



Education, Audiovisual and Culture Executive Agency

The Director

Brussels, - 2 SEP. 2009  
EACEA P9/GG/EB/ D (2009) 304744

**Subject: Open call for tenders - Reference No EACEA 03-2009**  
**“Study on the role of education and training policies and instruments in the global governance and the globalisation”**

Dear Sir/Madam,

The Education, Audiovisual and Culture Executive Agency (EACEA), wishes to conclude a service contract for a study on the role of education and training policies and instruments in the global governance and the globalisation.

The tendering specifications for these services are enclosed herewith. You may request further information by **e-mail only**:

E-mail address: [EACEA-TENDERS@ec.europa.eu](mailto:EACEA-TENDERS@ec.europa.eu)

Your tender should be submitted in quadruplicate in accordance with point 2 of the tendering specifications. It may be:

- either sent by registered mail or private courier to the address below, **posted no later than 26/10/2009**, with the postmark as proof of the date of posting:

EACEA  
Unit R2  
Office: BOU2 1/08  
Ref. EACEA-03-2009  
Avenue du Bourget 1  
B-1140 Brussels (Evere)  
Belgium

- or delivered by hand to the following address, not later than **16.00 (CET)** on **26/10/2009**:

European Commission  
EACEA  
For the attention of Unit R2  
Office: BOU2 1/08  
Ref. EACEA-03-2009  
Avenue du Bourget, 1  
1140 Brussels (Evere)  
Belgium

In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Commission's central mail department who took delivery. The department is open from 08.00 to 17.00 (CET) Monday to Thursday, and from 8.00 to 16.00 (CET) on Fridays. It is closed on Saturdays, Sundays and Commission holidays.

Tenders must be placed in two sealed envelopes, one inside the other. The inner envelope should be addressed to the relevant department (i.e. unit R2) and marked: **"Call for tender No EACEA-03-2009 to be opened only by the committee responsible for opening tenders"**.

If self-adhesive envelopes are used, they should be sealed by sticky tape, with the sender's signature written across it. Self-adhesive envelopes that can be opened and resealed will not be accepted.

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:

e-mail address: [EACEA-TENDERS@ec.europa.eu](mailto:EACEA-TENDERS@ec.europa.eu).

**Please always mention the following reference: EACEA/2009/03**

Requests for additional information received less than five working 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 the specification.

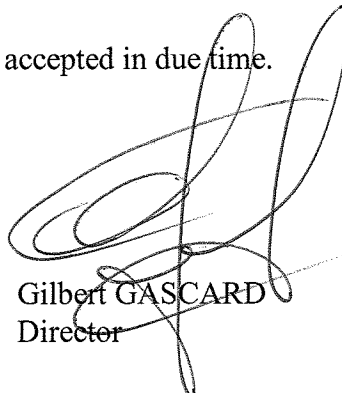
- After the opening of tenders

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.

The public opening of tenders will take place at EACEA, rue Colonel BOURG, 115, 1140 Brussels, on **3/11/2009 at 15<sup>00</sup> h (CET)**.

You will be informed whether your tender has been accepted in due time.

Yours faithfully,



Gilbert GASCARD  
Director

Encl.: Tendering specifications