



Education, Audiovisual and Culture Executive Agency

The Director

Brussels, 09 SEP. 2008
EACEA P.5 D (2008) 303690

Subject: Open Call for tenders – Reference N° EACEA 06-2008
“Study on the mapping and evaluating of existing platforms (websites) within the cultural sector aimed at stimulating debate and cross border exchange of matters concerning European culture”

Dear Sir/Madam,

The Education, Audiovisual and Culture Executive Agency (EACEA), wishes to conclude a service contract for the provision of a “Study on the mapping and evaluating of existing platforms (websites) within the cultural sector aimed at stimulating debate and cross border exchange of matters concerning European culture”

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
- email address: EACEA-TENDERS@ec.europa.eu

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

- either by registered mail or private courier to the address below, **posted no later than 28/10/2008**, with the post mark as proof of the date of posting:

EACEA
Unité R2
Bureau: BOUR 4/37
Réf. EACEA- 2008-06
Avenue du Bourget 1
B-1140 Bruxelles (Evere)
Belgique

- or delivered by hand to the following address, not later than 16.00 on **28/10/2008**:

European Commission
EACEA
For the attention of Unit R2
Office: BOUR 4/37
Réf. EACEA- 2008-06
Avenue du Bourget, 1
B-1140 Brussels
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 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-06-2008 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:

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.

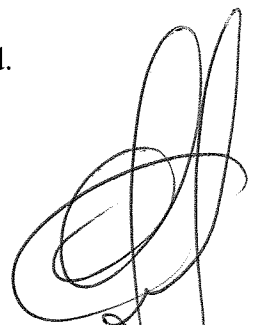
- After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided 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 4/11/2008 at 15.00.

You will be informed whether your tender has been accepted.

Yours faithfully,



Gilbert GASCARD
Director

Encl.: Tendering specifications