

1. Tenders are to be submitted by **14 October 2002**
 - either by registered mail, posted not later than **14 October 2002** (postmark);
 - or by delivery (in person or by an authorised representative or private courier service) to Domingo Zorrilla, The European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K **not later than 16.00 on 14 October 2002**, 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 call to tender No. EEA/ADM/02/002. 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 our “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: six 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 technical specifications in Annex II to this invitation
 - prices must be a fixed rate, including all costs
 - 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 consumer price index in the Member State of origin of the services offered.
 - The call for tender is split into 3 lots. Tenderers may submit their tender for one, two or all lots. Please note that variants are allowed.
7. **Selection criteria:**

Legal status:

 - completed identification sheet (Annex III)
 - copy of trade register
 - copy of VAT registration

Financial status:

 - **Exclusion cases:** Companies being bankrupt or wound up, have ceased or suspended business activities, have suspended payments, have entered into an agreement with creditors or undertaken similar measures, or be subject to any procedure of this kind.

Technical capabilities:

- presentation and description of the firm's activities

8. Further information can be obtained from the address indicated in paragraph 1 above.
9. **Criteria for the award** of the contract: The contract will be awarded to the most economically advantageous tender considering:
 - Price
 - Customer service
 - Payment conditions
 - For lot 2 and 3 only: ratio coverage - premium
10. Languages in which the Tender must be drawn up: 1 of 11 official languages of the European Union