with the exception of the last 3 (three) months. Applicants may choose:

- to submit an application either by post or by courier not later than **4.2.2018**, in which case the evidence of the date of dispatch shall be determined by the postmark or the date of deposit slip to the following address:

European Environment Agency
Legal Services and logistics (ADS3)
Reference No EEA/IDM/CEI/15/008
Kongens Nytorv 6
1050 Copenhagen K
Denmark

- or delivered by hand to the above-mentioned address not later than 16:00 CET on **4.2.2018**. In this case, a receipt must be obtained as proof of submission, signed and dated by the receptionist of the Agency who accepts delivery. The Agency is open from 09.00-17.00 Monday to Thursday and Friday 09.00 to 16.00. It is closed on Saturdays, Sundays and official holidays.

4. The date of submission shall be legible on the outer envelope or parcel and applications shall be submitted in accordance with the **double envelope system**: the outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:
 - The call for expression of interest No **EEA/IDM/CEI/15/008**

- The call for expression of interest title ***“Assistance to the EEA in setting up and coordinating Copernicus in situ component”***
- The name of the applicant
- The indication ***“Application – Not to be opened by the internal mail services”***
- The address for submission of application (as specified above)

The inner envelope or parcel must contain **one signed original** (unbound/unstapled) and **two copies** and shall include the documentation specified under section 11 of the attached terms of reference.

5. Applications must be signed by the applicant or his duly authorised representative and perfectly legible so that there can be no doubt as to words and figures.
6. Contacts between the contracting authority and applicants are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
 - Before the final date for submission of applications:
 - * At the request of the applicant, the Agency may provide additional information solely for the purpose of clarifying the scope and purpose of this CEI. Any requests for additional information must be made in writing only to the Agency’s Procurement Services at **procurement@eea.europa.eu**.
 - * The Agency may also, on its own initiative, provide additional information regarding any error, inaccuracy, omission or any other clerical error in the text of the CEI.
 - * Applicants are invited to check the following URL address regularly, as any additional information, including that referred to above, will be available for download from this site: <http://www.eea.europa.eu/about-us/tenders>.
 - After the receipt of applications
 - * If clarification is required or if obvious clerical errors in the application need to be corrected, the Agency may contact the applicant provided the terms of the application are not modified as a result.
7. This invitation for application is in no way binding on the Agency. Inclusion on the list of candidates entails no obligation on the part of the Agency to send an invitation to tender to the applicants or to award them a contract.
8. You will be informed whether or not your application has been accepted.

[Signed]

Chris Steenmans
 Head of programme
 ICT and data management