



EUROPEAN COMMISSION

DG Economic and Financial Affairs

Directorate R Resources and communication

Communication

FRAMEWORK SERVICE CONTRACT

CONTRACT NUMBER – [complete]

The European Union (hereinafter referred to as "the Union"), represented by the European Commission (hereinafter referred to as "the Commission"), represented for the purposes of the signature of this contract by Roman Schönwiesner, Head of Unit "R5 Communications",

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 [forename, surname and function,]

[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.]

of the other part,

HAVE AGREED

the **Special Conditions** and the following Annexes and Specific Contract:

- Annex I** (a) General Conditions
 (b) Model Order Form and Model Specific Contract
- Annex II** – Tender Specifications (Invitation to Tender No ECFIN/R5/2012/001 of [insert date])
- Annex III** – Contractor's Tender (No [complete] of [insert date])

[Other Annexes]

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 model order form and model specific contract (Annex I)
- The terms set out in the model order form and model specific contract (Annex I) shall take precedence over those in the other Annexes.
- The terms set out in the Tender Specifications (Annex II) shall take precedence over those in the Tender (Annex III).
- The terms set out in the Contract shall take precedence over those in the order forms and specific contracts.
- The terms set out in the specific contracts shall take precedence over those in the Requests for Services.
- The terms set out in the Requests for Services shall take precedence over those in the specific tenders.

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 the **provision of communication activities**: [*for Lot 1: Work involving writing, graphic design, the web and strategic communication advice as part of information and communication campaigns;*

For lot 2: Organisation of exhibitions and stands;

For lot 3: Design, production and dissemination of audiovisual products.]

I.1.2 Signature of the Contract imposes no obligation on the Commission to purchase. Only implementation of the Contract through order forms and specific contracts (hereinafter the terms "order forms" and "specific contracts" are interchangeable) is binding on the Commission.

I.1.3 Once implementation of the Contract has commenced, the Contractor shall provide the services in accordance with all terms and conditions of the Contract.

I.1.4 Multiple framework contract

The Contractor is selected for a multiple framework contract in cascade in [complete] position.

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 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 form or specific contract enters into force.

I.2.3 The Contract is concluded for a period of 12 (twelve) 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 order forms or specific contracts shall be returned signed before the Contract to which they refer expires.

The Contract shall continue to apply to such order forms and specific contracts after its expiry. They shall be executed no later than 6 (six) months after the expiry date.

I.2.5 Contract renewal

The Contract shall be renewed automatically up to 3 (three) times under the same conditions, unless written notification to the contrary is sent by one of the contracting parties and received by the other three months before the expiry of the Contract. Renewal does not imply any modification or deferment of existing obligations.

ARTICLE I.3 – CONTRACT PRICES

I.3.1 The maximum prices of the services shall be as listed in Annex III Contractors tender, General price schedule.

The price indicated in the specific contract or order form covers any fees payable to the Contractor in relation to the vesting of rights in the Union and where applicable the transfer of rights to the Union and any use of the results by the Commission.

I.3.2 Prices shall be expressed in EUR.

I.3.3 Price revision

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

At the beginning of the second and every following year of the Contract, 80% of each price may be revised upwards or downwards, if 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 order forms or specific contracts are signed. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the harmonised indices of consumer prices (MUICP) published for the first time by the Publications Office of the European Union in the Eurostat monthly 'Data in Focus' publication at <http://www.ec.europa.eu/eurostat/>.

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 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.

I.3.4. Reimbursement of expenses

In addition to the total price specified in each order form or specific contract, reimbursable expenses provided for by the Tender Specifications shall be reimbursed in accordance with Article II.18. The daily subsistence allowance referred to in Article II.18.4 (d) shall not be applicable.

I.3.5. The total value of the individual specific contracts/order forms for all the selected contractors referred to in Article I.1.4. can not exceed [for lot 1: 6 000 000 EUR, for lot 2: 4 000 000 EUR, for lot 3: 4 000 000 EUR] over the whole duration of the Contracts.

ARTICLE I.4 – PAYMENTS AND IMPLEMENTATION OF THE CONTRACT

I.4.1 Multiple framework contract in cascade

Within 3 working days of a request for services being sent by the Commission to the Contractor, the Contractor will inform the Commission in writing, preferably by e-mail, whether he is available to carry out the services required. Should the Contractor be unavailable, he shall give reasons for refusal within the same period and the Commission shall be entitled to send the order form or request for services to the next contractor on the list. In the event of failure to observe this deadline, the Commission reserves the right to

consider the Contractor as unavailable. Within 10 working days of an order form or a request for services being sent by the Commission to the Contractor, the Commission shall receive the completed order form or a specific tender back, duly signed and dated.

Within 3 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 Commission reserves the right to consider the Contractor as unavailable. .

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 order form/specific contract.

For lot 1

I.4.2 Pre-financing

Pre-financing will only be applicable at the request of the Contractor for the provision of services with a total amount equal to or above EUR 100 000 or with the period of performance of tasks of more than 1 year.

Following signature of the order form or specific contract by the last contracting party and its receipt by the Commission, within thirty days of the receipt of the relevant invoice, indicating the reference number of the Contract and of the order form or specific contract to which it refers [and the receipt by the Commission of a duly constituted financial guarantee equal to at least [complete]% of the total price of the order form or specific contract]¹, a pre-financing payment of 30 % of the total price of the order form or specific contract shall be made.

I.4.3 Interim payment

Not applicable

I.4.4 Payment of the balance

Within sixty days of completion of the tasks referred to in each order form or specific contract, the Contractor shall submit an admissible invoice, indicating the reference number of the Contract and of the order form or specific contract to which it refers, for payment of the balance.

The invoice shall be admissible if accompanied by the final progress report in accordance with the instructions laid down in the relevant order form or specific contract and statements of reimbursable expenses in accordance with Article II.18.

The Commission shall have forty-five days from receipt to approve or reject the final progress report, and the Contractor shall have maximum 30 days in which to submit additional information or a new final progress report.

Provided the final progress report has been approved, the Commission shall have thirty days from the date of receipt of the relevant invoice to pay the balance.

For lot 2

I.4.2 Pre-financing

Not applicable

¹ 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): if the Commission does not require proof of the selection criteria capacity for contracts 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.

I.4.3 Interim payment

Interim payments will only be applicable at the request of the Contractor for the provision of services with a total amount equal to or above EUR 75 000 and once 30% of the total value of the project are spent.

The Contractor shall submit an admissible invoice, indicating the reference number of the Contract and of the order form or specific contract to which it refers, for an interim payment equal to [complete] % of the total price referred to in the relevant order form or specific contract.

Invoices for interim payment shall be admissible if accompanied by a progress report in accordance with the instructions laid down in the relevant specific contract and statements of reimbursable expenses in accordance with Article II.18.

The Commission shall have twenty days from receipt to approve or reject the progress report, and the Contractor shall have 10 days in which to submit additional information or a new progress report.

Provided the progress report has been approved, the Commission shall have thirty days from the date of receipt of the relevant invoice to pay an interim payment.

I.4.4 Payment of the balance

Within sixty days of completion of the tasks referred to in each order form or specific contract, the Contractor shall submit an admissible invoice, indicating the reference number of the Contract and of the order form or specific contract to which it refers, for payment of the balance.

The invoice shall be admissible if accompanied by the final progress report in accordance with the instructions laid down in the relevant order form or specific contract and statements of reimbursable expenses in accordance with Article II.18.

The Commission shall have forty-five days from receipt to approve or reject the final progress report, and the Contractor shall have maximum 30 days in which to submit additional information or a new final progress report.

Provided the final progress report has been approved, the Commission shall have thirty days from the date of receipt of the relevant invoice to pay the balance.

For lot 3

I.4.2 Pre-financing

Not applicable

I.4.3 Interim payment

Not applicable

I.4.4 Payment of the balance

Within sixty days of completion of the tasks referred to in each order form or specific contract, the Contractor shall submit an admissible invoice, indicating the reference number of the Contract and of the order form or specific contract to which it refers, for payment of the balance.

The invoice shall be admissible if accompanied by the final progress report in accordance with the instructions laid down in the relevant order form or specific contract and statements of reimbursable expenses in accordance with Article II.18.

The Commission shall have forty-five days from receipt to approve or reject the final progress report, and the Contractor shall have maximum 30 days in which to submit additional information or a new final progress report.

Provided the final progress report has been approved, the Commission shall have thirty days from the date of receipt of the relevant invoice to pay the balance.

[For Contractors established in Belgium, the order forms 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 (circulaire 2/1978)” 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 (circulaire 2/1978)” or an equivalent statement in the Dutch or German language.]

ARTICLE I.5 – BANK ACCOUNT

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

Name of bank:
Address of branch in full:
Exact designation of account holder:
Full account number including codes:
IBAN code:

ARTICLE I.6 – GENERAL ADMINISTRATIVE PROVISIONS

Any communication relating to the Contract or to its implementation shall be made in writing in paper or electronic format and shall bear the Contract and order form 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.

Electronic communication must be confirmed by paper communication when requested by any of the parties. The parties agree that paper communication can be replaced by electronic communication with electronic signature.

Communications shall be sent to the following addresses:

Commission:
European Commission
Directorate-General for Economic and Financial Affairs (DG ECFIN)
For operational matters:
Directorate R Resources and communication
Unit R5 Communication
B 1049 Brussels
For invoicing:
Directorate R Resources and communication
Unit R2 Financial management and control

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 Union law, complemented, where necessary, 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 Brussels.

ARTICLE I.8 – DATA PROTECTION

Any personal data included in the Contract 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. Such data shall be processed solely for the purposes of the performance, management and monitoring of the Contract by Directorate General for Economic and Financial affairs acting as data controller without prejudice to possible transmission to the bodies charged with monitoring or inspection task in application of Union law.

ARTICLE I.9 - USE OF THE RESULTS

For lot 1

I.9.1 Modes of exploitation

The Contractor warrants that he is the original author and thus owns, or that he has acquired ownership or as the case may be he has acquired the appropriate licences/authorisations from the original author or right-holder regarding, all intellectual property rights pertaining to the materials and results (hereafter referred to as "the Works") created or produced in the performance of this Contract, including but expressly not limited to:

- all types of documents and contents in any format such as reports, statistics, manuals, presentations, plans, minutes, memoranda, magazines, newsletters, brochures, leaflets, notices, all kinds of articles, interviews, glossaries, indexes, competitions materials, surveys, website wireframes, etc., as well as;
- websites in general as well as all its individual elements and contents, including social media pages, sub-websites, blogs, etc.;
- all kinds of strategic, communication and information materials in any format such as information, communication and marketing campaigns, structures, procedures and products, market analysis, studies on information and communication trends, etc.;
- all types of promotional materials in any format such as panels, posters, slogans, banners, advertisements, etc.;
- all kinds of graphic designs in any format such as illustrations, comic strips, drawings, logos, web banners, visual identities, charts, etc.;
- all types of images and sounds in any format;
- databases and mailing lists;
- all kinds of software;
- and where applicable, audiovisual materials.

The Contractor also warrants that he is therefore entitled to assign the above-mentioned intellectual property rights to the Union, or in case of having obtained only the above-

mentioned licences/authorisations and not ownership, he is authorised by the original author or right-holder to license such rights to the Union which will be entitled in turn to license to third parties.

Finally, the Contractor warrants that the enjoyment by the Union of all rights assigned, or as the case may be licensed, by the Contractor to the Union in this Contract shall not infringe the intellectual property rights of third parties.

Any costs arising from obtaining the above-mentioned assignments and/or licences/authorisations shall be borne by the Contractor. No costs concerning intellectual property rights shall be reimbursed by the Commission.

The Contractor hereby assigns to the Union in an irrevocable way all intellectual property rights pertaining to the Works as from the moment of their acceptance by the Commission. In particular, the rights assigned include, but are expressly not limited to:

- a) the right to copy and reproduce the Works:
 - by any means or process such as printing, drawing, photography, audiovisual, digital, modelling, engraving, lithography, cinematography, recording, moulding, etc.;
 - in two and three dimensions;
 - in any form or medium such as mechanical, optical, magnetic, analogue, electronic or digital;
 - permanently or temporarily;
 - in whole or in part;
 - in such numbers as the Commission sees fit;
- b) the right to use and re-use the Works:
 - by the staff of the Commission as well as by other persons and entities working for the Commission or cooperating with it, including: contractors, subcontractors whether legal or natural persons, institutions, agencies and bodies of the Union, Member States institutions, etc.;
 - in whole or in part;
 - for all purposes;
- c) the right to display, communicate, publish and distribute the Works:
 - by any form, means or process such as in paper copies, in electronic form as downloadable/non-downloadable file, CD-ROM, DVD, Dual Layer and Blu-Ray, USB keys, SD cards, on the Internet, broadcasting by wave transmission, cable transmission and satellite transmission, public presentation or display, through a press information services, inclusion in widely accessible databases or indexes, etc.;
 - in whole or in part;
 - by giving access on individual requests without right to reproduce or exploit, as provided for by Regulation 1049/2001 regarding public access to European Parliament, Council and Commission documents;
- d) the right to modify the Works:
 - shortening ;
 - making a summary;
 - re-writing;
 - resize, crop, shrink, sketch, blur, etc.;
 - technical changes to the content, such as:

- necessary correction of technical errors
 - adding new parts or functionalities
 - changing functionalities
 - providing third parties with additional information concerning the result (e.g. source code)
 - addition of new elements, paragraphs titles, leads, bolds, legend, table of content, summary, graphics, subtitles, sound, etc.;
 - preparation in audio form, preparation as a presentation, animation, pictograms story, slide-show, public presentation etc.;
 - extracting a part or dividing into parts;
 - use of a concept or preparation of a derivate work;
 - digitisation or converting the format for storage or usage purposes;
 - translate, subtitle, dub the works in any languages;
- e) the right to integrate and incorporate the Works into any existing or future work;
- f) the right to store the Works in any format;
- g) the right to archive the Works in line with the applicable document management rules²;
- h) the right to license the above-mentioned rights to third parties;
- i) the right to assign the above-mentioned rights to third parties.

The assignment covers all territories worldwide, is valid for the whole duration of the rights concerned and is included in the prices paid to the Contractor.

In case where the above-mentioned rights cannot be assigned to the Union, they shall be licensed instead. The licence is non-exclusive, valid worldwide and for the whole duration of the rights and is included in the prices paid to the Contractor. The licensed rights shall be *mutatis mutandis* the same rights as the ones being subject to assignment with the exception of the right stipulated in point i) above.

Finally, the Contractor grants to the Union the right to use his name and other contact details and expressly states that he does not oppose the practice by which the Commission will use them only when the Commission deems it fit. In addition, the Contractor expressly states that he does not oppose to the divulgation and modification of the Works obtained in performance of this Contract.

I.9.2 Pre-existing rights, intermediaries, creators' rights

Where industrial and intellectual property rights, including rights of ownership and use of the Contractor and third parties, exist prior to the Contract being entered into, ("pre-existing rights") the Contractor shall establish a list which shall specify all pre-existing rights and disclose it to the Commission at the latest when delivering a final result.

Concerning all pre-existing rights to delivered results, the Contractor shall grant a licence to the Union. The licence shall cover all rights *mutatis mutandis* as provided for in Article I.9.1., shall cover all territories worldwide, shall be valid for the whole duration of the rights concerned and is included in the prices paid to the Contractor.

² See Decision 2002/47/EC on document management, Decision 2004/563/EC on electronic and digitised documents and the Implementing Rules SEC(2009) 1643: http://ec.europa.eu/transparency/archival_policy/legal_basis_en.htm

The Contractor shall keep all relevant and exhaustive proofs of acquiring all necessary rights and permissions. The Commission is entitled at any point of the duration of this Contract to request from the Contractor documentary proof of the acquiring of rights and permissions. Therefore, if the Commission request so, the Contractor shall present the completed form as provided in annexes A1 and A2 and, where applicable, the following information and documents:

- Name and version number of the software product
- Title of the work, date of publishing, date of creation, place of publication, address of publication on internet, number, volume and other information allowing to identify origin easily
- Full identity of the author, developer, creator, translator, data entry person, graphic designer, publisher, editor, photographer
- Copy of the licence to use the product or reference to it
- Agreement transferring the right to the product to the Contractor
- Text of the disclaimer notice.

In case parts of the results were created by employees of the Contractor, documentary evidence shall be provided as to how the creators' or authors' rights were transferred to the Contractor, i.e. a copy of the relevant agreement or extract from the employment contract should be provided³.

I.9.3 Persons depicted in photographs or films

In case natural, recognisable person(s) are depicted in a photograph or film the Contractor shall obtain a statement of these depicted persons giving their permissions (and the permissions of the parents in case of minors) for the described use of their images. These statements shall be kept by the Contractor and at the disposal of the Commission in case the Commission request the Contractor to produce such statements. The above does not refer to photographs taken or films shot in public places where random members of the public are identifiable only hypothetically and to public persons acting in their public activities.

For lot 2

I.9.1 Modes of exploitation

The Contractor warrants that he is the original author and thus owns, or that he has acquired ownership or as the case may be he has acquired the appropriate licences/authorisations from the original author or right-holder regarding, all intellectual property rights pertaining to the materials and results (hereafter referred to as "the Works") created or produced in the performance of this Contract, including but expressly not limited to:

- all types of documents and contents in any format created or produced with the scope of making possible the organisation of exhibitions and the setting up of stands such as plans, designs, illustrations, drawings, graphics, maps, logistical documents, etc. and all types of general documents in any format such as reports, minutes, memoranda, etc., as well as;
- all types of promotional materials in any format such as exhibit panels, posters, slogans, images, sounds, banners, advertisements, brochures, etc.;

³ All free-lance, self-employed individuals are to be treated as subcontractors and should fill in annex A2 individually, contrary to employees for whom extract from standard work contract can be presented in general.

- and databases.

The Contractor also warrants that he is therefore entitled to assign the above-mentioned intellectual property rights to the Union, or in case of having obtained only the above-mentioned licences/authorisations and not ownership, he is authorised by the original author or right-holder to license such rights to the Union which will be entitled in turn to license to third parties.

Finally, the Contractor warrants that the enjoyment by the Union of all rights assigned, or as the case may be licensed, by the Contractor to the Union in this Contract shall not infringe the intellectual property rights of third parties.

Any costs arising from obtaining the above-mentioned assignments and/or licences/authorisations shall be borne by the Contractor. No costs concerning intellectual property rights shall be reimbursed by the Commission.

The Contractor hereby assigns to the Union in an irrevocable way all intellectual property rights pertaining to the Works as from the moment of their acceptance by the Commission. In particular, the rights assigned include, but are expressly not limited to:

- (a) the right to copy and reproduce the Works:
 - by any means or process such as printing, drawing, photography, audiovisual, digital, modelling, engraving, lithography, cinematography, recording, moulding, etc.;
 - in two and three dimensions;
 - in any form or medium such as mechanical, optical, magnetic, analogue, electronic or digital;
 - permanently or temporarily;
 - in whole or in part;
 - in such numbers as the Commission sees fit;
- (b) the right to use and re-use the Works:
 - by the staff of the Commission as well as by other persons and entities working for the Commission or cooperating with it, including: contractors, subcontractors whether legal or natural persons, institutions, agencies and bodies of the Union, Member States institutions, etc.;
 - in whole or in part;
 - for all purposes;
- (c) the right to display, communicate, publish and distribute the Works:
 - by any form, means or process such as in paper copies, in electronic form as downloadable/non-downloadable file, CD-ROM, DVD, Dual Layer and Blu-Ray, USB keys, SD cards, on the Internet, broadcasting by wave transmission, cable transmission and satellite transmission, public presentation or display, through a press information services, inclusion in widely accessible databases or indexes, etc.;
 - in whole or in part;
 - by giving access on individual requests without right to reproduce or exploit, as provided for by Regulation 1049/2001 regarding public access to European Parliament, Council and Commission documents;
- (d) the right to modify the Works:
 - shortening ;

- making a summary;
 - re-writing;
 - resize, crop, shrink, sketch, blur, etc.
 - addition of new elements, paragraphs titles, leads, bolds, legend, table of content, summary, graphics, etc.;
 - preparation in audio form, preparation as a presentation, animation, pictograms story, slide-show, public presentation etc.;
 - extracting a part or dividing into parts;
 - digitisation or converting the format for storage or usage purposes;
 - translate the Works in any languages;
- (e) the right to integrate and incorporate the Works into any existing or future work;
- (f) the right to store the Works in any format;
- (g) the right to archive the Works in line with the applicable document management rules⁴;
- (h) the right to license the above-mentioned rights to third parties;
- (i) the right to assign the above-mentioned rights to third parties.

The assignment covers all territories worldwide, is valid for the whole duration of the rights concerned and is included in the prices paid to the Contractor.

In case where the above-mentioned rights cannot be assigned to the Union, they shall be licensed instead. The licence is non-exclusive, valid worldwide and for the whole duration of the rights and is included in the prices paid to the Contractor. The licensed rights shall be *mutatis mutandis* the same rights as the ones being subject to assignment with the exception of the right stipulated in point (i) above.

Finally, the Contractor grants to the Union the right to use his name and other contact details and expressly states that he does not oppose the practice by which the Commission will use them only when the Commission deems it fit. In addition, the Contractor expressly states that he does not oppose to the divulgation and modification of the Works obtained in performance of this Contract.

I.9.2 Pre-existing rights, intermediaries, creators' rights

Where industrial and intellectual property rights, including rights of ownership and use of the Contractor and third parties, exist prior to the Contract being entered into, ("pre-existing rights") the Contractor shall establish a list which shall specify all pre-existing rights and disclose it to the Commission at the latest when delivering a final result.

Concerning all pre-existing rights to delivered results, the Contractor shall grant a licence to the Union. The licence shall cover all rights *mutatis mutandis* as provided for in Article I.9.1., shall cover all territories worldwide, shall be valid for the whole duration of the rights concerned and is included in the prices paid to the Contractor.

The Contractor shall keep all relevant and exhaustive proofs of acquiring all necessary rights and permissions. The Commission is entitled at any point of the duration of this

⁴ See Decision 2002/47/EC on document management, Decision 2004/563/EC on electronic and digitised documents and the Implementing Rules SEC(2009) 1643: http://ec.europa.eu/transparency/archival_policy/legal_basis_en.htm

Contract to request from the Contractor documentary proof of the acquiring of rights and permissions. Therefore, if the Commission request so, the Contractor shall present the completed form as provided in annexes A1 and A2 and, where applicable, the following information and documents:

- Title of the work, date of publishing, date of creation, place of publication, address of publication on Internet, number, volume and other information allowing to identify origin easily
- Full identity of the author, developer, creator, translator, data entry person, graphic designer, publisher, editor, photographer
- Copy of the licence to use the product or reference to it
- Agreement transferring the right to the product to the Contractor
- Text of the disclaimer notice.

In case parts of the results were created by employees of the Contractor, documentary evidence shall be provided as to how the creators' or authors' rights were transferred to the Contractor, i.e. a copy of the relevant agreement or extract from the employment contract should be provided⁵.

I.9.3 Persons depicted in photographs or films

In case natural, recognisable person(s) are depicted in a photograph or film the Contractor shall obtain a statement of these depicted persons giving their permissions (and the permissions of the parents in case of minors) for the described use of their images. These statements shall be kept by the Contractor and at the disposal of the Commission in case the Commission request the Contractor to produce such statements. The above does not refer to photographs taken or films shot in public places where random members of the public are identifiable only hypothetically and to public persons acting in their public activities.

For lot 3

I.9.1 Modes of exploitation

The Contractor warrants that he is the original author and thus owns, or that he has acquired ownership or as the case may be he has acquired the appropriate licences/authorisations from the original author or right-holder regarding, all intellectual property rights pertaining to the materials and results (hereafter referred to as "the Works") created or produced in the performance of this Contract, including but expressly not limited to:

- all types of audio-visual materials such as videos, video reports, documentaries, video news releases, adverts, video clips, animated films, teasers, screencasts, slideshows, master copies, raw footage, rushes, etc., as well as, images and sounds in any format;
- all kinds of documents and contents in any format such as reports, analysis, memoranda, minutes, scripts, storylines, scenarios, dossiers, logos, animated titles, graphics, charts, drawings and visual effects in 2 and 3 dimensions, designs, booklets, labels, etc.
- and where applicable, databases.

⁵ All free-lance, self-employed individuals are to be treated as subcontractors and should fill in annex A2 individually, contrary to employees for whom extract from standard work contract can be presented in general.

The Contractor also warrants that he is therefore entitled to assign the above-mentioned intellectual property rights to the Union, or in case of having obtained only the above-mentioned licences/authorisations and not ownership, he is authorised by the original author or right-holder to license such rights to the Union which will be entitled in turn to license to third parties.

Finally, the Contractor warrants that the enjoyment by the Union of all rights assigned, or as the case may be licensed, by the Contractor to the Union in this Contract shall not infringe the intellectual property rights of third parties.

Any costs arising from obtaining the above-mentioned assignments and/or licences/authorisations shall be borne by the Contractor. No costs concerning intellectual property rights shall be reimbursed by the Commission.

The Contractor hereby assigns to the Union in an irrevocable way all intellectual property rights pertaining to the Works as from the moment of their acceptance by the Commission. In particular, the rights assigned include, but are expressly not limited to:

- (a) the right to copy and reproduce the Works:
 - by any means or process such as printing, drawing, photography, audiovisual, digital, modelling, engraving, lithography, cinematography, recording, moulding, etc.;
 - in two and three dimensions;
 - in any form or medium such as mechanical, optical, magnetic, analogue, electronic or digital;
 - permanently or temporarily;
 - in whole or in part;
 - in such numbers as the Commission sees fit;
- (b) the right to use and re-use the Works:
 - by the staff of the Commission as well as by other persons and entities working for the Commission or cooperating with it, including: contractors, subcontractors whether legal or natural persons, institutions, agencies and bodies of the Union, Member States institutions, etc.;
 - in whole or in part;
 - for all purposes;
- (c) the right to display, communicate, publish and distribute the Works:
 - by any form, means or process such as in paper copies, in electronic form as downloadable/non-downloadable file, compressed files, CD-ROM, DVD, Dual Layer and Blu-Ray, USB keys, SD cards, master copies, mini cassettes/HDCAM, video streaming format, on the Internet, broadcasting by wave transmission, cable transmission and satellite transmission, public presentation or display, through a press information services, inclusion in widely accessible databases or indexes, etc.;
 - in whole or in part;
 - by giving access on individual requests without right to reproduce or exploit, as provided for by Regulation 1049/2001 regarding public access to European Parliament, Council and Commission documents;
- (d) the right to modify the Works:
 - image mixing;
 - video editing;

- voice-overs;
- incorporation of special effects;
- duplication;
- resize, crop, shrink, sketch, blur, etc.
- shortening ;
- making a summary;
- re-writing;
- addition of new elements, paragraphs titles, leads, bolds, legend, table of content, summary, graphics, subtitles, sound, etc.;
- preparation in audio form, preparation as a presentation, animation, pictograms story, slide-show, public presentation etc.;
- extracting a part or dividing into parts;
- digitisation or converting the format for storage or usage purposes;
- translate, subtitle, dub the Works in any languages;

(e) the right to integrate and incorporate the Works into any existing or future work;

(f) the right to store the Works in any format;

(g) the right to archive the Works in line with the applicable document management rules⁶;

(h) the right to license the above-mentioned rights to third parties;

(i) the right to assign the above-mentioned rights to third parties.

The assignment covers all territories worldwide, is valid for the whole duration of the rights concerned and is included in the prices paid to the Contractor.

In case where the above-mentioned rights cannot be assigned to the Union, they shall be licensed instead. The licence is non-exclusive, valid worldwide and for the whole duration of the rights and is included in the prices paid to the Contractor. The licensed rights shall be *mutatis mutandis* the same rights as the ones being subject to assignment with the exception of the right stipulated in point (i) above.

Finally, the Contractor grants to the Union the right to use his name and other contact details and expressly states that he does not oppose the practice by which the Commission will use them only when the Commission deems it fit. In addition, the Contractor expressly states that he does not oppose to the divulgation and modification of the Works obtained in performance of this Contract.

I.9.2 Pre-existing rights, intermediaries, creators' rights

Where industrial and intellectual property rights, including rights of ownership and use of the Contractor and third parties, exist prior to the Contract being entered into, ("pre-existing rights") the Contractor shall establish a list which shall specify all pre-existing rights and disclose it to the Commission at the latest when delivering a final result.

Concerning all pre-existing rights to delivered results, the Contractor shall grant a licence to the Union. The licence shall cover all rights *mutatis mutandis* as provided for in Article

⁶ See Decision 2002/47/EC on document management, Decision 2004/563/EC on electronic and digitised documents and the Implementing Rules SEC(2009) 1643: http://ec.europa.eu/transparency/archival_policy/legal_basis_en.htm

I.9.1., shall cover all territories worldwide, shall be valid for the whole duration of the rights concerned and is included in the prices paid to the Contractor.

The Contractor shall keep all relevant and exhaustive proofs of acquiring all necessary rights and permissions. The Commission is entitled at any point of the duration of this Contract to request from the Contractor documentary proof of the acquiring of rights and permissions. Therefore, if the Commission request so, the Contractor shall present the completed form as provided in annexes A1 and A2 and, where applicable, the following information and documents:

- Title of the work, date of publishing, date of creation, place of publication, address of publication on internet, number, volume and other information allowing to identify origin easily
- Full identity of the author, developer, creator, translator, data entry person, graphic designer, publisher, editor, photographer
- Copy of the licence to use the product or reference to it
- Agreement transferring the right to the product to the Contractor
- Text of the disclaimer notice.

In case parts of the results were created by employees of the Contractor, documentary evidence shall be provided as to how the creators' or authors' rights were transferred to the Contractor, i.e. a copy of the relevant agreement or extract from the employment contract should be provided⁷.

I.9.3 Persons depicted in photographs or films

In case natural, recognisable person(s) are depicted in a photograph or film the Contractor shall obtain a statement of these depicted persons giving their permissions (and the permissions of the parents in case of minors) for the described use of their images. These statements shall be kept by the Contractor and at the disposal of the Commission in case the Commission request the Contractor to produce such statements. The above does not refer to photographs taken or films shot in public places where random members of the public are identifiable only hypothetically and to public persons acting in their public activities.

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 2 months formal prior notice. Should the Commission terminate the Contract, the Contractor shall only be entitled to payment corresponding to the part-performance of the services ordered before the termination date. Article II.14.4 applies accordingly.

ARTICLE I.11– 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, this Contract shall be null and void.

This article is not applicable for contracts not covered by Directive 2004/18/EC and in cases indicated in Article 158a(2) of the rules for the implementation of the Financial Regulation (Regulation No 2342/2002).

⁷ All free-lance, self-employed individuals are to be treated as subcontractors and should fill in annex A2 individually, contrary to employees for whom extract from standard work contract can be presented in general.

ARTICLE I.12 – INTER-INSTITUTIONAL CONTRACT

Not applicable

ARTICLE I.13 – OTHER SPECIAL CONDITIONS

Rejection of deliverables

In cases of obvious errors or poor quality of deliverables (editing, publication, graphic design, video clip, sign, promotional material etc.), the costs associated with correcting these errors, supplying new proofs, reprinting and redistribution, etc. shall be borne exclusively by the Contractor. Any damaged products (stands, etc.) must be replaced. The associated costs shall be borne exclusively by the Contractor.

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**II – GENERAL CONDITIONS FOR SERVICE FRAMEWORK CONTRACTS****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 has 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.
- 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 at 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, 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 claim compensation or impose liquidated damages provided for in Article II.12.

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 sustained by the Commission in performance of the Contract, including in the event of subcontracting under Article II.6 but only up to three times the total amount of the Contract. Nevertheless, if the damage or loss is caused by the gross negligence or wilful misconduct of the Contractor or by its employees, the Contractor shall remain liable without any limitation as to the amount of the damage or loss.

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 unjustified 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.

ARTICLE II. 4 – CONFIDENTIALITY

II.4.1. 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.4.2. 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.5 - DATA PROTECTION

II.5.1 The Contractor shall have the right of access to his/her personal data and the right to rectify any such data. Should the Contractor have any queries concerning the processing of his/her personal data, s/he shall address them to the entity acting as data controller provided for in Article I.8.

II.5.2 The Contractor shall have right of recourse at any time to the European Data Protection Supervisor.

II.5.3 Where the Contract requires the processing of personal data by the Contractor, the Contractor may act only under the supervision of the data controller, in particular with regard to the purposes of the processing, the categories of data which may be processed, the recipients of the data, and the means by which the data subject may exercise his/her rights.

II.5.4 The Contractor shall limit access to the data to the staff strictly necessary for the performance, management and monitoring of the Contract.

II.5.5 The Contractor undertakes to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned in order to:

- a) prevent any unauthorised person from having access to computer systems processing personal data, and especially:
 - aa) unauthorised reading, copying, alteration or removal of storage media;
 - ab) unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data;
 - ac) unauthorised use of data-processing systems by means of data transmission facilities;
- b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- c) record which personal data have been communicated, when and to whom;
- d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the contracting institution or body;
- e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- f) design its organisational structure in such a way that it meets data protection requirements.

ARTICLE II. 6 – SUBCONTRACTING

- II.6.1** 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.6.2** 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.6.3** 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.20.

ARTICLE II. 7 – AMENDMENTS

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

ARTICLE II. 8 – ASSIGNMENT

- II.8.1** 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.8.2** In the absence of such authorisation, 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.9 - USE, DISTRIBUTION AND PUBLICATION OF INFORMATION ABOUT THE CONTRACT

- II.9.1** 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 the Contract, in particular the identity of the Contractor, the subject matter, the duration and the amount paid. Where personal data is concerned, Article I.8 and II.5 shall apply.
- II.9.2** 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 distribute or publish the documents or information supplied, the Contractor may not have them distributed or published elsewhere without prior written authorisation from the Commission.
- II.9.3** Any distribution or publication of information relating to the Contract or use of outcome of the implementation of the Contract and provided as such by the Contractor shall require prior written authorisation from the Commission and, if so requested, shall mention that it was produced within a contract with the Commission. It shall state that the opinions expressed are those of the Contractor only and do not represent the Commission's official position.
- II.9.4** 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. 10 – OWNERSHIP OF THE RESULTS - INTELLECTUAL AND INDUSTRIAL PROPERTY

- II.10.1** A result shall be any outcome of the implementation of the Contract and provided as such by the Contractor.

A creator shall be any person who contributed to production of the result.

Pre-existing intellectual property rights, sometimes referred to as background technology, are any industrial and intellectual property rights which exist prior to the contract being entered into and include rights of ownership and use of the Contractor, the Commission and any third parties ("pre-existing rights").

It shall be a material term of the Contract and of the essence of the Contract that Contractors shall be under a duty to provide a list of pre-existing rights at the date of delivery of the final result the latest.

- II.10.2** The ownership of all the results or rights thereon as listed in the tender specification and the tender attached to the contract, including copyright and other intellectual or industrial property rights, and all technological solutions and information embodied therein, obtained in performance of the Contract, shall be irrevocably and fully vested to the Union, which may use them as described in the Contract. All the rights shall be vested on the Union from the moment the results were delivered and accepted by the Commission.

For the avoidance of doubt and where applicable, any such vesting of rights is also deemed to constitute an effective transfer of the rights from the Contractor to the Union.

The payment of the fee under Article I.3 is deemed to include all forms of use by the Union of the results as set out in Article I.9.

The above vesting of rights in the Union under this Contract covers all territories worldwide and is valid for the whole duration of intellectual property rights protection.

- II.10.3** Any intermediary sub-result, raw data, intermediary analysis made available to the Commission by the Contractor cannot be used by the Union without written consent of the Contractor, unless the tender specification explicitly provides for it to be treated as self-contained result.
- II.10.4** The Contractor retains all right, title and interest in pre-existing rights not fully vested into the Union in line with Article I.9.2, and hereby grants the Union for the requested period a licence to use the pre-existing rights to the extent necessary to use the delivered results.
- II.10.5** The Contractor shall ensure that delivered results are free of rights or claims from third parties including in relation to pre-existing rights, for any use envisaged by the Commission. This does not concern the moral rights of natural persons and rights referred to in Article II.10.4.
- II.10.6** The Contractor shall clearly point out all quotations of existing textual works made by the Contractor. The complete reference should include as appropriate: name of the author, title of the work, date of publishing, date of creation, place of publication, address of publication on internet, number, volume and other information allowing to identify the origin easily.
- II.10.7** The Contractor shall clearly indicate all parts to which there are pre-existing rights and all parts of the result originating from external sources: parts of other documents, images, graphs, tables, data, software, technical inventions, know-how etc. (delivered in paper, electronic or other form).
- For non-textual results or results provided in electronic form only, the description, instruction or information document shall list all parts coming from external sources: IT development tools, routines, subroutines and/or other programs ("background technology"), concepts, designs, installations or pieces of art, data, source or background materials or any other parts of external origin.
- II.10.8** If the Commission so requires, the Contractor shall provide proof of ownership or rights to use all necessary rights to the materials referred to in Article II.10.7.
- II.10.9.** By delivering the results the Contractor confirms that the creators undertake not to oppose their names being recalled when the results are presented to the public and confirms that the results can be divulged.
- The Contractor shall possess all relevant agreements of the creator and provide proof by way of documentary evidence.
- II.10.10.** By delivering the results the Contractor warrants that the above transfer of rights does not violate any law or infringe any rights of others and that he possesses the relevant rights or powers to execute the transfer. He also warrants that he has paid or has verified payment of all fees including fees to collecting societies, related to the final results.
- II.10.11.** The Contractor shall indemnify and hold the Union harmless for all damages and cost incurred due to any claim brought by any third party including creators and intermediaries for any alleged breach of any intellectual, industrial or other property right based on the Union's use of the works and in relation to which the Contractor has granted the Union user rights.

ARTICLE II. 11 – FORCE MAJEURE

- II.11.1** 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.11.2** Without prejudice to 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.11.3** 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.11.4** The contracting parties shall take the necessary measures to reduce damage to a minimum.

ARTICLE II. 12 – 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 per calendar day of delay according to the following formula: $0.3 \times (V/d)$

V is the price of the relevant purchase;

d is the duration specified in the relevant order form or specific contract expressed in days

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. 13 – SUSPENSION OF THE CONTRACT

Without prejudice to the Commission's right to terminate the Contract, where the Contract is subject to substantial error, irregularity or fraud the Commission may suspend execution of the Contract, pending order forms 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 shall as soon as possible give notice to the Contractor to resume the service suspended or inform that it is proceeding with contract termination. The Contractor shall not be entitled to claim compensation on account of suspension of the Contract, of the order forms or specific contracts, or of part thereof.

ARTICLE II. 14 – TERMINATION BY THE COMMISSION

II.14.1 The Commission may terminate the Contract, a pending order form 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 Union's 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 form or a specific contract has not actually commenced within fifteen days⁸ 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;
- (l) when due to the termination of the contract with one or more of the contractors there is no minimum required competition within the multiple framework contract with reopening of competition.

II.14.2 In case of force majeure, notified in accordance with Article II.11, either contracting party may terminate the Contract, where performance thereof cannot

⁸ This period can be modified in the Special Conditions depending on the nature of the contract.

be ensured for a period corresponding to at least to one fifth of the period laid down in Article I.2.3.

II.14.3 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.14.4 Consequences of termination

In the event of the Commission terminating the Contract or a pending order form 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 service. 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 it has under the Contract.

ARTICLE II.14a – 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 or fraud.

ARTICLE II. 15 – INVOICING AND PAYMENTS

II.15.1 Pre-financing guarantee

Where required by Article I.4 or if the pre-financing is over €150 000, 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) 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 service rendered 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 guarantee shall be retained until the pre-financing has been cleared against interim payments or payment of the balance to the Contractor. It shall be released the following month or, in the absence of such clearing, four months after the issuance of a corresponding debit note. The cost of providing such guarantee shall be borne by the Contractor.

II.15.2 Interim payments and payment of the balance

Payments shall be executed only if the Contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted.

At the end of each of the periods indicated in Annex II the Contractor shall submit to the Commission an invoice accompanied by the documents provided for in the Special Conditions.

If providing a progress 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 progress report.

Approval of the progress report shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information it contains.

Where the Commission requests a new progress 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 progress report shall likewise be subject to the above provisions.

II.15.3. Payment currency and costs

Payments are executed in the currency of the contract.

Costs of the transfer are borne in the following way:

- costs of dispatch charged by the bank of the Commission are borne by the Commission,
- cost of receipt charged by the bank of the Contractor are borne by the Contractor,
- all costs of repeated transfer caused by one of the parties are borne by the party who caused repetition of the transfer.

ARTICLE II. 16 – GENERAL PROVISIONS CONCERNING PAYMENTS

II.16.1 Payments shall be deemed to have been made on the date on which the Commission's account is debited.

II.16.2 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 invoice is not admissible, either because the amount is not due or because the necessary supporting documents have not been properly produced. The Commission may proceed with further verification, including an on-the-spot check, in order to ascertain, prior to payment, that the invoice is admissible.

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.4 shall begin to run again once the suspension has been lifted.

II.16.3 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. 17 – TAXATION

- II.17.1** 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.17.2** 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 Union.
- II.17.3** 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.17.4** 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. 18 - REIMBURSEMENTS

- II.18.1** Where provided by the Special Conditions or by Annex II, 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.18.2** Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.
- II.18.3** 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 Union territory shall be reimbursed under the general conditions stated above provided the Commission has given its prior written agreement.
- II.18.4** 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.18.5 The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the Commission has given prior written authorisation.

II.18.6. Conversion between the euro and another currency shall be made using the daily euro exchange rate published in the C series of the *Official Journal of the European Union* of the day on which the expense was made or, failing that, at the monthly accounting rate established by the Commission and published on its website.

ARTICLE II. 19 – RECOVERY

II.19.1 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.19.2 In the event of failure to pay by the deadline specified in the debit note, the sum due shall bear interest at the rate indicated in Article II.16.3. 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.19.3 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 Union or the European Atomic Energy Community that is certain, of a fixed amount and due. The Commission may also claim against the guarantee, where provided for.

ARTICLE II. 20 – CHECKS AND AUDITS

II.20.1 Pursuant to Article 142 of the Financial Regulation applicable to the general budget of the European Communities, the Court of Auditors shall be empowered to audit the documents held by the natural or legal persons receiving payments from the budget of the Union from signature of the Contract up to five years after payment of the balance of the last implementation.

II.20.2 The Commission or an outside body of its choice shall have the same rights as the 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.20.3 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.

ANNEX I

	EUROPEAN COMMISSION	FRAMEWORK CONTRACT ORDER FORM		
		Order number:	<i>(Name and address of supplier)</i>	
DG and administrative unit:	Currency of payment: EUR			
	Date and reference of the offer:			
Tel.:				
E-mail:				
This order is governed by the provisions of Framework Contract No _____ in force from _____ to _____				
LISTING OF THE GOODS / SERVICES and code	UNIT	QUANTITY	PRICE in €	
			UNIT PRICE	TOTAL
Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the Commission is exempt from all taxes and dues, including value added tax, on payments due in respect of this Contract. For intra-community purchases, the mention "VAT Exemption / European Union / Article 151 of Council Directive 2006/112/EC" should be added on the invoice. [In Belgium, use of this Contract constitutes a request for VAT exemption. The invoice must include: "Commande destinée à l'usage officiel de l'Union Européenne, Exonération de la TVA; art. 42 § 3.3 du code TVA (circulaire n° 2/1978)".]		Packaging Insurance Transport Assembly VAT		
Place of delivery or implementation and/or Incoterm:		TOTAL :		
Final date of delivery or implementation:		Contractor's signature		
Terms of payment:		Name:		
Guarantee:		Position:		
Date of issue:		Date:		
Signature [name and position]:				

ANNEX I**SPECIFIC CONTRACT No [complete]
implementing Framework Contract No ...**

The European Union (hereinafter referred to as "the Union"), represented by the European Commission (hereinafter referred to as "the Commission"), represented for the purposes of the signature of this contract by [*forename, surname, function, department*]⁹,

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 [*forename, surname and function,*]]

[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.]

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 [1, 2 or 3] 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

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

III.2.2 The duration of the execution of the tasks shall not exceed [complete] [days/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 of

⁹ 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".

entry into force of this specific contract] [*insert 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 price to be paid by the Commission under this specific contract shall be EUR [*amount in figures and in words*] covering all tasks executed.

This price also covers any fees payable to the Contractor in relation to the vesting of rights in the Union and where applicable the transfer of rights to the Union and any use of the results by the Commission.

III.3.2 In addition to the price [no reimbursable expenses are foreseen.] [expenses up to the amount of EUR [*amount in figures and in words*] will be reimbursed according to the provisions of the Framework contract].

[For Contractors established in Belgium, the provisions of this specific 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 (circulaire 2/1978)” or an equivalent statement in the Dutch or German language.]

ARTICLE III.4: PERFORMANCE GUARANTEE

[Not applicable]

ARTICLE III.5: USE OF RESULTS

[Not applicable]

[Insert details on the intended use of results linked to the specific request for service supplementing or replacing clause I.9 of the Special Conditions]

ANNEXES

Annex A1 - Statement of Contractor concerning right to delivered result

Annex A2 - Statement of creator / intermediary in delivery

Annex B – Request for service

Annex C - Contractor’s Specific Tender ([*insert date*])

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 [A1]

Statement of Contractor concerning right to delivered result

[Option 1: general statement - low risk situations, e.g. limited use of the results]

I, [insert name of the authorised representative of the Contractor] representing [insert name of the Contractor], party to the Contract [insert title and/or number of the contract] warrants that the Contractor holds full right to the delivered [insert title and/or description of result] which is free of any claims, including claim of the creators who transferred all their rights and [were fully paid] [will be paid as agreed within [complete] weeks from [delivery of this statement.] [receipt of confirmation of acceptance of the work].

[Option 2: detailed statement - higher risk situations, e.g. extensive use of the results]

I, [insert name of the authorised representative of the Contractor] representing [insert name of the Contractor], party to the contract [insert title and/or number of the contract] warrants that [, except for [the parts listed in [complete by reference to the Tender Specification and/or offer]] [or list parts for which rights are not transferred],]¹⁰ the Contractor holds a right to the delivered [insert title and/or description of result] which is/are free of any claims of third parties.

Work was prepared by [insert names of creators] [, except for [the parts listed in [complete by reference to the Tender Specification and/or offer]] [or list parts that pre-existed and for which rights are not transferred],]¹¹ is [original and] free of rights of third persons. Creators transferred all their rights to the work (excluding moral rights of natural persons) to [insert name of the entity that received rights from the creators] [through a contract of [insert date] [a relevant extract of which is] herewith attached.

Creators [received all their remuneration on [insert date]] [will receive all their remuneration as agreed within [complete] weeks from [delivery of this statement] [receipt of confirmation of acceptance of the work]. [The statement of the creators confirming payment is attached].

Date, place, signature

¹⁰ In case not all IP rights were fully transferred

¹¹ In case parts of the work pre-existed and belonged to third parties

Annex [A2]

Statement of creator / intermediary in delivery

of the [title of the result]
within the Framework Contract number [complete]
Specific Contract No [complete]

concluded between the European Commission and [name of the contractor(s)]

I, [insert name of the authorised representative of the intermediary] representing [insert name of the intermediary] state that I am the right holder of: [identify the relevant parts of the result] [which I created] [for which I received rights from [insert name]].

I am aware of the above contract, especially Articles I.9, II.10 and point [insert reference] of the Request for Service and I confirm that I transferred all the relevant rights to [insert name].

I declare that [I received full remuneration.] [I agreed to receive remuneration by [insert date]].

[I also confirm that I do not oppose my name being recalled when the results are presented to the public and confirm that the results can be divulged.]¹²

Date, place, signature

¹² Necessary for creators