

# **INVITATION TO TENDER No ECFIN/C/2007/017**

**Study on  
"Risk sharing and portfolio allocation in EMU"**

## **SPECIFICATIONS**

**These specifications follow the publication of  
- the contract notice in OJEU 2007/S 119-145488 of 23.06.2007**

- Part I: Technical description
- Part II: Administrative details
- Part III: Assessment and award of a contract
- Part IV: Draft service contract
  
- Annex 1: Financial Identification Form
- Annex 2: Legal Entity form
- Annex 3: Declaration of the candidate's eligibility
- Annex 4: Reply form for the financial proposal

# **PART I : TECHNICAL DESCRIPTION**

## **1. NATURE OF THE CONTRACT**

The European Commission (awarding authority) wishes to sign a service contract for a study on risk sharing and portfolio allocation in EMU. The work will commence on the day of the signing of the contract by the last signing party and will not exceed eight months after this date. The contract will be managed by Unit C4 of DG ECFIN.

### **1.1 Background**

The process of financial integration in the EU is predicated on the link between financial development and improved economic performance, but reflects a two-step rationale. First, integration of Member-State financial markets is expected to promote financial development in the EU as a whole. Second a more developed financial sector is expected to lead to higher productive potential in the EU economy. As a subset of EU Member States, the performance of the euro-area economy can also expect to benefit from an integrated financial market – even more so because the complete absence of currency risk on intra-area financial flows provides scope for relatively deeper integration.

In addition to considerations relating to the so-called finance-growth nexus, the euro area has a more specific interest in having an integrated financial market. Economic and Monetary Union (EMU) and the introduction of the euro have provided a powerful stimulus to the process of EU financial integration, but this relationship is highly symbiotic. While the financial integration process has benefited from the elimination of currency risk in the euro area, the smooth functioning of the euro area economy depends on the extent to which the euro is underpinned by an integrated financial market.

The more specific relevance of financial integration for the euro area is based in OCA theory. In the absence of national exchange rates and monetary policies, cross-border financial flows can play a crucial role in stabilising income at the Member State level, by expanding opportunities for economic agents to smooth consumption and investment over time. This stabilisation role – linked to enhanced risk-sharing opportunities - is even more important in a context where cross-border mobility of labour tends to be limited and there are downward rigidities in both real and nominal wages. A segmented financial market environment, where access to cross-border financial flows would be typically restricted, would imply greater volatility in income, consumption and saving across Member States. Such volatility complicates the conduct of the single monetary policy and could ultimately place strains on the functioning of EMU.

In the context of enhanced risk sharing, EMU was expected to facilitate greater portfolio diversification among European investors. By eliminating exchange-rate risk on the bulk of financial flows within the EU and interacting with the process of regulatory convergence implied by the Financial Sector Action Plan (FSAP), the euro was expected to remove important obstacles to international investment within the EU. The impact of the euro on international investment positions was expected to be greatest among institutional investors,

and notably among pension funds and insurance companies in the euro area where the currency-matching rules no longer applied after 1999.

The benefits of portfolio diversification in reducing risk have been well documented in the finance literature and derive from imperfect correlation between the returns on different assets. These risk-reducing effects apply at both the microeconomic level of individual investors and the macroeconomic level, where international diversification can boost economic performance by facilitating efficient risk-sharing across countries. In this latter context, the effects of EMU on portfolio diversification should be reflected in a more efficient functioning of the euro-area economy in terms of growth, wealth creation and resilience to asymmetric shocks in the economies of participating Member States. In this sense, the beneficial effects of portfolio diversification on the functioning of the euro-area economy would be an important offset to the likely costs implied by a single monetary policy applying to the area as a whole.

As outlined in earlier studies<sup>1</sup>, EMU and the introduction of the euro are likely to stimulate portfolio diversification via two channels – (i) the elimination of exchange rate risk; and (ii) structural changes in Member State economies linked to the nominal and real convergence process that will change the fundamental determinants of investment returns. While these factors may have been discounted by investors in anticipation of EMU, it is likely that 1999 represented an important structural break in portfolio allocation within participating Member States, not least because the currency constraints on larger institutional investors were automatically lifted when the euro came into existence. Thus, one would expect to see a significant increase in portfolio diversification and a concomitant decline in home bias within euro-area Member States from 1999 onwards. However, in assessing the extent to which EMU and the euro has been associated with increased portfolio diversification, it would seem useful to control for possibly similar developments outside of the euro area.

## 1.2 Objectives

The objective of the proposed study is to assess the extent to which EMU and the introduction of the euro has, in fact, influenced portfolio diversification in the euro area. Direct measurement of portfolio diversification may be limited by data constraints in relation to the observation of actual portfolio holdings (across the whole range of financial assets including new financial instruments, sectoral and geographical diversification) and by the relatively short time period since the introduction of the euro in 1999. To the extent that direct measurement is constrained, more "indirect approaches" to measurement can also be considered. For example, assessing the extent to which investors exploit the existing diversification opportunities (possible home bias) or measuring the changes/convergence in the variance and co-variance in asset returns. Another "indirect" approach could be to

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<sup>1</sup> The literature related to the last two paragraphs include (among others): Adjaouté, K., Danthine, J-P. and D. Isakov, 2005, Portfolio diversification in Europe, in *The Internationalisation of Asset Ownership in Europe*, ed. H. Huizinga and L. Jonung; Sorensen, B. and O. Yosha, 1998, International risk sharing and the European monetary unification, *Journal of International Economics* 45 (1998) 211–238; Asdrubalia, P. and S. Kimb, 2004, Dynamic risk sharing in the United States and Europe, *Journal of Monetary Economics*, 51 (2004) 809–836; Baele, L. and K. Inghelbrecht, 2007, Time-Varying Integration and International Diversification Strategies, *mimeo Tilburg University*; Baele, L., Pungulescu, C., and J. Ter Horst, 2007, Model Uncertainty, Financial Market Integration and the Home Bias Puzzle, *forthcoming Journal of International Money and Finance*.

investigate the evidence of income smoothing in an increased correlation in consumption across countries or reduced correlation between consumption and GDP within countries, reduced correlation between investment and savings within countries etc. In addition, consideration might be given to how the interaction of EMU and financial integration/development may accommodate risk-sharing by fostering market completion, thereby providing a wider range of instruments for distributing risk over space and time.

The results of this study will primarily be used by the services of DG ECFIN dealing with financial market analysis. Its conclusions may be discussed in a policy making framework and feed in DG ECFIN's work on the role of financial market in the euro area.

## **2. CONTENT**

The study will consist of the following parts:

1. An executive summary.
2. An introduction.
3. A literature review of theoretical and empirical work related to the topic of this study. The focus should be put on the euro area. Nevertheless, some benchmarking exercise to control for possibly similar developments outside of the euro area is also required.
4. A presentation and discussion of available data on portfolio allocation and diversification within the euro area and between the euro area versus the non-euro area EU countries and the rest of the world. This part should aim at providing a stock taking of the existing (descriptive) evidence of the capital flows and diversification pattern observed. The data presented should cover a timeframe starting before the introduction of the euro and ranging to the latest available figures.
5. An analytical approach to assess quantitatively the impact of EMU and the introduction of the euro on portfolio diversification and risk-sharing in the euro area. A combination of different methods could potentially be used to explore these issues (See aforementioned objectives and background information).
6. Main conclusions and policy recommendations.

## **3. DELIVERABLES**

The physical and intellectual products generated by the contractor's assignment will remain the property of the European Commission. The contractor undertakes not to use these products outside this assignment without the written agreement of the Directorate-General for Economic and Financial Affairs.

The work carried out by the contractor in performance of the contract will be the subject of the following reports, six copies of which must be sent to the Commission by the contractor at the following address:

European Commission,  
Directorate-General for Economic and Financial Affairs,  
Directorate C, The economy of the euro area and of the European Union,  
Attn Mr. Servaas Deroose - BU1 0/209,  
B - 1049 Brussels.

The work carried out by the contractor in performance of the contract will be the subject of the following deliverables, which should be provided in the English language.

- A **kick-off meeting** with the contractor will take place around **mid September 2007**.
- An **interim report** will describe the work carried out in accordance with points 3 to 5 above. A **draft of the interim report** must be submitted electronically (MS Office Word 2003 compatible) no later than **mid December 2007**. After the submission of the draft interim report, a meeting between representatives of the Contractor and the Commission will be held in Brussels to discuss it. Within 30 days of receipt of the draft interim report the Commission will either inform the Contractor in writing that it accepts the draft, accepts the draft on condition that its remarks be integrated in the final report, or ask for a revision of the interim report within 30 days on the basis of its comments.
- The **final report** will present in full the results of all parts of the study, policy recommendations as well as possible issues for further investigation (points 1 to 6 above). A **draft of the final report** must be submitted to the Commission no later than **mid March 2008**. Within 20 days of the submission of the draft final report, the European Commission will either inform the contractor in writing that it accepts the draft or send its comments. Within 20 days of receiving any such comments, the contractor shall send the final report to the Commission in 6 paper copies and in electronic form (MS Office Word 2003 compatible). The contractor will also send to the Commission the complete dataset compiled for the purpose of the study (Excel compatible).
- In addition, the Contractor will also be called upon to present preliminary or final findings of the study in case a workshop/seminar is organised by DG ECFIN in Brussels. The Contractor will be expected to pay the expenses incurred in attending these meetings and/or the workshop.

The European Commission expects the contractor to adhere to the highest scientific and professional standards in her report. In particular, the methodology and the techniques used to meet the requirements of the study shall derive from accepted standards of the profession. The reports should contain clear objectives and means deployed to reach those objectives. The reports shall in addition be original in its content and/or findings and represent a contribution with value-added compared to existing materials. The European Commission retains the right to refuse a study that does not meet those standards.

#### **4. INDICATIVE TABLE FOR THE WORK**

##### **4.1 Starting date of the contract and duration of the tasks**

The contract is due to be signed in **September 2007**.

The study should be completed within **eight months** of the signature of the contract (see Part IV).

The execution of the tasks may not start before the contract has been signed.

The period of execution of the tasks may be extended, only with the written agreement of the contracting parties, before the end of the period originally stated in the contract.

## **4.2 Place of performance**

The place of performance of the tasks shall be the Contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

## **PART II: ADMINISTRATIVE DETAILS**

### **5. GENERAL TERMS AND CONDITIONS FOR THE SUBMISSION OF TENDERS**

- Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes) and waives all other terms of business
- Submission of a tender binds the Contractor to whom the contract is awarded during performance of the Contract
- Changes to tenders will be accepted only if they are received on or before the final date set for the receipt of tenders.
- Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.
- No information of any kind will be given on the state of progress with regard to the evaluation of tenders.
- Once the Commission has accepted the tender, it shall become the property of the Commission and the Commission shall treat it confidentially.
- The protocol on the Privileges and Immunities or, where appropriate, the Vienna Convention of 24 April 1963 on Consular Relations shall apply to this invitation to tender.

### **6. NO OBLIGATION TO AWARD THE CONTRACT**

- Fulfilment of adjudication or invitation to tender procedure shall not involve the Commission in any obligation to award the contract.
- The Commission shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be liable in the event of its deciding not to award the contract.

### **7. JOINT TENDERS**

When a partnership or a consortium is envisaged three cases can arise:

1. The offer originates from a consortium already formally set up as a separate and legal entity able to submit its statutes, mode of operation, technical and financial capacity, such as result from the contributions of its various members. It is such a consortium that will bear the technical and financial responsibility for the contract and will present the requested financial guarantee.
2. The offer originates from companies not yet having created a consortium as a separate legal entity but planning to constitute one as referred to in item 1, if their joint offer is

accepted. In such a situation, the tenderer will have to provide the legal form, the envisaged draft statutes and mode of operation of the consortium, the various technical and financial contributions as well as the guarantees envisaged.

3. The offer originates from companies not wishing to constitute formally a consortium as a separate legal entity and thus constituting effectively an association. In such a case, the offer will be submitted in the form of subcontracting (cf. 9), in which case one of the companies shall assume the total responsibility for the offer. This company will sign the contract in its name, the other companies then being regarded as subcontractors of the first.

In all cases of joint tenders, the information required below under sections 10.1 “administrative information”, 11 “information for assessment of exclusion criteria” and 12 “information for assessment of selection criteria” must be provided for all members participating in the tender.

## **8. SUBCONTRACTORS**

- Where, in a bid, the amount of the services executed by a subcontractor is equal to or exceeds 20% of the contract, the subcontractor must provide all the necessary documents for assessing the bid as a whole with regard to the exclusion criteria, selection criteria (as a whole) and award criteria. Where those services represent less than 20% of the contract, the subcontractor shall not be required to provide documents on her financial and economic capacity.
- The bid must clearly identify the subcontractor(s) and document their willingness to accept the tasks and their acceptance of the terms and conditions set out in 6 above.
- Tenderers must inform the subcontractor(s) that Article II.17 of the standard service contract will applied to them.
- Once the contract has been signed, Article II.13 of the above-mentioned service contract shall govern the subcontracting.

## **9. DETAILS OF THE CONTRACT**

### **9.1 Terms of payment**

Payments shall be made in accordance with Articles I.4. of the draft service contract (Part IV). The schedule and the procedure for the approval of payments and the documents to be submitted are described in Articles II.4, II.5, II.6 and II.7 to the draft service contract referred to above.

### **9.2 Contractual terms and guarantees**

In drawing up his bid, the tenderer should bear in mind the provisions of the standard contract attached to this invitation to tender (Part IV)



## **10. CONTENT OF THE TENDER**

All tenders must be presented in three sections:

### **10.1 Administrative proposal**

- the tenderer's name and/or business name;
- a clear description of the tenderer's legal form;
- address of the tenderer's registered office;
- the tenderer's telephone and fax numbers, e-mail address and where available, Internet address;
- the names of the legal representatives (directors, etc) of the tenderer, authorised to sign contracts with third parties on behalf of the organization;
- the tenderer's VAT number and trade-register entry number;
- a bank identification form filled in and signed by an authorised representative of the tenderer and her banker. (see attached in Annex 1)
- A legal entity form (see attached in Annex 2)
- A declaration of the candidate's eligibility; certifying that he/she is not in one of the situations listed in articles 93 and 94 of the Financial Regulation of the European Communities (Official Journal L 248 of 16/09/2002) (see attached Annex 3)
- Proof of Financial and Economic Capacity : documents listed in Part III – Point 12.1.
- Proof of Technical and professional competence : documents listed in Part III – Point 12.2.
- other substantiating documents if the candidate or tenderer cannot, for valid reasons, provide those indicated above.

### **10.2 Technical proposal**

This section is of great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contract. Some guidelines are given below, but attention is also drawn to the award criteria, which define those parts of the technical proposal to which the tenderers should pay particular attention. The technical proposal should address all matters laid down in the specifications and should include models, examples and solutions to problems raised in the specifications. The level of detail of the tender will be extremely important for the evaluation of the tender. Tenderers must include in their bids the technical specifications set out in Part I, giving an answer to each of the points mentioned with regard to methodology, deadlines and organisation.

The technical proposal must meet the technical specifications set out below and provide, as a minimum, all the information needed for the purpose of awarding the contract.

### 10.3 Financial proposal

- **Prices must be quoted in euro**, including for the countries which do not form part of the euro zone. For the tenderers of the countries which do not form part of the euro zone, the amount of the offer cannot be revised because of exchange rate movements. The choice of exchange rate belongs to the tenderer, who assumes the risks or opportunities associated with these exchange rate movements.
- The price must be fixed and not subject to revision, inclusive of all expenses.
- For your guidance, the maximum budget allocation to this study is fixed at **€ 40,000 (forty thousand EURO)**. Offers above this amount will not be considered.
- The price quotation must be signed by the tenderer or her duly authorised representative.
- **Prices should be quoted free of all duties, taxes and other charges, i.e. also free of VAT**, as the Communities are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965 (OJEC L 152 of 13 July 1967). Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.
- For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubts about the applicable VAT system, it is the tenderer's responsibility to contact her national authorities to clarify the way in which the European Community is exempt from VAT.

## **PART III: ASSESSMENT AND AWARD OF A CONTRACT**

The assessment will be based on each tenderer's bid.

All the information will be assessed in the light of the criteria set out in these specifications. The procedure for the award of the contract, which will concern only admissible bids will be carried out in three successive stages. Only bids meeting the requirements of stage one will be examined in the following stage.

The aim of each of these stages is:

1. to check, in the first stage (exclusion criteria), whether tenderers can take part in the tendering procedure and, where applicable, be awarded the contract (see annex 3);
2. to check, in the second stage (selection criteria), the technical and professional capacity as well as the economic and financial capacity of each tenderer who has passed the exclusion stage (see Part III, point 13 – selection criteria);
3. to assess on the basis of the award criteria each bid which has passed the exclusion and selection stages (see Part III, point 14 - Award criteria).

**In the case of consortia, the exclusion, selection and award criteria will be applicable to all the members of the consortium. The same principle will also be applied in the case that there are sub-contractors.**

**The bid must clearly identify the subcontractors and document their willingness to accept the task and thus acceptance of the terms and conditions set out in point 5.**

**Tenderers must inform the subcontractors that Article II.17 of the standard service contract will be applied to them.**

**Once the contract has been signed, Article II.13 of the above mentioned service contract shall govern subcontractors.**

### **11. EXCLUSION CRITERIA**

Tenderers falling within one or more of the following categories will automatically be excluded from the tendering procedure.

Tenders will not be considered if the candidates are in any of the following situations:<sup>2</sup>

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any

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<sup>2</sup> In compliance with articles 93 and 94 of the Financial Regulation applicable to the general budget of the European Communities.

analogous situation arising from a similar procedure provided for in national legislation or regulations;

- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have 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 they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations;
- (g) they are faced with a conflict of interest;
- (h) they have been guilty of misrepresentation in supplying the information required or have failed to supply this information.

Tenderers must **provide a declaration on honour** that they are not in one of the above-mentioned situations (fill in and sign the form in Annex 3). By completing this form, tenderers:

- state whether or not they are in one or more of the situations described in the form; and,
- undertake to submit to the Commission any document relating to the exclusion criteria that the Commission may see fit to request.

## **12. SELECTION CRITERIA**

Only the tenders fulfilling all the selection criteria will be examined in the light of the award criteria.

This part of the tender concerns the criteria and documents relating to the technical and professional capacity and economic and financial capacity of the service provider(s) involved in the bid. It should also contain any other document that the tenderer(s) wish(es) to include by way of clarification.

If several service providers are involved in the bid, each of them must have and show that they have a) the professional and technical capacity to perform the tasks assigned to them in the tender, and b) the required economic and financial capacity.

This rule applies to all service providers, regardless of the percentage of tasks they intend to execute, once they have chosen to be tenderers.

However, if the tender includes subcontractors whose tasks represents less than 20% of the contract, those subcontractors are not obliged to provide evidence of their economic and financial capacity.

### **12.1 Financial and Economic capacity:**

All tenderers (and subcontractors whose tasks are equal to or exceed 20 % of the contract) must provide proof of economic and financial capacity by presenting the following:

- financial statements for the last financial year ;
- declaration concerning the sales turnover related to the field associated with the invitation to tender during the last exercise ;
- other substantiating documents if the candidate or tenderer cannot, for valid reasons, provide those indicated above

If, for some exceptional reason which the Commission considers justified, a tenderer is unable to provide one or other of the above documents, he may prove her economic and financial capacity by any other document which the Commission considers appropriate. In any case, the Commission must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

### **12.2. Technical and professional competence:**

The ability of service providers to perform services will be assessed in particular with regard to their know-how, efficiency, experience and reliability.

Evidence of the technical and professional capacity of the providers involved in the tender will be furnished on the basis of documents certifying the following (see also Part II, point 10.1.):

- Candidates should have at least 3 years experience in the field of EU related economic research, as well as in the area of quantitative techniques ;
- The candidate's technical and professional capacity of producing high quality reports on economic issues in English.

The technical and professional competence will be substantiated by providing:

- Description of the team and CVs of the members of the team who will carry out the study
- Publication records and references of the members of the team - and if relevant of the subcontractors - regarding the aforementioned areas of expertise

By submitting a tender, each service provider involved therein accepts the possibility of a check being carried out by the Commission on his/her technical capacities and, if necessary, on his/her study and research facilities and quality control measures.

In addition, all tenderers are informed that they may be asked to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a professional or trade register or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

***Tenderers' attention is drawn to the fact that any total or partial omission of information for which one or more service providers involved in the tender are responsible may lead the Commission to exclude the tender from the rest of the procedure.***

### 13. AWARD CRITERIA

Subject to the provisions of these terms of reference, the contract will be awarded in favour of the economically most advantageous offer on the basis of the following award criteria:

#### *A. the Technical Score*

1. Quality of the team proposed by the tenderer to conduct the study (30 points)
  - Professional experience in the field of the study;
  - Credentials in economic analysis, and other areas of expertise related to the study;
  - Publication records in refereed economic journals in the fields listed or in related topics;
2. Clarity of the proposal, understanding of the background to the study and relevance to the requirements of this call for tenders (15 points);
3. Method of project planning, management and implementation, including activity scheduling, assignment of tasks to team members and quality control (15 points);
4. Quality of the proposed methodology for carrying out the study (40 points).

#### *B. the Price*

Having examined the tenders from a technical point of view, the evaluation committee will proceed to consider which of them the economically most advantageous offer is, taking into account **only those tenders that have obtained at least a technical score of 60 points**. The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the following procedure.

The retained tender with the lowest total price receives a financial score equal to the maximum score received for the technical award criteria. The other retained tenders are awarded points by means of the following formula:

$$\text{Financial score} = (\text{lowest total price} / \text{total price of the tender being considered}) \times (\text{maximum score in the technical award criteria})$$

The most economically advantageous tender is established by means of the computation of a final score according to the following formula:

$$\text{Final score} = 0.6 \times (\text{Technical score}) + 0.4 \times (\text{Financial Score}).$$

**Since assessment of the tenders will focus on the quality of the proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.**

#### **14. OPENING OF TENDERS**

The tenders received will be opened on 24 July 2007 at 11:00. in the Commission building at Avenue de Beaulieu 1, room BU-1 3/139, B-1160 Brussels.

An authorised representative of each tenderer may attend the opening of the bids. Companies wishing to attend are requested to notify their intention by sending a fax or e-mail at least 48 hours in advance to:

Mrs. Marie Donnay

Directorate General Economic and Financial Affairs

BU-1 02/36

B-1049 Brussels

[ECFIN-Portfolio-allocation@ec.europa.eu](mailto:ECFIN-Portfolio-allocation@ec.europa.eu)

Fax: +32-(02)-299.35.05

This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

#### **15. AWARD COMMITTEE**

The process of awarding will take place in August/September 2007. An awarding committee is to be set up for this purpose.

#### **16. INFORMATION FOR TENDERERS**

The Commission will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.



## **PART IV**

### **DRAFT SERVICE CONTRACT**

**Nr ECFIN-.....-2007/SI2.....**

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 Servaas Deroose, Director of International economic and financial Affairs, Directorate General Economic and Financial Affairs,  
of the one part,

and

[official name in full]

[*official legal form*]

[*statutory registration number*]

[official address in full]

[*VAT registration number*]

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

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HAVE AGREED

the **Special Conditions** and the **General Conditions** below and the following Annexes

Annex I – Tender Specifications (Call for Tenders no. ECFIN/C/2007/017)

Annex II – Tender of the Contractor (no. [*complete*] of [*complete*])

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 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.7 should he dispute any such instruction.

## **I – SPECIAL CONDITIONS**

### **ARTICLE I.1 – SUBJECT**

- I.1.1.** The subject of the contract is a study on risk sharing and portfolio allocation in EMU. The objective is to assess the extent to which EMU and the introduction of the euro has, in fact, influenced risk sharing and portfolio diversification in the euro area.
- I.1.2.** The Contractor shall execute the tasks assigned to him in accordance with the Tender Specifications annexed to the Contract (Annex I).

### **ARTICLE I.2 – DURATION**

- I.2.1.** The Contract shall enter into force on the date on which it is signed by the last contracting party.
- I.2.2.** Execution of the tasks may under no circumstances begin before the date on which the Contract enters into force.
- I.2.3.** The duration of the tasks shall not exceed 8 months. This period and all other periods specified in the contract are calculated in calendar days. Execution of the tasks shall start from the date on which the contract is signed by the last contracting party. The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

### **ARTICLE I.3 – CONTRACT PRICE**

The total amount to be paid by the Commission under the Contract shall be EUR ..... (amount in letters) covering all tasks executed and costs incurred.

### **ARTICLE I.4 – PAYMENT PERIODS AND FORMALITIES**

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 periods have not been executed as a result of default or negligence on the part of the Contractor.

#### **I.4.1. Interim payment:**

The request for the interim payment by the Contractor shall be admissible if accompanied by

- the interim report in accordance with the instructions laid down in Annex I
- the relevant invoice

provided the report has been approved by the Commission.

On receipt of the draft interim report (**submission no later than mid December 2007**), the Commission shall have 30 days to approve, to approve under the condition of the integration of its remarks in the final report, or to ask for a review of the interim report based on its comments. If a revision is requested, the Contractor shall have no more than 30 days in which to submit a new report taking into account the comments of the Commission.

Within 30 days of the date on which the report is approved in writing by the Commission, an interim payment corresponding to (complete amount in figures) EUR (amount in figures and in words) equal to 30% of the total amount referred to in Article I.3 shall be made.

#### **I.4.2. Payment of the balance:**

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

- the final report in accordance with the instructions laid down in Annex I
- the relevant invoice

provided the report has been approved by the Commission.

On receipt of the draft final report (**submission no later than mid March 2008**), the Commission shall have 20 days to approve, to approve under the condition of the integration of its remarks in the report, or to ask for a review of the final report based on its comments. If a revision is requested, the Contractor shall have no more than 20 days in which to submit a new report taking into account the comments of the Commission.

Within 30 days of the date on which the report is approved in writing by the Commission, payment of the balance corresponding to (complete amount in figures) EUR (amount in figures and in words) equal to 70% of the total amount referred to in Article I.3 shall be made.

*For Contractors established in Belgium, the provisions of the 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.*

*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”.*

#### **ARTICLE I.5 – BANK ACCOUNT**

Payments shall be made to the Contractor’s bank account denominated in euro, identified as follows:

Name of bank: [complete]

Address of branch in full: [complete]

Exact designation of account holder: [complete]

Full account number including codes: [complete]

[IBAN code: [complete]]

## **ARTICLE I.6 – GENERAL ADMINISTRATIVE PROVISIONS**

Any communication relating to the Contract shall be made in writing and shall bear the Contract number. 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 addresses:

Commission:

European Commission  
Directorate Economic & Financial Affairs  
Head of Unit R-2  
Contract n°: **ECFIN-...-2007/SI2.....**  
B-1049 Brussels  
Belgium

Contractor:

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

## **ARTICLE I.7– APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

**I.7.1.** The Contract shall be governed by the national substantive law of Belgium.

**I.7.2.** 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 Belgium.

## **ARTICLE I.8 – TERMINATION BY EITHER CONTRACTING PARTIES**

Either contracting party may, of its own volition and without being required to pay compensation, terminate the Contract by serving 3 months formal prior notice. Should the Commission terminate the Contract, the Contractor shall only be entitled to payment corresponding to part-performance of the Contract. 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.

## **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 – PAYMENTS**

**II.4.1.** Pre-financing:

Where required by Article I.4.1, 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 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 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:

- a final technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the 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.4 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 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.4 shall begin to run again once the suspension has been lifted.

**II.5.3.** In the event of late payment 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 under the Contract 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.** 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 which 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.3.3.

**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.8 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 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 been convicted of an offence concerning his professional conduct by a judgment which has the force of *res judicata*;
- (c) where the Contractor has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) 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;
- (e) where the Commission seriously suspects the Contractor of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (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 has not actually commenced within three months of the date foreseen, and the new date proposed, if any, is considered unacceptable by the Commission;
- (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 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 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 complete the services. The Commission shall be entitled to claim from the Contractor all extra costs incurred in making good and completing the services, without prejudice to any other rights or guarantees it has under the Contract.

#### **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% of the amount specified in Article I.3.1 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.

**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.

**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.

#### **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.

#### **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 tasks under the Contract 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 or of part thereof.

#### **SIGNATURES**

For the Contractor,

For the Commission,  
Servaas Deroose  
Directorate General Economic and  
Financial Affairs

Signature:

Signature:

Done at Brussels, [date]

Done at Brussels, [date]

In duplicate in English.



## **Annex 1: Financial Identification Form**

[http://ec.europa.eu/budget/execution/ftiers\\_fr.htm](http://ec.europa.eu/budget/execution/ftiers_fr.htm)

## **Annex 2 : Legal entity Form**

[http://ec.europa.eu/budget/execution/legal\\_entities\\_fr.htm](http://ec.europa.eu/budget/execution/legal_entities_fr.htm)

### **Annex 3: Declaration of the candidate's eligibility**

The undersigned (1) , .....

.....  
herewith certifies not to be in one of the situations listed below (Articles 93 and 94 of the Financial Regulation, Official Journal of the European Communities L 248 16.9.2002). :

- (a) being bankrupt or being wound up, having affairs administered by the courts, having entered into an arrangement with creditors, having suspended business activities, being the subject of proceedings concerning those matters, or being in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) being convicted of an offence concerning professional conduct by a judgement which has the force of res judicata;
- (c) being guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) not having fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country of establishment or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) being the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) following another procurement procedure or grant award procedure financed by the Community budget, having declared to be in serious breach of contract for failure to comply with the contractual obligations;
- (g) being faced with a conflict of interest;
- (h) being guilty of misrepresentation in supplying the information required or having failed to supply this information.

..... (2)

(1) *Name and address*

(2) *Signature and date*

**Annex 4**

**STUDY ON " RISK SHARING AND PORTFOLIO ALLOCATION IN  
EMU"  
ECFIN/C/2007/017  
Reply form for  
the financial proposal**

Name of the tenderer:.....

<b>Proposed price</b> <sup>3</sup>	
This price is fixed amount, inclusive all expenses.	.....euros

The price will not be subject to revision.

*Prices should be quoted free of all duties, taxes and other charges, i.e. also free of VAT, as the Communities are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965<sup>4</sup>. Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption<sup>5</sup>.*

**Date** .....

**Signature of the authorised person**  
**Stamp of the company**

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<sup>3</sup> • Prices must be quoted in euro, including for the countries which do not form part of the euro zone. For the tenderers of the countries which do not form part of the euro zone, the amount of the offer cannot be revised because of exchange rate movements. The choice of exchange rate belongs to the tenderer, who assumes the risks or opportunities associated with these exchange rate movements.

<sup>4</sup> OJEC L 152 of 13 July 1967

<sup>5</sup> For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubts about the applicable VAT system, it is the tenderer's responsibility to contact his national authorities to clarify the way in which the European Community is exempt from VAT.