



Subject: Contract title: **Framework Contract for Travel Agency Services to the European Environment Agency**

Reference Number: **EEA/ADS/07/002**

1. I enclose the call for tenders relating to the above mentioned contract.
2. If you are interested in this contract, you should submit a tender in triplicate, in one of the EEA members' languages, preferably in English.
3. Where submission is by letter, tenderers may choose:
 - a. to submit tenders either by post or by courier service, to be dispatched not later than 14 May 2007, in which case the call for tenders will specify that proof of dispatch is constituted by the post mark, the date of dispatch or the date of the deposit slip, to the following address:

European Environment Agency
Kongens Nytorv 6
1050 Copenhagen K, Denmark
For the attention of Mr Tommi Multala
 - b. or to deliver tenders by hand to the above mentioned address not later than 16:00 hrs on 14 May 2007. 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 to 17.00 Monday to Friday. It is closed on Saturdays, Sundays and official holidays.
4. Tenders must be placed inside two sealed envelopes. The inner envelope should be marked as follows: **"Reply to Open Call for Tenders EEA/ADS/07/002 - Travel Agency Services for the European Environment Agency. NOT to be opened by the internal mail department"**. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.
5. The specifications and the draft contract are attached to this invitation to tender. The specifications list all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity.
6. Tenders must be:
 - signed by the tenderer or his duly authorised representative;
 - perfectly legible so that there can be no doubt as to words and figures;

7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: 6 months from the deadline for the submission of tenders.
8. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
9. Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:
 - Before the final date for submission of tenders:
 - * At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made in writing only to **Mr. Tommi Multala**, email: tommi.multala@eea.europa.eu. Requests for additional information received less than five calendar days before the closing date for submission of tenders will not be processed.
 - * The Agency may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.
 - * Any additional information including that referred to above will be sent simultaneously to all tenderers who have requested/downloaded the specifications.
 - After the opening of tenders
 - * If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.
10. This invitation to tender is in no way binding on the Agency. The Agency's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
11. You will be informed whether or not your tender has been successful.

Prof. Jacqueline McGlade
Executive Director