



Education, Audiovisual and Culture Executive Agency

The Director

08. 10. 2009

Brussels,  
EACEA/GG/KN/je D (2009) 304138

**Subject: Public open call for tenders - Reference No EACEA 2009/05 Lots 1 to 5: Erasmus Mundus - Clusters**

Dear Sir/Madam,

The Education, Audiovisual and Culture Executive Agency (EACEA) wishes to conclude 5 service contracts for the organisation of projects bringing together Erasmus Mundus Masters Courses and Erasmus Mundus Attractiveness Projects. In the framework of the call for tender, 5 "clusters projects" will be organised around the following themes: Sustainability (Lot 1), Employability (Lot 2), Degree recognition and joint degrees (Lot 3), Regional clusters (Lot 4) and Thematic clusters (Lot 5).

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

- fax no. +32 2 292.13.34
- e-mail address: [EACEA-TENDERS@ec.europa.eu](mailto:EACEA-TENDERS@ec.europa.eu)

Tenderers may submit tenders for any number of Lots but shall submit a separate tender for each Lot for which they are tendering.

Your tender should be submitted in triplicate 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 23/11/2009** with the postmark as proof of the date of posting:

EACEA  
Unit R2  
Office: BOU2 1/08  
Ref. EACEA 2009/05  
Avenue du Bourget 1  
B-1140 Brussels

- or delivered by hand to the same address, not later than 16.00 on **23/11/2009**:

In this latter 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 Monday to Thursday, and from 8.00 to 16.00 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 and marked: "Call for tenders No EACEA 2009/05, 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 contracts. Any requests for additional information must be made in writing only to:

- fax no. +32 2 292.13.34 or
- e-mail address: EACEA-TENDERS@ec.europa.eu

Requests for additional information received less than five working days before the closing date for submission of tenders will not be processed

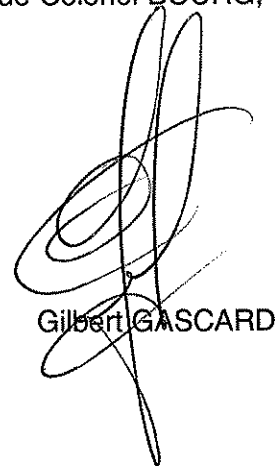
The Agency may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders. Any additional information including that referred to above will be sent simultaneously to all tenderers who have requested the specification.

- 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 that the terms of the tender are not modified as a result.

The public opening of tenders will take place at EACEA, rue Colonel BOURG, 135-139, 1140 Brussels, on **03/12/2009** at 15.00.

Yours faithfully,



Gilbert GASCARD

Encl.: Tendering specifications