



EUROPEAN COMMISSION
DIRECTORATE GENERAL ENVIRONMENT

Directorate xxx
The Director

FRAMEWORK SERVICE CONTRACT*

CONTRACT N^{o1}
07 XXXXXX / 200X/ XXXXXX /FRA/XX

The European Community (hereinafter referred to as "the Community"), represented by the Commission of the European Communities (hereinafter referred to as "the Commission"), which is represented for the purposes of the signature of this contract by Mr / Ms [name in full] Director,

of the one part,

and

[official name in full]
[official address in full]
[official legal form]²
[statutory registration number]³
[VAT registration number]

(hereinafter referred to as "the Contractor"⁴), represented for the purposes of the signature of this contract by **[name in full and function,]**

of the other part,

* The footnotes/options are internal instructions for authorizing officers only and must be deleted/completed before contracts are sent out. The General Conditions contain references to articles in the Special Conditions, the re-numbering of which should be avoided.

¹ Options [*in italics*] to be deleted where not applicable.

Options [in roman] to be completed.

² Delete if contractor is a natural person or a body governed by public law.

³ Delete if contractor is a body governed by public law. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

⁴ In the case of a joint offer and provided the invitation to tender so specifies, the following clause should be added below the identification of the parties: "The parties identified above and hereinafter collectively referred to as 'the Contractor' shall be jointly and severally liable vis-à-vis the Commission for the performance of this contract".

HAVE AGREED

the **Special Conditions** and the **General Conditions** below and the following Annexes⁵:

Annex I – Tender Specifications (Invitation to Tender No [complete] of [complete])

Annex II – Contractor's Tender (No [complete] of [complete])

Annex III – (a) [Order Form] [and]
(b) [Specific Contract]⁶

[Other Annexes]⁷

which form an integral part of this contract (hereinafter referred to as “the Contract”).

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Contract. The terms set out in the General Conditions shall take precedence over those in the Annexes. The terms set out in the Tender Specifications (Annex I) shall take precedence over those in the [orders] [and] [specific contracts] (Annex III), the latter taking precedence over the Tender (Annex II).

Subject to the above, the several instruments forming part of the Contract are to be taken as mutually explanatory. Ambiguities or discrepancies within or between such parts shall be explained or rectified by a written instruction issued by the Commission, subject to the rights of the Contractor under Article I.8 should he dispute any such instruction.

⁵ Voluminous annexes may be replaced by a reference to the documents concerned, provided the content of such documents is not subject to challenge (by virtue of their public nature).

⁶ As a general rule, framework contracts should be implemented by orders, as the services have to be identified and standardised in advance in the invitation to tender. When it is not possible to define all the means to be employed in order to obtain the results, implementation of the contract will be by specific contract. It is also possible to implement a framework contract using both instruments if some services are well defined and others are not.

⁷ Specific additional rules resulting from the specific requirements of the contract concerned or imposed by the applicable legislation.

I – SPECIAL CONDITIONS

ARTICLE I.1 - SUBJECT

- I.1.1** The subject of the Contract is [*short description of subject*].
- I.1.2** Signature of the Contract imposes no obligation on the Commission to purchase. Only implementation of the Contract through [orders] [and] [specific contracts] is binding on the Commission.
- I.1.3** Once implementation of the Contract has been asked or has commenced, the Contractor shall reply and execute the tasks⁸ in accordance with all terms and conditions of the Contract.
- I.1.4** The Contract [*does not*] confer[s] on the Contractor an[y] exclusive right to provide the services described in Annex I to the Commission. [*The Contractor is selected as the [complete] contractor for a multiple framework contract.*]⁹

ARTICLE I.2 - DURATION¹⁰

- I.2.1** The Contract shall enter into force [[*on the date on which it is signed by the last contracting party*]¹¹ [*on complete if it has already been signed by both contracting parties*]]¹².
- I.2.2** Under no circumstances may implementation commence before the date on which the Contract enters into force. Execution of the tasks may under no circumstances begin before the date on which the order or specific contract enters into force.
- I.2.3** The Contract is concluded for a period of [*days/months*] with effect from the date on which it enters into force. This contractual period and all other periods specified in the Contract are calculated in calendar days unless otherwise indicated.
- I.2.4** The orders or specific contracts shall be returned signed before the Contract to which they refer expires.

The Contract shall continue to apply to such [orders] [and] [specific contracts] after its expiry, but no later than [*complete*]¹³

⁸ Depending on the nature of the tasks, 'execution of the tasks' could possibly be replaced by 'provision of the services' throughout the Contract.

⁹ Only to be added in the case of multiple "cascade" framework contracts. Refer to the instructions for framework contracts and multiple framework contracts in point 8.5 of the Vade-mecum on public procurement procedures in the Commission (August 2006).

¹⁰ In sectors subject to a rapid price and technological evolution, the Contract shall contain either a stipulation on a mid term review (see Article I.2.6 of the standard framework supply contract) or on a benchmarking system (see Option 2 in Article I.3.3 of the standard framework supply contract), except for "competitive" multiple framework contracts. If Article I.2.6 of the standard framework supply contract has been opted for, a mid-term review has to be carried out and if the conditions initially laid down are no longer geared to the price or technological evolution, the Commission may not use the Contract and shall take appropriate measures to terminate it.

¹¹ As a rule the Commission signs last. In this case, the Contractor should be duly informed of the date on which the Contract enters into force (date of signature by the Commission).

¹² In this case, the Contractor should be duly informed that the Commission has signed.

I.2.5 *The Contract may be renewed up to [complete]¹⁴ times, each time for a period of [days/months]¹⁵, only before expiry of the Contract and with the express written agreement of the parties. Renewal does not imply any modification or deferment of existing obligations.]*

[The Contract shall be renewed automatically up to [complete]¹⁶ times under the same conditions, unless written notification to the contrary is sent by one of the contracting parties and received by the other [[before expiry of the period indicated in Article I.2.3] [before complete date]¹⁷]. Renewal does not imply any modification or deferment of existing obligations.]

ARTICLE I.3 –PRICES

I.3.1 The [*indicative*¹⁸] prices of the services shall be [:] [as listed in Annex II].

I.3.2 Prices shall be expressed in EUR.

¹⁹**I.3.3** *Prices shall be fixed and not subject to revision for implementation during the first year of duration of the Contract.*

From the beginning of the second year of duration of the Contract, [80%] of each price may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by registered letter no later than three months before the anniversary of the date on which it was signed. The Commission shall purchase on the basis of the prices in force on the date on which orders or specific contracts are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised consumer price index [complete]²⁰ published for the first time by [the Office for Official Publications of the European Communities in the Eurostat monthly bulletin at <http://www.ec.europa.eu/eurostat/>].

¹³ The volume of services ordered and the period allowed for execution should be reasonably limited.

¹⁴ Specify number of times (once, twice...) limited to the renewal provisions in the tender. The total duration of the contract may not exceed four years, save in exceptional cases justified in particular by the subject of the contract under the rules for the implementation of the Financial Regulation (Regulation No 2342/2002, as amended by Regulations No 1261/2005, No 1248/2006 and No 478/2007).

¹⁵ Specify length of the period of renewal (number of months, years...). The total duration of the contract must not exceed four years, save in exceptional cases justified in particular by the subject of the contract under the rules for the implementation of the Financial Regulation (Regulation No 2342/2002, as amended by Regulations No 1261/2005, No 1248/2006 and No 478/2007).

¹⁶ Specify number of times (once, twice...) limited to the renewal provisions in the tender. The total duration of the contract may not exceed four years, save in exceptional cases justified in particular by the subject of the contract under the rules for the implementation of the Financial Regulation (Regulation No 2342/2002, as amended by Regulations No 1261/2005, No 1248/2006 and No 478/2007).

¹⁷ This should be indicated generically in order to be applicable for more than one year (for example: "three months before the expiry of the Contract").

¹⁸ Clause to be added in the case of "competitive" multiple framework contracts.

¹⁹ The invitation to tender must state clearly whether the price is subject to revision or not.

²⁰ Specify the consumer price index, e.g.:

- "MUICP": (eurozone) for contracts expressed in euro (as a general rule);
- "EICP": for contracts performed in the European Union (outside the euro zone);
- consumer price index of the State in whose currency the contract price is expressed:
 - a) index of the State where the contractor is mainly based; or
 - b) index of the State where the service will be mainly carried out.

Revision shall be calculated in accordance with the following formula:

$$Pr = Po (0,2 + 0,8 \frac{Ir}{Io})$$

where:

- Pr* = revised price;
Po = price in the original tender;
Io = index for the month [in which the validity of the tender expires] [corresponding to the final date for submission of tenders];
Ir = index for the month [corresponding to the date of receipt of the letter requesting a revision of prices] [in which the revised prices take effect]²¹].

[I.3.4. In addition to the total amount specified in each order or specific contract, travel, subsistence and shipment expenses shall be reimbursed in accordance with Article II.7, as shall other expenses provided for by the Tender Specifications up to a maximum amount of EUR [amount in figures and in words] throughout implementation of the Contract and up to a maximum amount of EUR [amount in figures and in words] for each order or specific contract. The daily subsistence allowance referred to in Article II.7.4 (d) shall be [EUR complete] [determined in accordance with Annex complete]²².]

ARTICLE I.4 – IMPLEMENTATION OF THE CONTRACT²³

[I.4.1 Within [complete] working days of an order form being sent by the Commission to the Contractor, the Commission shall receive it back, duly signed and dated. [Should the Contractor be unavailable, he shall give reasons for refusal within the same period and the Commission shall be entitled to place the order with the next contractor on the list. In the event of failure to observe this deadline, the Contractor shall be considered unavailable]²⁴. The period allowed for the execution of the tasks shall start to run on the date the Contractor signs the order form, unless a different date is indicated on the form.]

[I.4.2 Within [complete] working days of a request for services being sent by the Commission to the Contractor, the Commission shall receive an estimate of the resources to be allocated for its execution, with particulars in support. [Should the Contractor be unavailable, he shall give reasons for refusal within the same period and the Commission shall be entitled to send a request to the

²¹ This option is not recommended when payments have to be made in the first month, given the availability of the indexes.

²² The daily subsistence allowance to be indicated may be calculated by addition of the daily allowances' rate and the reimbursable accommodation expenses produced by DG ADMIN (http://www.cc.cec/pers_admin/missions/guide_en.pdf), in particular if more than one country is concerned.

²³ Paragraph 1 governs implementation of the Contract through orders. Paragraph 2 governs implementation of the Contract through specific contracts in the context of a “cascade” multiple framework contract. Paragraph 3 provides for implementation of the contract through specific contracts in the context of a “competitive” multiple framework contract.

²⁴ Option to be added for “cascade” multiple framework contracts.

*next contractor on the list. In the event of failure to observe this deadline or disagreement on the allocation of resources, the Contractor shall be considered unavailable*²⁵.

Within [complete] working days of a specific contract being sent by the Commission to the Contractor, the Commission shall receive it back, duly signed and dated. *[In the event of failure to observe this deadline, the Contractor shall be considered unavailable]*²⁶.]

[I.4.3]²⁷ Within [complete] working days of any specific invitation to tender being sent by the Commission to the Contractor, the Commission shall receive a completed specific tender back, duly signed and dated. In the event of failure to observe these conditions the Contractor shall be considered to waive the participation in the specific competition. The Commission may sign a specific contract with the contractor who has submitted the best specific tender on the basis of the award criteria set out in Annex I. The specific contract may precise the terms of the present framework contract or modify them unsubsantially, notably as concerns prices.]

ARTICLE I.5 – PAYMENT PERIODS²⁸

Payments under the Contract shall be made in accordance with Article II.4. Payments shall be executed only if the Contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. *[Payment requests may not be made if payments for previous orders or specific contracts have not been executed as a result of default or negligence on the part of the Contractor.]*²⁹

[I.5.1 Pre-financing:

*Within [complete]*³⁰ *days of [the latest of the following dates:]*

- *the date on which the Contractor returns the order form or specific contract and the relevant invoice, indicating the reference number of the Contract and of the order or specific contract to which it refers,*
- *[the receipt by the Commission of a duly constituted financial guarantee equal to at least [complete]% of the total value of the order or specific contract]*³¹,

²⁵ Option to be added for “cascade” multiple framework contracts.

²⁶ Option to be added for “cascade” multiple framework contracts.

²⁷ Clause to be inserted in case of a “competitive” multiple framework contract. In order to be complete the content of the specific offer should refer to all issues so far only *indicatively* covered by the present contract.

²⁸ The insertion of pre-financing and interim payment clauses is optional but there must always be provision for payment of the balance.

²⁹ Restrictive clause to be added when judged necessary to establish a link between the various stages of execution.

³⁰ The maximum payment period allowed is thirty days under the rules for the implementation of the Financial Regulation (Regulation No 2342/2002, as amended by Regulations No 1261/2005, No 1248/2006 and No 478/2007), (“IR”), unless otherwise provided by the contract.

³¹ This guarantee shall be mandatory for pre-financing payments exceeding EUR 150 000 or in the case referred to in Article 135(6), second subparagraph, of the rules for the implementation of the Financial Regulation (Regulation No 2342/2002, as amended by Regulations No 1261/2005, No 1248/2006 and No 478/2007):if the contracting authority does not require proof of the selection criteria capacity for contracts

a pre-financing payment of [complete]% of the total value of the order or specific contract shall be made.]

[I.5 complete Interim payment:

Requests for interim payment by the Contractor in accordance with the instructions laid down in Annex I shall be admissible if accompanied by³²:

- *[an interim technical report³³]*
- *[statements of reimbursable expenses in accordance with Article II.7]*
- *the relevant invoices, indicating the reference number of the Contract and of the order or specific contract to which they refer.*

[provided the report has been approved by the Commission.]

Option 1

[The Commission shall have [twenty - forty-five - sixty]³⁴ days from receipt to approve or reject the report, and the Contractor shall have [complete] days in which to submit additional information or a new report.]

Within [complete]³⁵ days [of the date of receipt of the relevant invoice(s)]³⁶ [of the date on which the report is approved by the Commission,] an interim payment corresponding to [the relevant invoices] [equal to complete % of the total amount referred in the relevant order or specific contract] shall be made.]

Option 2

[The Commission shall have [complete]³⁷ days from receipt to approve or reject the report and to pay an interim payment corresponding to [the relevant invoices] [EUR complete amount in figures and in words equal to complete % of the total amount referred to in Article I.3.1.]. The Contractor shall have [complete] days in which to submit additional information or a new report.]

lower or equal to EUR 60.000, pre-financing must be backed by a financial guarantee of the same amount. However, where the contractor is a public body, the authorising officer responsible may, depending on his risk assessment, waive that obligation.

³² Delete where not applicable.

³³ Should the subject of the Contract be a study, the deliverable has to be clearly identified as such and should not be termed a 'report'. Otherwise there could be confusion with this technical report, the purpose of which is to describe the performance of the Contract.

³⁴ Twenty days for simple contracts, sixty days for contracts requiring complex technical assessment, and forty-five days for all other contracts.

³⁵ The maximum payment period allowed is thirty days under the rules for the implementation of the Financial Regulation (Regulation No 2342/2002, as amended by Regulations No 1261/2005, No 1248/2006 and No 478/2007), unless otherwise provided by the contract.

³⁶ The invoice will be deemed to have been received by the Commission on the date on which it is registered by the department responsible indicated in Article I.6.

³⁷ The authorising officer may decide that a single time-limit for the approval of the report and payment shall apply. This single time-limit cannot exceed the aggregated maximum applicable periods for approval of the report and for payment.

[I.5. complete] Payment of the balance:

The request for payment of the balance of the Contractor shall be admissible if accompanied by³⁸

- *[the final technical report in accordance with the instructions laid down in Annex I]*
- *[statements of reimbursable expenses in accordance with Article II.7]*
- *the relevant invoices, indicating the reference number of the Contract and of the order or specific contract to which they refer.*

[provided the report has been approved by the Commission.]

Option 1

[The Commission shall have [twenty - forty-five - sixty]³⁹ days from receipt to approve or reject the report, and the Contractor shall have [complete] days in which to submit additional information or a new report.]

Within [complete]⁴⁰ days [of the date of receipt of the relevant invoice(s)]⁴¹ [of the date on which the report is approved by the Commission,] payment of the balance corresponding to [the relevant invoices] equal to complete % of the total amount referred to in the relevant order or specific contract shall be made.

Option 2

[The Commission shall have [complete]⁴² days from receipt to approve or reject the report and to pay the balance corresponding to [the relevant invoices] [EUR complete amount in figures and in words equal to complete % of the total amount referred to in Article I.3.1]. The Contractor shall have [complete] days in which to submit additional information or a new report.]

[For Contractors established in Belgium, the orders shall include the following provision: “En Belgique, l’utilisation de ce bon de commande vaut présentation d’une demande d’exemption de la TVA n° 450” or an equivalent statement in the Dutch or German language. The Contractor shall include the following statement in his invoice(s): “Exonération de la TVA, article 42, paragraphe 3.3 du code de la TVA” or an equivalent statement in the Dutch or German language.]

³⁸ Delete where not applicable.

³⁹ Twenty days for simple contracts, sixty days for contracts requiring complex technical assessment, and forty-five days for all other contracts.

⁴⁰ The maximum payment time allowed is thirty days under the rules for the implementation of the Financial Regulation (Regulation No 2342/2002, as amended by Regulations No 1261/2005, No 1248/2006 and No 478/2007), unless otherwise provided by the contract.

⁴¹ The invoice will be deemed to have been received by the Commission on the date on which it is registered by the department responsible indicated in Article I.6.

⁴² The authorising officer may decide that a single time-limit for the approval of the report and payment shall apply. This single time-limit cannot exceed the aggregated maximum applicable periods for approval of the report and for payment.

[For Contractors established in Italy, the provisions of the Contract constitute a request for VAT exemption, provided the Contractor includes the following statement in his invoice(s): “Operazione non imponibile ai sensi dell’articolo 72, comma 3) paragrafo 3 del D.P.R. n. 633 del 26/10/1972 come modificato da ultimo dal D.L. n. 323 del 20/06/1996 convertito in Legge n. 425 dell’8/8/1996”.]

[I.5. complete] [Performance guarantee:

Option 1: Performance guarantee for each order or specific contract issued - discharge after payment of the balance

[A performance guarantee shall be constituted by deduction[s] of 10% of the total value of the service purchased. It shall be withheld for up to [complete]⁴³ months from the date of payment of the balance of the order or specific contract. It shall cover its performance in accordance with the terms set out in Annex I.]

Option 2: Performance guarantee for each order or specific contract issued - release on payment of the balance

[A guarantee for an amount of [EUR complete amount in figures and in words] shall be issued by a bank, an authorised financial institution or a third party in favour of the Commission. It shall be released on payment of the balance of the order or specific contract. It shall cover its performance in accordance with the terms set out in Annex I.]

Option 3: Performance guarantee for the whole contractual period - release on payment of the balance of the last order or specific contract

[A guarantee for an amount of [EUR complete amount in figures and in words] shall be issued by a bank, an authorised financial institution or a third party in favour of the Commission. It shall be released on payment of the balance of the last order or specific contract. It shall cover performance of the Contract in accordance with the terms set out in Annex I.]

Option 4: Performance guarantee for the whole contractual period - release after payment of the balance of the last order or specific contract

[A guarantee for an amount of [EUR complete amount in figures and in words] shall be issued by a bank, an authorised financial institution or a third party in favour of the Commission. It shall be released [complete]⁴⁴ after payment of the balance of the last order or specific contract. It shall cover performance of the Contract in accordance with the terms set out in Annex I.]

⁴³ The period for discharge of the performance guarantee is determined by the need to check the execution of complex tasks (due to the particular nature of the service). It may vary from the shortest possible period after payment (where the satisfactory performance of the contract is self-evident) to many months.

⁴⁴ The period for release of the performance guarantee is determined by the need to check the execution of complex tasks (due to the particular nature of the service). It may vary from the shortest possible period after payment (where the satisfactory performance of the contract is self-evident) to many months.

ARTICLE I.6 – BANK ACCOUNT

Payments shall be made to the Contractor's bank account denominated in euro⁴⁵, identified⁴⁶ as follows:

Name of bank: [complete]
Address of branch in full: [complete]
Exact designation of account holder: [complete]
Full account number including codes: [complete]
[IBAN⁴⁷ code: [complete]]

ARTICLE I.7 – GENERAL ADMINISTRATIVE PROVISIONS

Any communication relating to the Contract or to its implementation shall be made in writing and shall bear the Contract and order or specific contract numbers. Ordinary mail shall be deemed to have been received by the Commission on the date on which it is registered by the department responsible indicated below. Communications shall be sent to the following addresses⁴⁸:

Commission:

For technical items:
European Commission
Directorate-General Environment
[Contact name]
Directorate [complete]
Unit [complete]
B-1049 Brussels
BELGIUM

[Telephone n° & email address]

For administrative items:
European Commission
Directorate-General Environment
Unit ENV/F4 – "Financial Processing and Assistance"
B-1049 Brussels
BELGIUM

[Telephone n° & email address]

Contractor:

⁴⁵ Or local currency where the receiving country does not allow transactions in EUR.

⁴⁶ By a document issued or certified by the bank.

⁴⁷ BIC or SWIFT code for countries with no IBAN code.

⁴⁸ Fax number and e-mail accounts may be added. If an e-mail account is given, incoming e-mails should be redirected if the account holder is absent and a clause should be added specifying what is considered to be the reference date of the electronic communication (date of sending, receiving or opening).

Mr/Mrs/Ms [complete]
[Function]
[Company name]
[Official address in full]

ARTICLE I.8 – APPLICABLE LAW AND SETTLEMENT OF DISPUTES

I.8.1 The Contract shall be governed by Community law, complemented, where necessary, by the national substantive law of Belgium⁴⁹.

I.8.1a *Without prejudice to Article I.8.2, in the event that any dispute arises between the parties resulting from the interpretation or application of the Contract and the dispute is not resolved by negotiation, the parties may agree to submit the dispute to mediation.*

If any party to the dispute gives written notice to the other party of its desire to commence mediation, and the other party agrees in writing, the parties shall jointly appoint a mutually acceptable mediator within two weeks of the date of the said written agreement. If the parties are unable to agree upon the appointment of a mediator within that time period, any party may apply to [court, organization or person agreed to by the parties when signing the Contract], for the appointment of a mediator.

The mediator's written proposal or his written conclusion stating that no proposal can be made, shall be produced within two months of the date of the written agreement by the second party to commence mediation. The mediator's proposal or conclusion shall not be binding for the parties, who reserve the right to bring the dispute before the courts, as per Art. I.8.2.

Within two weeks of the date of notification of the proposal by the mediator, the parties can conclude a written agreement, duly signed by all parties, based on the proposal.

The parties further agree to share equally the costs of mediation by the mediator, which costs will not include any other costs incurred by a party in connection with the mediation.]⁵⁰

I.8.2 Any dispute between the parties resulting from the interpretation or application of the Contract which cannot be settled amicably shall be brought before the courts of Belgium⁵¹.

ARTICLE I.9 – DATA PROTECTION

Any personal data included in or relating to the Contract, including its execution, shall be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. It shall be processed solely for the

⁴⁹ Except where duly justified (see following footnote).

⁵⁰ Optional clause.

⁵¹ Except where duly justified. Such exceptions include for example: a service contract concluded by a Representation of the Commission in a Member State.

purposes of the performance, management and follow-up of the Contract by [entity acting as data controller] without prejudice to possible transmission to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF) for the purposes of safeguarding the financial interests of the Community. The Contractor shall have the right of access to his personal data and the right to rectify any such data that is inaccurate or incomplete. Should the Contractor have any queries concerning the processing of his personal data, he shall address them to [entity acting as data controller]. The Contractor shall have right of recourse at any time to the European Data Protection Supervisor.⁵²

ARTICLE I.10 – TERMINATION BY EITHER CONTRACTING PARTY

Either contracting party may, of its own volition and without being required to pay compensation, terminate the Contract by serving [complete] formal prior notice. Should the Commission terminate the Contract, the Contractor shall only be entitled to payment corresponding to the services ordered [and executed]⁵³ before the termination date. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his commitments. He shall draw up the documents required by the Special Conditions for the services rendered up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

[ARTICLE I.10a – CONTRACT CONCLUDED DURING STANDSTILL PERIOD

In case this Contract was signed by both the Commission and the Contractor before the expiry of 14 calendar days [from the day after simultaneous dispatch of information about the award decisions and decisions to reject]⁵⁴, this Contract shall be null and void.]⁵⁵

[ARTICLE I.11 – OTHER SPECIAL CONDITIONS⁵⁶]

⁵² Any questions on the application of Regulation (EC) No 45/2001 should be referred to the Data Protection Coordinator of your DG or to the Data Protection Officer of the Commission (<http://www.cc.cec/dataprotectionofficer/>).

⁵³ Option to be inserted only in contracts for the purchase of standard services. Where the services are to be executed pecially for the Commission, the insertion of such option could be considered unfair.

⁵⁴ Where the Contract is awarded pursuant to a negotiated procedure without prior publication of a contract notice, the text in brackets should read as follows: *[from the day after the contract award notice has been published in the Official Journal of the European Union]*.

⁵⁵ This Article shall be included for contracts covered by Directive 2004/18/EC except for the cases indicated in Article 158a(2) IR of the rules for the implementation of the Financial Regulation (Regulation No 2342/2002, as amended by Regulations No 1261/2005, No 1248/2006 and No 478/2007).

⁵⁶ To be completed by the department responsible, where appropriate. *Unit D2, responsible for contracts in DG BUDGET, may be consulted in advance for any change to the model standard contract, if such consultation is judged necessary.*

II – GENERAL CONDITIONS

ARTICLE II. 1 – PERFORMANCE OF THE CONTRACT

II.1.1 The Contractor shall perform the Contract to the highest professional standards. The Contractor shall have sole responsibility for complying with any legal obligations incumbent on him, notably those resulting from employment, tax and social legislation.

II.1.2 The Contractor shall have sole responsibility for taking the necessary steps to obtain any permit or licence required for performance of the Contract under the laws and regulations in force at the place where the tasks assigned to him are to be executed.

II.1.3 Without prejudice to Article II.3 any reference made to the Contractor's staff in the Contract shall relate exclusively to individuals involved in the performance of the Contract.

II.1.4 The Contractor must ensure that any staff performing the Contract have the professional qualifications and experience required for the execution of the tasks assigned to him.

II.1.5 The Contractor shall neither represent the Commission nor behave in any way that would give such an impression. The Contractor shall inform third parties that he does not belong to the European public service.

II.1.6 The Contractor shall have sole responsibility for the staff who execute the tasks assigned to him.

The Contractor shall make provision for the following employment or service relationships with his staff:

- staff executing the tasks assigned to the Contractor may not be given orders direct by the Commission;
- the Commission may not under any circumstances be considered to be the staff's employer and the said staff shall undertake not to invoke in respect of the Commission any right arising from the contractual relationship between the Commission and the Contractor.

II.1.7 In the event of disruption resulting from the action of a member of the Contractor's staff working on Commission premises or in the event of the expertise of a member of the Contractor's staff failing to correspond to the profile required by the Contract, the Contractor shall replace him without delay. The Commission shall have the right to request the replacement of any such member of staff, stating its reasons for so doing. Replacement staff must have the necessary qualifications and be capable of performing the Contract

under the same contractual conditions. The Contractor shall be responsible for any delay in the execution of the tasks assigned to him resulting from the replacement of staff in accordance with this Article.

II.1.8 Should any unforeseen event, action or omission directly or indirectly hamper execution of the tasks, either partially or totally, the Contractor shall immediately and on his own initiative record it and report it to the Commission. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the Contractor to ensure full compliance with his obligations under the Contract. In such event the Contractor shall give priority to solving the problem rather than determining liability.

II.1.9 Should the Contractor fail to perform his obligations under the Contract in accordance with the provisions laid down therein, the Commission may - without prejudice to its right to terminate the Contract - reduce or recover payments in proportion to the scale of the failure. In addition, the Commission may impose penalties or liquidated damages provided for in Article II.16.

ARTICLE II. 2 – LIABILITY

II.2.1 The Commission shall not be liable for damage sustained by the Contractor in performance of the Contract except in the event of wilful misconduct or gross negligence on the part of the Commission.

II.2.2 The Contractor shall be liable for any loss or damage caused by himself in performance of the Contract, including in the event of subcontracting under Article II.13. The Commission shall not be liable for any act or default on the part of the Contractor in performance of the Contract.

II.2.3 The Contractor shall provide compensation in the event of any action, claim or proceeding brought against the Commission by a third party as a result of damage caused by the Contractor in performance of the Contract.

II.2.4 In the event of any action brought by a third party against the Commission in connection with performance of the Contract, the Contractor shall assist the Commission. Expenditure incurred by the Contractor to this end may be borne by the Commission.

II.2.5 The Contractor shall take out insurance against risks and damage relating to performance of the Contract if required by the relevant applicable legislation. He shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to the Commission should it so request.

ARTICLE II. 3 - CONFLICT OF INTERESTS

II.3.1 The Contractor shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified to the Commission in writing without delay. In the event of such conflict, the Contractor shall immediately take all necessary steps to resolve it.

The Commission reserves the right to verify that such measures are adequate and may require additional measures to be taken, if necessary, within a time limit which it shall set. The Contractor shall ensure that his staff, board and directors are not placed in a situation which could give rise to conflict of interests. Without prejudice to Article II.1 the Contractor shall replace, immediately and without compensation from the Commission, any member of his staff exposed to such a situation.

II.3.2 The Contractor shall abstain from any contact likely to compromise his independence.

II.3.3 The Contractor declares:

- that he has not made and will not make any offer of any type whatsoever from which an advantage can be derived under the Contract,
- that he has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to performance of the Contract.

II.3.4 The Contractor shall pass on all the relevant obligations in writing to his staff, board, and directors as well as to third parties involved in performance of the Contract. A copy of the instructions given and the undertakings made in this respect shall be sent to the Commission should it so request.

ARTICLE II. 4 – INVOICING AND PAYMENTS

II.4.1 Pre-financing:

Where required by Article I.5.1, the Contractor shall provide a financial guarantee in the form of a bank guarantee or equivalent supplied by a bank or an authorised financial institution (guarantor) equal to the amount indicated in the same Article to cover pre-financing under the Contract. Such guarantee may be replaced by a joint and several guarantee by a third party.

The guarantor shall pay to the Commission at its request an amount corresponding to payments made by it to the Contractor which have not yet been covered by equivalent work on his part.

The guarantor shall stand as first-call guarantor and shall not require the Commission to have recourse against the principal debtor (the Contractor).

The guarantee shall specify that it enters into force at the latest on the date on which the Contractor receives the pre-financing. The Commission shall release the guarantor from its obligations as soon as the Contractor has demonstrated that any pre-financing has been covered by equivalent work. The guarantee shall be retained until the pre-financing has been deducted from interim payments or payment of the balance to the Contractor. It shall be released the following month. The cost of providing such guarantee shall be borne by the Contractor.

II.4.2 Interim payment:

At the end of each of the periods indicated in Annex I the Contractor shall submit to the Commission a formal request for payment accompanied by those of the following documents which are provided for in the Special Conditions:

- an interim technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract and of the order or specific contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the Commission shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the Commission does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations or information enclosed.

Where the Commission requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

II.4.3 Payment of the balance:

Within sixty days of completion of the tasks referred to in each order or specific contract, the Contractor shall submit to the Commission a formal request for payment accompanied by those of the following documents, which are provided for in the Special Conditions:

- a final technical report in accordance with the instructions laid down in Annex I;

- the relevant invoices indicating the reference number of the Contract and of the order or specific contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the Commission shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the Commission does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations and information enclosed.

Where the Commission requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

ARTICLE II. 5 – GENERAL PROVISIONS CONCERNING PAYMENTS

II.5.1 Payments shall be deemed to have been made on the date on which the Commission's account is debited.

II.5.2 The payment periods referred to in Article I.5 may be suspended by the Commission at any time if it informs the Contractor that his payment request is not admissible, either because the amount is not due or because the necessary supporting documents have not been properly produced. In case of doubt on the eligibility of the expenditure indicated in the payment request, the Commission may suspend the time limit for payment for the purpose of further verification, including an on-the-spot check, in order to ascertain, prior to payment, that the expenditure is eligible.

The Commission shall notify the Contractor accordingly and set out the reasons for the suspension by registered letter with acknowledgment of receipt or equivalent. Suspension shall take effect from the date of dispatch of the letter. The remainder of the period referred to in Article I.5 shall begin to run again once the suspension has been lifted.

II.5.3 In the event of late payment the Contractor shall be entitled to interest, provided the calculated interest exceeds EUR 200. In case interest does not exceed EUR 200, the Contractor may claim interest within two months of receiving the payment. Interest shall be calculated at the rate applied by the European Central Bank to its most recent main refinancing operations (“*the reference rate*”) plus seven percentage points (“*the margin*”). The reference rate in force on the first day of the month in which the payment is due shall apply. Such interest rate is published in the C series of the Official Journal of the European Union. Interest shall be payable for the period elapsing from the calendar day following expiry of the time limit for payment up to the day of

payment. Suspension of payment by the Commission may not be deemed to constitute late payment.

ARTICLE II. 6 – RECOVERY

- II.6.1** If total payments made exceed the amount actually due or if recovery is justified in accordance with the terms of the Contract, the Contractor shall reimburse the appropriate amount in euro on receipt of the debit note, in the manner and within the time limits set by the Commission.
- II.6.2** In the event of failure to pay by the deadline specified in the request for reimbursement, the sum due shall bear interest at the rate indicated in Article II.5.3. Interest shall be payable from the calendar day following the due date up to the calendar day on which the debt is repaid in full.
- II.6.3** In the event of failure to pay by the deadline specified in the request for reimbursement, the Commission may, after informing the Contractor, recover amounts established as certain, of a fixed amount and due by offsetting, in cases where the Contractor also has a claim on the Communities that is certain, of a fixed amount and due. The Commission may also claim against the guarantee, where provided for.

ARTICLE II. 7 - REIMBURSEMENTS

- II.7.1** Where provided by the Special Conditions or by Annex I, the Commission shall reimburse the expenses that are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets.
- II.7.2** Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.
- II.7.3** Travel expenses shall be reimbursed as follows:
- a)** travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
 - b)** travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
 - c)** travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;
 - d)** travel outside Community territory shall be reimbursed under the general conditions stated above provided the Commission has given its prior written agreement.

II.7.4 Subsistence expenses shall be reimbursed on the basis of a daily allowance as follows:

- a) for journeys of less than 200 km (return trip) no subsistence allowance shall be payable;
- b) daily subsistence allowance shall be payable only on receipt of a supporting document proving that the person concerned was present at the place of destination;
- c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including accommodation, meals, local transport, insurance and sundries;
- d) daily subsistence allowance, where applicable, shall be reimbursed at the rate specified in Article I.3.

II.7.5 The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the Commission has given prior written authorisation.

ARTICLE II. 8 – OWNERSHIP OF THE RESULTS - INTELLECTUAL AND INDUSTRIAL PROPERTY

Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Contract, shall be owned solely by the Community, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitation, except where industrial or intellectual property rights exist prior to the Contract being entered into.

ARTICLE II. 9 – CONFIDENTIALITY

II.9.1. The Contractor undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to performance of the Contract. The Contractor shall continue to be bound by this undertaking after completion of the tasks.

II.9.2. The Contractor shall obtain from each member of his staff, board and directors an undertaking that they will respect the confidentiality of any information which is linked, directly or indirectly, to execution of the tasks and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not available publicly, even after completion of the tasks.

ARTICLE II.10 - USE, DISTRIBUTION AND PUBLICATION OF INFORMATION

- II.10.1** The Contractor shall authorise the Commission to process, use, distribute and publish, for whatever purpose, by whatever means and on whatever medium, any data contained in or relating to the Contract, in particular the identity of the Contractor, the subject matter, the duration, the amount paid and the reports. Where personal data is concerned, Article I.9 shall apply.
- II.10.2** Unless otherwise provided by the Special Conditions, the Commission shall not be required to distribute or publish documents or information supplied in performance of the Contract. If it decides not to publish the documents or information supplied, the Contractor may not have them distributed or published elsewhere without prior written authorisation from the Commission.
- II.10.3** Any distribution or publication of information relating to the Contract by the Contractor shall require prior written authorisation from the Commission and shall mention the amount paid by the Community. It shall state that the opinions expressed are those of the Contractor only and do not represent the Commission's official position.
- II.10.4** The use of information obtained by the Contractor in the course of the Contract for purposes other than its performance shall be forbidden, unless the Commission has specifically given prior written authorisation to the contrary.

ARTICLE II. 11 – TAXATION

- II.11.1** The Contractor shall have sole responsibility for compliance with the tax laws which apply to him. Failure to comply shall make the relevant invoices invalid.
- II.11.2** The Contractor recognises that the Commission is, as a rule, exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities.
- II.11.3** The Contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the goods and services required for performance of the Contract are exempt from taxes and duties, including VAT.
- II.11.4** Invoices presented by the Contractor shall indicate his place of taxation for VAT purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

ARTICLE II. 12 – FORCE MAJEURE

- II.12.1** Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of the contracting parties which prevents either of them from performing any of their obligations under the Contract, was not due to error or negligence on their part or on the part of a subcontractor, and could not have been avoided by the exercise of due diligence. Defects in equipment or material or delays in making it available, labour disputes, strikes or financial problems cannot be invoked as force majeure unless they stem directly from a relevant case of force majeure.
- II.12.2** Without prejudice to the provisions of Article II.1.8, if either contracting party is faced with force majeure, it shall notify the other party without delay by registered letter with acknowledgment of receipt or equivalent, stating the nature, likely duration and foreseeable effects.
- II.12.3** Neither contracting party shall be held in breach of its contractual obligations if it has been prevented from performing them by force majeure. Where the Contractor is unable to perform his contractual obligations owing to force majeure, he shall have the right to remuneration only for tasks actually executed.
- II.12.4** The contracting parties shall take the necessary measures to reduce damage to a minimum.

ARTICLE II. 13 – SUBCONTRACTING

- II.13.1** The Contractor shall not subcontract without prior written authorisation from the Commission nor cause the Contract to be performed in fact by third parties.
- II.13.2** Even where the Commission authorises the Contractor to subcontract to third parties, he shall none the less remain bound by his obligations to the Commission under the Contract and shall bear exclusive liability for proper performance of the Contract.
- II.13.3** The Contractor shall make sure that the subcontract does not affect rights and guarantees to which the Commission is entitled by virtue of the Contract, notably Article II.17.

ARTICLE II. 14 – ASSIGNMENT

- II.14.1** The Contractor shall not assign the rights and obligations arising from the Contract, in whole or in part, without prior written authorisation from the Commission.

II.14.2 In the absence of the authorisation referred to in 1 above, or in the event of failure to observe the terms thereof, assignment by the Contractor shall not be enforceable against and shall have no effect on the Commission.

ARTICLE II. 15 – TERMINATION BY THE COMMISSION

II.15.1 The Commission may terminate the Contract, a pending order or a specific contract in the following circumstances:

- (a) where the Contractor is being wound up, is having his affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) where the Contractor has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country applicable to the Contract or those of the country where the Contract is to be performed;
- (c) where the Commission has evidence or seriously suspects the Contractor or any related entity or person, of professional misconduct;
- (d) where the Commission has evidence or seriously suspects the Contractor or any related entity or person, of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (e) where the Commission has evidence or seriously suspects the Contractor or any related entity or person, of substantial errors, irregularities or fraud in the award procedure or the performance of the Contract;
- (f) where the Contractor is in breach of his obligations under Article II.3;
- (g) where the Contractor was guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the Contract procedure or failed to supply this information;
- (h) where a change in the Contractor's legal, financial, technical or organisational situation could, in the Commission's opinion, have a significant effect on the performance of the Contract;
- (i) where execution of the tasks under a pending order or a specific contract has not actually commenced within fifteen days⁵⁷ of the date foreseen, and the new date proposed, if any, is considered unacceptable by the Commission;

⁵⁷ This period can be modified in the Special Conditions depending on the nature of the contract.

- (j) where the Contractor is unable, through his own fault, to obtain any permit or licence required for performance of the Contract;
- (k) where the Contractor, after receiving formal notice in writing to comply, specifying the nature of the alleged failure, and after being given the opportunity to remedy the failure within a reasonable period following receipt of the formal notice, remains in serious breach of his contractual obligations.

II.15.2 In case of force majeure, notified in accordance with Article II.12, either contracting party may terminate the Contract, where performance thereof cannot be ensured for a period corresponding to at least to one fifth of the period laid down in Article I.2.3.

II.15.3 Prior to termination under point c), d), e), h) or k), the Contractor shall be given the opportunity to submit his observations.

Termination shall take effect on the date on which a registered letter with acknowledgment of receipt terminating the Contract is received by the Contractor, or on any other date indicated in the letter of termination.

II.15.4 Consequences of termination:

In the event of the Commission terminating the Contract or a pending order or specific contract in accordance with this Article and without prejudice to any other measures provided for in the Contract, the Contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his commitments. He shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

The Commission may claim compensation for any damage suffered and recover any sums paid to the Contractor under the Contract.

On termination the Commission may engage any other contractor to execute or complete the services. The Commission shall be entitled to claim from the Contractor all extra costs incurred in doing so, without prejudice to any other rights or guarantees enforceable under the Contract.

ARTICLE II.15a – SUBSTANTIAL ERRORS, IRREGULARITIES AND FRAUD ATTRIBUTABLE TO THE CONTRACTOR

Where, after the award of the Contract, the award procedure or the performance of the Contract prove to have been subject to substantial errors, irregularities or fraud, and where such errors, irregularities or fraud are attributable to the Contractor, the Commission may refuse to make payments, may recover amounts already paid or may

terminate all the contracts concluded with the Contractor, in proportion to the seriousness of the errors, irregularities of fraud.

ARTICLE II. 16 – LIQUIDATED DAMAGES

Should the Contractor fail to perform his obligations under the Contract within the time limits set by the Contract, then, without prejudice to the Contractor's actual or potential liability incurred in relation to the Contract or to the Commission's right to terminate the Contract, the Commission may decide to impose liquidated damages of 0.2%⁵⁸ of the amount of the relevant purchase per calendar day of delay. The Contractor may submit arguments against this decision within thirty days of notification by registered letter with acknowledgement of receipt or equivalent. In the absence of reaction on his part or of written withdrawal by the Commission within thirty days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable. These liquidated damages shall not be imposed where there is provision for interest for late completion. The Commission and the Contractor expressly acknowledge and agree that any sums payable under this Article are in the nature of liquidated damages and not penalties, and represent a reasonable estimate of fair compensation for the losses that may be reasonably anticipated from such failure to perform obligations.

ARTICLE II. 17 – CHECKS AND AUDITS

- II.17.1** Pursuant to Article 142 of the Financial Regulation applicable to the general budget of the European Communities, the European Court of Auditors shall be empowered to audit the documents held by the natural or legal persons receiving payments from the budget of the European Communities from signature of the Contract up to five years after payment of the balance of the last implementation.
- II.17.2** The Commission or an outside body of its choice shall have the same rights as the European Court of Auditors for the purpose of checks and audits limited to compliance with contractual obligations from signature of the Contract up to five years after payment of the balance of the last implementation.
- II.17.3** In addition, the European Anti-Fraud Office may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 and Parliament and Council Regulation (EC) No 1073/1999 from signature of the Contract up to five years after payment of the balance of the last implementation.

⁵⁸ The daily rate for liquidated damages may be modified in the Special Conditions where the subject of the contract so justifies.

ARTICLE II. 18 – AMENDMENTS

Any amendment to the Contract shall be the subject of a written agreement concluded by the contracting parties. An oral agreement shall not be binding on the contracting parties. An order or a specific contract may not be deemed to constitute an amendment to the Contract.

ARTICLE II. 19 – SUSPENSION OF THE CONTRACT

Without prejudice to the Commission's right to terminate the Contract, the Commission may at any time and for any reason suspend execution of the Contract, pending orders or specific contracts or any part thereof. Suspension shall take effect on the day the Contractor receives notification by registered letter with acknowledgment of receipt or equivalent, or at a later date where the notification so provides. The Commission may at any time following suspension give notice to the Contractor to resume the work suspended. The Contractor shall not be entitled to claim compensation on account of suspension of the Contract, of the orders or specific contracts, or of part thereof.

SIGNATURES

For the Contractor,
[Company name/forename/surname/function]

For the Commission,
[forename/surname/function]

signature[s]: _____

signature[s]: _____

Done at [Brussels], [date]

Done at Brussels, [date]

In duplicate in English.

ANNEX I

Tender Specifications and Monitoring⁵⁹

The Commission must be able to conduct, throughout the duration of the Contract, an accurate appraisal of whether the Contractor is executing the tasks assigned to him in accordance with the provisions of the Contract.

So that the Commission can regularly identify the progress made in execution of the tasks in accordance with the Tender Specifications, appropriate monitoring, assessment, and supervisory procedures shall be set up. For these purposes, the invitation to tender (Tender Specifications) shall include all necessary details on monitoring and reporting, in particular, where relevant, the following:

- (i) schedule of interim and final reports – terms for approval, structure and content (where provision is made for such reports and a specific annex is not necessary);*
- (ii) schedule of audits to be carried out in accordance with Article II.17 of the Contract.*

⁵⁹ The following suggestions are addressed to the authorising officer and are not meant to be published as such.

ANNEX III

ORDER FORM No [complete]

governed by the provisions of Framework Contract No [complete] signed on [complete]

European Commission Directorate-General [complete] [Directorate [complete]] [Unit [complete]] [Postcode and city]	Mr/Mrs/Ms [complete] [Function] [Company name] [Official address in full]	
Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, the Commission is exempt from all taxes and dues, including value added tax, on payments due in respect of this order form. <i>[In Belgium, use of this order form constitutes a request for VAT exemption. The invoice must include the following statement: "Comande destinée à l'usage officiel des Communautés européennes. Exonération de la TVA; article 42 § 3.3 du code de la TVA".]</i>		
Description of the services	Quantity	Price
TOTAL PRICE		_____
<i>[Fixed price without reimbursable costs] [Reimbursable costs up to a maximum amount of EUR ... to be added to the price according to the conditions laid down in the Contract]</i>		
<i>[The duration of the tasks shall not exceed complete].</i>	Other details:	
<i>[Execution of the tasks shall start from [the date of Contractor's signature of this order form] [complete date].]</i>	_____ _____ _____	

Acceptance of this order implies that the Contractor waives all other terms of business or of execution of the services.

For the Commission,
 [forename/surname/function]

For the Contractor,
 [Company name/forename/surname/function]

signature[s]: _____

signature[s]: _____

Done at Brussels, [date]

Done at [Brussels], [date]

ANNEX III

SPECIFIC CONTRACT No [complete]⁶⁰ implementing Framework Contract No ...

The European Community (hereinafter referred to as "the Community"), represented by the Commission of the European Communities (hereinafter referred to as "the Commission"), which is represented for the purposes of the signature of this contract by Mr / Ms [name in full], Director⁶¹,

of the one part,

and

[official name in full]

[official address in full]

[official legal form]⁶²

[statutory registration number]⁶³

[VAT registration number]

(hereinafter referred to as "the Contractor"⁶⁴), represented for the purposes of the signature of this contract by [name in full and function,]

of the other part,

HAVE AGREED

ARTICLE III.1: SUBJECT

III.1.1 This specific contract implements Framework Contract No [complete] signed by the Commission and the Contractor on [complete date] [*and renewed on complete date*].

III.1.2 The subject of this specific contract is [short description of subject]. [*This specific contract relates to lot [complete] of the Framework Contract.*]

III.1.3 The Contractor undertakes, on the terms set out in the Framework Contract and in this specific contract and the annex[es] thereto, which form an integral part thereof, to perform the following tasks [:] [*specified in Annex [complete].*]

ARTICLE III.2: DURATION

⁶⁰ Options [*in italics*] to be deleted where not applicable.

Options [in roman] to be completed.

⁶¹ The Commission official must be an authorising officer (by delegation or subdelegation) designated in accordance with Note No 60008 of 22 February 2001 "Mise en place de la Charte des ordonnateurs".

⁶² Delete if contractor is a natural person or a body governed by public law.

⁶³ Delete if contractor is a body governed by public law. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

⁶⁴ In the case of a joint offer and provided the invitation to tender so specifies, the following clause should be added below the identification of the parties: "The parties identified above and hereinafter collectively referred to as 'the Contractor' shall be jointly and severally liable vis-à-vis the Commission for the performance of this contract".

III.2.1 This specific contract shall enter into force *[[on the date on which it is signed by the last contracting party]⁶⁵ [on complete if it has already been signed by both contracting parties]]*.

III.2.2 The duration of the tasks shall not exceed *[days/months]*. Execution of the tasks shall start from *[date of entry into force of this specific contract]* or *[indicate date]*. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

ARTICLE III.3: PRICE

III.3.1 The total amount to be paid by the Commission under this specific contract shall be EUR *[amount in figures and in words]* covering all tasks executed.

III.3.2 In addition to the price *[no reimbursable costs are foreseen]* *[costs up the an amount of EUR ... will be reimbursed according to the provisions of the Framework contract]*

[For Contractors established in Belgium, the provisions of this contract constitute a request for VAT exemption No 450, provided the Contractor includes the following statement in his invoice(s): “Exonération de la TVA, article 42, paragraphe 3.3 du code de la TVA” or an equivalent statement in the Dutch or German language.]

ARTICLE III.4: ANNEXE[S]

Annex A - Resources allocated⁶⁶

Annex B – Contractor’s specific Tender⁶⁷ (no *[complete]* of *[complete]*)

SIGNATURES

For the Contractor,
[Company name/forename/surname/function]

For the Commission,
[forename/surname/function]

signature[s]: _____

signature[s]: _____

Done at *[Brussels]*, *[date]*

Done at Brussels, *[date]*

In duplicate in English.

⁶⁵ As a rule the Commission signs last. In this case, the Contractor should be duly informed of the date on which the specific contract enters into force.

⁶⁶ Only if it has not been possible to include the resources allocated in the body of the specific contract.

⁶⁷ Annex to be completed and inserted in case of “competitive” multiple framework contracts.