

**Procedure for submitting an offer for Tender EEA/ITS/02/004**

1. Tenders are to be submitted by **26 August 2002**.
  - either by registered mail, posted not later than **26 August 2002** (postmark);
  - or by delivery (in person or by an authorised representative or private courier service) to Ove Caspersen, The European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K **not later than 16.00 on 26 August 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/ITS/02/004. 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: nine months from the deadline stated for receipt of 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
  - costs incurred during missions effected outside the principal place of performance of the contract at the express request and following prior authorisation of the EEA, will be reimbursed according to EEA standard rates
  - 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 2 above.
9. Criteria for the award of the contract(s): The contract(s) will be awarded on the basis of the criteria specified in the task descriptions.
10. Curriculum vitae of the proposed consultant candidate(s) should be added.