



Education, Audiovisual and Culture Executive Agency

The Director

09. 09. 2008

Brussels,
EACEA P6/GG/MF/ D(08) 303695

Subject: Open call for tenders – Ref. No EACEA/2008/07
" CALL FOR TENDER FOR CARRYING OUT A STUDY ON VOLUNTEERING IN THE EU "

Dear Sir/Madam,

The Education, Audiovisual and Culture Executive Agency (EACEA), wishes to conclude a service contract for a study on "**CALL FOR TENDER FOR CARRYING OUT A STUDY ON VOLUNTEERING IN THE EU**".

The tender specifications for this service are enclosed herewith. You may request further information, by fax or e-mail only:

fax No +32 2 292.13.34 or
e-mail 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 sent by registered mail or private courier company to the address below, posted no later than 23/10/2008, with the postmark as proof of the date of posting:

EACEA
Unit R2
Office: BOUR 4/37
Ref. EACEA/2008/07
Avenue du Bourget 1
B-1140 Brussels (Evere)
Belgium

- Or delivered by hand to the following address, no later than 23/10/2008:

EACEA
For the attention of Unit R2
Office: BOUR 4/37
Ref. EACEA/2008/07
Avenue du Bourget 1
B-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 Monday to Thursday, and from 08.00 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 tender No EACEA/2008/07 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 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 request 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

Please always mention the following reference: EACEA/2008/07

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 bidders who have requested the specifications as well as published on the website of the Agency.

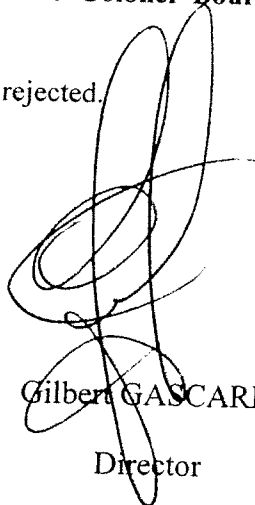
After the opening of tenders

If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority can 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, Brussels, on 30/10/2008 (15h00).**

You will be informed whether your tender has been accepted or rejected.

Yours faithfully,



Gilbert GASCARD
Director

Encl.: Tender specifications