



## Procedure for submitting an offer for Tender EEA/RNC/03/016

1. Tenders are to be submitted (according the publication in the Official Journal)
  - either by registered mail, posted not later than **06.11.03** (postmark);
  - or by delivery (in person or by an authorised representative or private courier service) to Stéphane Isoard, The European Environment Agency, Kongens Nytorv 6, DK-1050 Copenhagen K **not later than 16.00 on 06.11.03**, 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/RNC/03/016. 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 awarded by the EEA” in all matters not governed by this invitation to tender and waiver your companies 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**.
7. **Further information can be obtained from the address indicated in paragraph 1 above.**