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October 1999

Dear Sir/Madam,

**CALL FOR TENDER: EEA/TIE/99/010**

Thank you for requesting specifications for the above call for tender to carry out editing, proof-reading, web-editing and journalistic writing work for the European Environment Agency. The Agency aims at ensuring a high quality in all aspects of its products and in this connection, needs to engage outside contractors possessing specialised competence in a number of areas, including those covered by this call for tender.

We hereby invite you to submit an offer for the tasks described by **20 December 1999** to:

European Environment Agency  
Att.: Mr Ove Caspersen  
Kongens Nytorv 6  
DK-1050 Copenhagen  
Denmark

In case you have any questions, please contact Ove Caspersen through e-mail (ove.caspersen@eea.eu.int) or phone (+45 33 36 72 03).

Looking forward to hearing from you soon.

Yours faithfully,

Jef Maes  
Programme Manager  
Operational Infrastructure, Publications and Information

Enclosures: Annex I: Procedure for submitting a Call for Tender  
Annex II: Technical specifications  
Annex III: Identification sheet  
Annex IV: Draft framework contract  
Annex V: General terms and conditions applicable to contracts  
Annex VI: Reimbursement of travel expenses

(N.B. Further information on the EEA and its products can be found on the EEA website: <http://www.eea.eu.int>)