

## Draft Framework Service Contract

### Framework contract number ECHA/2015/50 – [Lot 1/Lot 2]

The European Chemicals Agency (hereinafter referred to as "the Agency"), represented for the purposes of the signature of this contract by Jukka Malm, Deputy Executive Director,

on the one part, and

[full official name]  
[official legal form]<sup>1</sup>  
[statutory registration number]<sup>2</sup>  
[full official address]  
[VAT registration number]

[(hereinafter referred to as 'the contractor'),][represented for the purposes of the signature of this framework contract by *[forename, surname and function,]*]

[The parties identified above and hereinafter collectively referred to as the 'the contractor' shall be jointly and severally liable vis-à-vis the Agency for the performance of this framework contract.]

on the other part,

HAVE AGREED

to the **special conditions**, the **general conditions for service framework contracts**, the model order form and model specific contract and the following annexes:

- **Annex I** – Tender specifications (reference No *[complete]* of *[insert date]*)
- **Annex II** – Contractor's tender (reference No *[complete]* of *[insert date]*)
- **Annex III** – List of daily subsistence allowance and accommodation expenses
- **Annex IV** - Statements from contractor regarding intellectual property rights
- **Annex V** – Model request for services

which form an integral part of this framework contract (hereinafter referred to as "the FWC").

- The terms set out in the special conditions shall take precedence over those in the other parts of the FWC.
- The terms set out in the general conditions shall take precedence over those in the model order form and model specific contract.
- The terms set out in the model order form and model specific contract shall take precedence over those in the other annexes.

<sup>1</sup> Delete if the contractor is a natural person or a body governed by public law.

<sup>2</sup> Delete if the contractor is a body governed by public law. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

- The terms set out in the tender specifications (Annex I) shall take precedence over those in the tender (Annex II).
- The terms set out in the framework 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 service.
- The terms set out in the requests for service shall take precedence over those in the specific tenders.

## I. Special Conditions

### Article I.1. Subject matter

**I.1.1.** The subject matter of the FWC is [for lot 1: assistance in the processes related to evaluation, restriction, authorisation, harmonised classification and labelling, and biocidal products, excluding activities pertaining to substance identification / for lot 2: assistance in tasks and activities related to substance identification in all relevant REACH, CLP, BPR and PIC processes including training and reviewing of inventories and databases].

**I.1.2.** Signature of the FWC imposes no obligation on the Agency to purchase. Only performance of the FWC through order forms or specific contracts is binding on the Agency.

#### **I.1.3. Multiple framework contract**

The contractor is selected for a multiple FWC with reopening of competition between [*complete*] contractors.

### Article I.2. Entry into force and duration

**I.2.1.** The FWC shall enter into force on the date on which it is signed by the last party.

**I.2.2.** Under no circumstances may performance commence before the date on which the FWC 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 FWC is concluded for a period of 24 months with effect from the date on which it enters into force. Unless otherwise specified, all periods specified in the FWC are calculated in calendar days.

**I.2.4.** The order forms or specific contracts shall be signed by both parties before the FWC expires.

The FWC shall continue to apply to such order forms and specific contracts after its expiry. They shall be executed no later than six months after its expiry.

#### **I.2.5. FWC renewal**

The FWC shall be renewed automatically up to two times for a period of 12 months under the same conditions, unless written notification to the contrary is sent by one of the parties and received by the other three months before expiry of the period indicated in Article I.2.3. Renewal does not imply any modification or deferment of existing obligations.

### Article I.3. Prices

**I.3.1.** The maximum amount of the FWC shall be [for lot 1: EUR 3.400.000 (three million four hundred thousand euros) / for lot 2: EUR 600.000 (six hundred thousand euros)]. However, this must in no way be construed as a commitment on the Agency to purchase for the maximum amount.

The maximum prices of the services shall be as listed in Annex II.

### I.3.2. Price revision

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

At the beginning of the second and every following year of the FWC, 80% of each price may be revised upwards or downwards, if such revision is requested by one of the parties in writing no later than three months before the anniversary of the date on which it was signed. The other party shall acknowledge receipt within 15 days of receiving the request. The new prices shall be communicated as soon as the final index is available. The Agency shall purchase on the basis of the prices in force on the date on which order forms or specific contracts are signed by both parties. Such prices shall not be subject to revision.

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

Revision shall be calculated in accordance with the following formula:

$$Pr = Po \times \left( 0.2 + 0.8 \frac{Ir}{Io} \right)$$

Where:

- Pr = revised price;
- Po = price in the original tender;
- Io = index for the month corresponding to the final date for submission of tenders;  
index for the month corresponding to the date of receipt of the request to revise
- Ir = prices.

### I.3.3. Reimbursement of expenses

In addition to the maximum total price specified in each order form or specific contract, travel, subsistence, accommodation and shipment expenses shall be reimbursed in accordance with Article II.16, as shall other expenses provided for by the tender specifications.

The daily subsistence allowance referred to in Article II.16.4 (d) and the accommodation flat-rate ceiling referred to in Article II.16.4(e) shall be as listed in Annex III.

## Article I.4. Payment arrangements and performance of the framework contract<sup>3</sup>

### I.4.1. Multiple framework contract with reopening of competition

<sup>3</sup> The insertion of pre-financing and interim payment clauses is optional but there must always be provision for payment of the balance.

Within a minimum of 10 working days of a request for services being sent by the Agency to the contractors, the Agency shall receive the specific tender back, duly signed and dated. In the event of failure to observe these conditions the contractor shall be considered to waive its participation in the specific competition. The Agency may sign a specific contract with the contractor who has submitted the best specific tender on the basis of the award criteria set out in the tender specifications.

Within a minimum of 5 working days of a specific contract being sent by the Agency to the contractor, the Agency shall receive it back, duly signed and dated. The period allowed for the execution of the tasks shall start to run on the date indicated in the specific contract.

The specific tender shall be rejected if the Agency established that the contractor has conflicting interests which may negatively affect performance of the specific contract.

#### **I.4.1. Pre-financing**

**I.4.2.** Not applicable

#### **I.4.3. Interim payment**

The contractor shall submit an invoice for an interim payment equal to the amount referred to in the relevant order form or specific contract.

Invoices for interim payment shall be accompanied by a progress report or any other document in accordance with the relevant specific contract and statements of reimbursable expenses in accordance with Article II.16. The Agency shall make the payment within 60 days from receipt of the invoice. The contractor shall have 15 days in which to submit additional information or corrections, a new progress report or other documents if it is required by the Agency.

#### **I.4.4. Payment of the balance**

The contractor shall submit an invoice for payment of the balance.

The invoice shall be accompanied by the final progress report or any other document in accordance with the relevant specific contract and statements of reimbursable expenses in accordance with Article II.16. The Agency shall make the payment within 60 days from receipt of the invoice. The contractor shall have 15 days in which to submit additional information or corrections, a new final progress report or other documents if it is required by the Agency.

### **Article I.5. Bank account**

Payments shall be made to the contractor's bank account denominated in [euros] *[insert local currency where the receiving country does not allow transactions in EUR]*, identified as follows:

Name of bank:

Full address of branch:

Exact designation of account holder:

Full account number including [bank] codes:

[IBAN<sup>4</sup> code:]

**Article I.6. Communication details and data controller**

For the purpose of Article II.6, the data controller shall be the Agency.

Communications shall be sent to the following addresses:

The Agency:	Contractor:
European Chemicals Agency Directorate <i>[complete]</i> <i>[Unit [complete]]</i> Annankatu 18 00120 Helsinki Finland Email: <i>[insert functional mailbox]</i>	<i>[Full name]</i> <i>[Function]</i> <i>[Company name]</i> <i>[Full official address]</i> Email: <i>[complete]</i>

**Article I.7. Applicable law and settlement of disputes**

**I.7.1.** The FWC shall be governed by Union law, complemented, where necessary, by the law of Finland.

**I.7.2.** Any dispute between the parties in relation to the interpretation, application or validity of the FWC, which cannot be settled amicably, shall be brought before the courts of Helsinki.

**Article I.8. Exploitation of the results of the FWC**

**I.8.1. Modes of exploitation**

In accordance with Article II.10.2 whereby the Agency acquires ownership of the results as defined in the tender specifications (Annex I), these results may be used for any of the following purposes:

- a) use for its own purposes:
  - i) making available to the staff of the Agency;
  - ii) making available to the persons and entities working for the Agency or cooperating with it, including contractors, subcontractors whether legal or natural persons, Union institutions, agencies and bodies or Member States' institutions;
  - iii) installing, uploading, processing;
  - iv) arranging, compiling, combining, retrieving;
  - v) copying, reproducing in whole or in part and in unlimited number of copies.
- b) distribution to the public:
  - i) publishing in hard copies;
  - ii) publishing in electronic or digital format;
  - iii) publishing on the internet as a downloadable/non-downloadable file;

<sup>4</sup> BIC or SWIFT code for countries with no IBAN code.

- iv) broadcasting by any kind of technique of transmission;
  - v) public presentation or display;
  - vi) communication through press information services;
  - vii) inclusion in widely accessible databases or indexes;
  - viii) otherwise in any form and by any method.
- c) modifications by the Agency or by a third party in the name of the Agency:
- i) shortening;
  - ii) summarising;
  - iii) modifying the content;
    - making technical changes to the content;
    - 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) with a view of making modifications;
  - iv) addition of new elements, paragraphs titles, leads, bolds, legend, table of content, summary, graphics, subtitles, sound, etc.;
  - v) preparation in audio form, preparation as a presentation, animation, pictograms story, slideshow, public presentation etc.;
  - vi) extracting a part or dividing into parts;
  - vii) use of a concept or preparation of a derivative work;
  - viii) digitisation or converting the format for storage or usage purposes;
  - ix) modifying dimensions;
  - x) translating, inserting subtitles, dubbing in different language versions:
    - English, French, German;
    - all official languages of EU;
    - languages used within EU;
    - languages of candidate countries;
- d) the modes of exploitation listed in Article II.10.4.
- e) rights to authorise, license, or sub-license in case of licensed pre-existing rights, the modes of exploitation set out in any of the points (a) to (d) to third parties.

Where the Agency becomes aware that the scope of modifications exceeds that envisaged in the contract, the Agency shall consult the contractor. Where necessary, the contractor shall in turn seek the agreement of any creator or other right holder. The contractor shall reply to the Agency within one month and shall provide its agreement, including any suggestions of modifications, free of charge. The creator may refuse the intended modification only when it may harm their honour, reputation or distort the integrity of the work.

**I.8.2. Pre-existing rights and transmission of rights**

All pre-existing rights shall be licensed to the Agency in accordance with Article II.10.3.

The contractor shall provide to the Agency a list of pre-existing rights and third parties' rights including its personnel, creators or other right holders as provided for in Article II.10.5.

**Article I.9. Termination by either party**

Either party may, unilaterally and without being required to pay compensation, terminate either the FWC or the FWC and order forms or specific contracts by formally notifying the other party and by giving one month's notice. Should the Agency terminate the FWC, order forms or specific contracts, the contractor shall only be entitled to payment corresponding to the part-performance of the services ordered before the termination date. The first paragraph of Article II.14.3 shall apply.

**Article I.10. Inter-institutional framework contract**

Not applicable

**SIGNATURES**

For the Contractor,

*[Company name/  
forename/surname  
function]*

signature[s]: \_\_\_\_\_

Done at [...], [date]

In duplicate in English.

For the Agency,

Jukka Malm,  
Deputy Executive Director

signature[s]: \_\_\_\_\_

Done at Helsinki, [date]



## II. General conditions for service framework contracts

### Article II.1. Performance of the FWC

- II.1.1.** The contractor shall perform the FWC to the highest professional standards.
- II.1.2.** The contractor shall be solely responsible for taking the necessary steps to obtain any permit or licence required for performance of the FWC under the laws and regulations in force at the place where the tasks assigned to it are to be executed.
- II.1.3.** Without prejudice to Article II.4 any reference made to the contractor's personnel in the FWC shall relate exclusively to individuals involved in the performance of the FWC.
- II.1.4.** The contractor must ensure that the personnel performing the FWC possesses the professional qualifications and experience required for the execution of the tasks assigned to it.
- II.1.5.** The contractor shall neither represent the Agency nor behave in any way that would give such an impression. The contractor shall inform third parties that it does not belong to the European public service.
- II.1.6.** The contractor shall be solely responsible for the personnel who executes the tasks assigned to the contractor.

The contractor shall stipulate the following employment or service relationships with its personnel:

- a) personnel executing the tasks assigned to the contractor may not be given orders directly by the Agency;
- b) the Agency may not under any circumstances be considered to be the employer of the personnel referred to in point (a) and the personnel shall undertake not to invoke against the Agency any right arising from the contractual relationship between the Agency and the contractor.
- II.1.7.** In the event of disruption resulting from the action of one of the contractor's personnel working on the Agency's premises or in the event that the expertise of one of the contractor's personnel fails to correspond to the profile required by the FWC, the contractor shall replace them without delay. The Agency shall have the right to make a reasoned request for the replacement of any such personnel. The replacement personnel must have the necessary qualifications and be capable of performing the FWC under the same contractual conditions. The contractor shall be responsible for any delay in the execution of the tasks assigned to them resulting from the replacement of personnel.
- II.1.8.** Should the execution of the tasks be directly or indirectly hampered, either partially or totally, by any unforeseen event, action or omission, the contractor shall immediately and on its own initiative record it and report it to the Agency. 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 its obligations under this FWC. In such an event, the contractor shall give priority to solving the problem rather than determining liability.

- II.1.9.** Should the contractor fail to perform its obligations under the FWC or order form or specific contract, the Agency may - without prejudice to its right to terminate the FWC order form or specific contract or - reduce or recover payments in proportion to the scale of the unperformed obligations. In addition, the Agency may claim compensation or impose liquidated damages in accordance with Article II.12.

## **Article II.2. Means of communication**

- II.2.1.** Any communication relating to the FWC or to its performance shall be made in writing and shall bear the FWC number, and if applicable the order form or specific contract number. Any communication is deemed to have been made when it is received by the receiving party unless otherwise provided for in this FWC.
- II.2.2.** Electronic communication shall be deemed to have been received by the parties on the day of dispatch of that communication provided it is sent to the addressees listed in Article I.6. Without prejudice to the preceding, if the sending party receives a message of non-delivery to or of absence of the addressee, it shall make every effort to ensure the actual receipt of such communication by the other party.

Electronic communication shall be confirmed by an original signed paper version of that communication if requested by any of the parties provided that this request is submitted without unjustified delay. The sender shall send the original signed paper version without unjustified delay.

- II.2.3.** Mail sent using the postal services is deemed to have been received by the Agency on the date on which it is registered by the department responsible referred to in Article I.6.

Any formal notification shall be made by registered mail with return receipt or equivalent, or by equivalent electronic means.

## **Article II.3. Liability**

- II.3.1.** The contractor shall be solely responsible for complying with any legal obligations incumbent on it.
- II.3.2.** The Agency shall not be held liable for any damage caused or sustained by the contractor, including any damage caused by the contractor to third parties during or as a consequence of performance of the FWC, except in the event of wilful misconduct or gross negligence on the part of the Agency.
- II.3.3.** The contractor shall be held liable for any loss or damage sustained by the Agency in performance of the FWC, including in the event of subcontracting, and for any claim by a third party, but only to an amount not exceeding three times the total amount of the relevant order form or specific contract. Nevertheless, if the damage or loss is caused by the gross negligence or wilful misconduct of the contractor or of its personnel or subcontractors, the contractor shall have unlimited liability for the amount of the damage or loss.
- II.3.4.** The contractor shall indemnify and hold the Agency harmless for all damages and costs incurred due to any claim. The contractor shall provide compensation in the event of any action, claim or proceeding brought against the Agency by a third party as a result of damage caused by the contractor during the performance of the FWC. In the event of any action brought by a third party against the Agency in connection

with the performance of the FWC including any alleged breach of intellectual property rights, the contractor shall assist the Agency. Such expenditure incurred by the contractor may be borne by the Agency.

- II.3.5.** The contractor shall take out an insurance policy against risks and damage relating to the performance of the FWC if required by the relevant applicable legislation. It 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 Agency should it so request.

#### **Article II.4. Conflicts of interest**

- II.4.1.** The contractor shall take all the necessary measures to prevent any situation of conflict of interest. Such situations arise where the impartial and objective performance of the FWC is compromised for reasons involving economic interest, political or national affinity, family or emotional ties, or any other shared interest.
- II.4.2.** Any situation constituting or likely to lead to a conflict of interest during the performance of the FWC shall be notified to the Agency in writing without delay. The contractor shall immediately take all the necessary steps to rectify the situation. The Agency reserves the right to verify that the steps taken are appropriate and may require that additional steps be taken within a specified deadline.
- II.4.3.** The contractor declares that it 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, when such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, in so far as it serves as an incentive or reward relating to the performance of the FWC.
- II.4.4.** The contractor shall pass on all the relevant obligations in writing to its personnel and to any natural person with the power to represent it or take decisions on its behalf and ensure that it is not placed in a situation which could give rise to conflicts of interest. The contractor shall also pass on all the relevant obligations in writing to third parties involved in the performance of the FWC including subcontractors.

#### **Article II.5. Confidentiality**

- II.5.1.** The Agency and the contractor shall treat with confidentiality any information and documents, in any form, disclosed in writing or orally in relation to the performance of the FWC and identified in writing as confidential.

The contractor shall:

- a) not use confidential information and documents for any purpose other than fulfilling its obligations under the FWC, order form or specific contract without prior written agreement of the Agency;
- b) ensure the protection of such confidential information and documents with the same level of protection it uses to protect its own confidential information, but in no case any less than reasonable care;
- c) not disclose directly or indirectly confidential information and documents to third parties without prior written agreement of the Agency.

- II.5.2.** The confidentiality obligation set out in Article II.5.1 shall be binding on the Agency and the contractor during the performance of the FWC and for five years starting from the date of the payment of the balance unless:
- a) the disclosing party agrees to release the other party from the confidentiality obligation earlier;
  - b) the confidential information becomes public through other means than in breach of the confidentiality obligation, through disclosure by the party bound by that obligation;
  - c) the disclosure of the confidential information is required by law.
- II.5.3.** The contractor shall obtain from any natural person with the power to represent it or take decisions on its behalf, as well as from third parties involved in the performance of the FWC, order form or specific contract an undertaking that they will comply with the confidentiality obligation set out in Article II.5.1.

## **Article II.6. Processing of personal data**

- II.6.1.** Any personal data included in the FWC shall be processed pursuant to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 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 by the data controller solely for the purposes of the performance, management and monitoring of the FWC without prejudice to its possible transmission to the bodies charged with monitoring or inspection tasks in application of Union law.
- II.6.2.** The contractor shall have the right to access its personal data and the right to rectify any such data. The contractor should address any queries concerning the processing of its personal data to the data controller.
- II.6.3.** The contractor shall have right of recourse at any time to the European Data Protection Supervisor.
- II.6.4.** Where the FWC 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 its rights.
- II.6.5.** The contractor shall grant personnel access to the data to the extent strictly necessary for the performance, management and monitoring of the FWC.
- II.6.6.** 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 gaining access to computer systems processing personal data, and especially:
    - i) unauthorised reading, copying, alteration or removal of storage media;
    - ii) unauthorised data input, as well as any unauthorised disclosure, alteration or erasure of stored personal data;

- iii) 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 Agency;
- 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.7. Subcontracting**

- II.7.1.** The contractor shall not subcontract without prior written authorisation from the Agency nor cause the FWC to be de facto performed by third parties.
- II.7.2.** Even where the Agency authorises the contractor to subcontract to third parties, it shall nevertheless remain bound by its contractual obligations and shall be solely responsible for the proper performance of this FWC.
- II.7.3.** The contractor shall make sure that the subcontract does not affect rights and guarantees granted to the Agency by virtue of this FWC, notably by Article II.18.

### **Article II.8. Amendments**

- II.8.1.** Any amendment to the FWC or order form or specific contract shall be made in writing before fulfilment of all contractual obligations. An order form or a specific contract may not be deemed to constitute an amendment to the FWC.
- II.8.2.** The amendment may not have the purpose or the effect of making changes to the FWC or to order forms or specific contracts which might call into question the decision awarding the FWC, order form or specific contract or result in unequal treatment of tenderers or contractors.

### **Article II.9. Assignment**

- II.9.1.** The contractor shall not assign the rights, including claims for payments, and obligations arising from the FWC, in whole or in part, without prior written authorisation from the Agency.
- II.9.2.** In the absence of such authorisation, or in the event of failure to observe the terms thereof, the assignment of rights or obligations by the contractor shall not be enforceable against the Agency and shall have no effect on it.

### **Article II.10. Ownership of the results - Intellectual and industrial property rights**

#### **II.10.1. Definitions**

In this FWC the following definitions apply:

1. 'results' means any intended outcome of the performance of the FWC which is delivered and finally accepted by the Agency.
2. 'creator' means any natural person who contributed to the production of the result and includes personnel of the Agency or a third party.
3. 'pre-existing rights' means any industrial and intellectual property rights, including background technology, which exist prior to the Agency or the contractor ordering them for the purpose of the FWC performance and include rights of ownership and use by the contractor, the creator, the Agency and any other third parties.

#### **II.10.2. Ownership of the results**

The ownership of the results shall be fully and irrevocably acquired by the Agency under the FWC including any rights in any of the results listed in the FWC and order forms or specific contracts, including copyright and other intellectual or industrial property rights, and all technological solutions and information contained therein, produced in performance of the FWC. The Agency may exploit them as stipulated in this FWC or order forms or specific contracts. All the rights shall be acquired by the Union from the moment the results are delivered by the contractor and accepted by the Agency. Such delivery and acceptance are deemed to constitute an effective assignment of rights from the contractor to the Agency.

The payment of the price as set out in the order forms or specific contracts is deemed to include any fees payable to the contractor in relation to the acquisition of ownership of rights by the Agency including all forms of use of the results.

The acquisition of ownership of rights by the Union under this FWC covers all territories worldwide.

Any intermediary sub-result, raw data, intermediary analysis made available by the contractor cannot be used by the Agency without the written consent of the contractor, unless the FWC or specific contract or order form explicitly provides for it to be treated as a self-contained result.

#### **II.10.3. Licensing of pre-existing rights**

The Agency shall not acquire ownership of the pre-existing rights.

The contractor shall license the pre-existing rights on a royalty-free, non-exclusive and irrevocable basis to the Agency which may use the pre-existing right as foreseen in Article I.8.1 or in order forms or specific contracts. All the pre-existing rights shall be licensed to the Agency from the moment the results were delivered and accepted by the Agency.

The licensing of pre-existing rights to the Agency under this FWC covers all territories worldwide and is valid for the whole duration of intellectual property rights protection.

#### **II.10.4. Modes of exploitation**

The Agency shall acquire ownership of each of the results produced as an outcome of the FWC, which may be used for any of the following purposes:

- a) giving access upon individual requests without the right to reproduce or exploit, as provided for by Regulation 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
- b) storage of the original and copies made in accordance with this FWC or specific contract or order form;
- c) archiving in line with the document management rules applicable to the Agency

#### **II.10.5. Identification and evidence of granting of pre-existing rights and rights of third parties**

When delivering the results, the contractor shall warrant that they are free of rights or claims from creators and third parties including in relation to pre-existing rights, for any use envisaged by the Agency. This does not concern the moral rights of natural persons.

The contractor shall establish to that effect a list of all pre-existing rights and rights of creators and third parties on the results of this FWC or parts thereof. This list shall be provided no later than the date of delivery of the final results.

In the result, the contractor shall clearly point out all quotations of existing textual works. The complete reference should include as appropriate: name of the author, title of the work, date and place of publication, date of creation, address of publication on internet, number, volume and other information which allows the origin to be easily identified.

Upon request by the Agency, the contractor shall provide evidence of ownership or rights to use all the listed pre-existing rights and rights of third parties except for the rights owned by the Union.

This evidence may refer, *inter alia*, to rights to: parts of other documents, images, graphs, tables, data, software, technical inventions, know-how etc. (delivered in paper, electronic or other form), 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.

The evidence shall include, as appropriate:

- a) the name and version number of a software product;
- b) the full identification of the work and its author, developer, creator, translator, data entry person, graphic designer, publisher, editor, photographer, producer;
- c) a copy of the licence to use the product or of the agreement granting the relevant rights to the contractor or a reference to this licence;
- d) a copy of the agreement or extract from the employment contract granting the relevant rights to the contractor where parts of the results were created by its personnel;
- e) the text of the disclaimer notice if any.

Provision of evidence does not release the contractor from its responsibilities if it is found that it does not hold the necessary rights, regardless of when and by whom this fact was revealed.

The contractor also warrants that it possesses the relevant rights or powers to execute the transfer and that it has paid or has verified payment of all due fees including fees due to collecting societies, related to the final results.

#### **II.10.6. Creators**

By delivering the results the contractor warrants that the creators undertake not to oppose that their names be recalled when the results are presented to the public and confirms that the results can be divulged. Names of authors shall be recalled on request in the manner communicated by the contractor to the Agency.

The contractor shall obtain the consent of creators regarding the granting of the relevant rights and be ready to provide documentary evidence upon request.

#### **II.10.7. Persons appearing in photographs or films**

If natural, recognisable persons appear in a result or their voice is recorded the contractor shall submit a statement of these persons (or of the persons exercising parental authority in case of minors) where they give their permission for the described use of their image or voice on request by the Agency. This does not apply to persons whose permission is not required in line with the law of the country where photographs were taken, films shot or audio records made.

#### **II.10.8. Copyright for pre-existing rights**

When the contractor retains pre-existing rights on parts of the results, reference shall be inserted to that effect when the result is used as set out in Article I.8.1 with the following disclaimer: © - year – European Union. All rights reserved. Certain parts are licensed under conditions to the EU.

#### **II.10.9. Visibility of Agency funding and disclaimer**

When making use of the results, the contractor shall declare that they have been produced within a contract with the Agency and that the opinions expressed are those of the contractor only and do not represent the Agency's official position. The Agency may waive this obligation in writing.

### **Article II.11. Force majeure**

**II.11.1.** 'Force majeure' means any unforeseeable and exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under the FWC, which was not attributable to error or negligence on their part or on the part of subcontractors and which proves to be inevitable in spite of exercising due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure, as well as labour disputes, strikes or financial difficulties, cannot be invoked as force majeure.

**II.11.2.** A party faced with force majeure shall formally notify the other party without delay, stating the nature, likely duration and foreseeable effects.

**II.11.3.** The party faced with force majeure shall not be held in breach of its contractual obligations if it has been prevented from fulfilling them by force majeure. Where the



contractor is unable to fulfil its contractual obligations owing to force majeure, it shall have the right to remuneration only for the tasks actually executed.

**II.11.4.** The parties shall take all the necessary measures to limit any damage due to force majeure.

### **Article II.12. Liquidated damages**

The Agency may impose liquidated damages should the contractor fail to complete its contractual obligations, also with regard to the required quality level, according to the tender specifications.

Should the contractor fail to perform its contractual obligations within the time limits set by the FWC or the relevant order form or specific contract, then, without prejudice to the contractor's actual or potential liability or to the Agency's right to terminate the FWC or the relevant order form or specific contract, the Agency may impose liquidated damages for each and every calendar day of delay according to the following formula:

#### **0.3 x (V/d)**

**V** is the price of the relevant purchase;

**d** is the duration specified in the relevant order form or specific contract or, failing that, the period between the date specified in Article I.4.1 and the date of delivery or performance specified in the relevant order form or specific contract, expressed in calendar days

The contractor may submit arguments against this decision within 30 days of receipt of the formal notification. In the absence of a reaction on its part or of written withdrawal by the Agency within 30 days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable.

The parties 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 incurred due to failure to fulfil obligations which may be reasonably anticipated.

### **Article II.13. Suspension of the performance of the FWC**

#### **II.13.1. Suspension by the contractor**

The contractor may suspend the performance of the FWC or order form or specific contract or any part thereof if a case of force majeure makes such performance impossible or excessively difficult. The contractor shall inform the Agency about the suspension without delay, giving all the necessary reasons and details and the envisaged date for resuming the performance of the FWC, order form or specific contract.

Once the circumstances allow the performance of the FWC to be resumed, the contractor shall inform the Agency immediately, unless the Agency has already terminated the FWC, order form or specific contract.

#### **II.13.2. Suspension by the Agency**

The Agency may suspend the performance of the FWC or order form or specific contract or any part thereof:

- a) if the FWC or order form or specific contract award procedure or the performance of the FWC proves to have been subject to substantial errors, irregularities or fraud;
- b) in order to verify whether presumed substantial errors, irregularities or fraud have actually occurred.

Suspension shall take effect on the day the contractor receives formal notification, or at a later date where the notification so provides. The Agency shall as soon as possible give notice to the contractor to resume the service suspended or inform the contractor that it is proceeding with termination of the FWC or order form or specific contract. The contractor shall not be entitled to claim compensation on account of suspension of the FWC or order form or specific contract or of part thereof.

## Article II.14. Termination of the FWC

### II.14.1. Grounds for termination

The Agency may terminate the FWC, an order form or a specific contract respectively in the following circumstances:

- a) if a change to the contractor's legal, financial, technical or organisational or ownership situation is likely to affect the performance of the FWC, order form or specific contract substantially or call into question the decision to award the FWC;
- b) if execution of the tasks under a pending order form or a specific contract has not actually commenced within 15 days of the date foreseen, and the new date proposed, if any, is considered unacceptable by the Agency, taking into account Article II.8.2;
- c) if the contractor does not perform the FWC or an order form or specific contract as established in the tender specifications or request for service, or fails to fulfil another substantial contractual obligation; termination of three or more order forms or specific contracts on these grounds shall constitute grounds for termination of the FWC;
- d) in the event of force majeure notified in accordance with Article II.11 or if the performance of the FWC, order form or specific contract has been suspended by the contractor as a result of force majeure, notified in accordance with Article II.13, where either resuming performance is impossible or the modifications to the FWC, order form or specific contract might call into question the decision awarding the FWC, order form or specific contract, or result in unequal treatment of tenderers or contractors;
- e) if the contractor is declared bankrupt, is being wound up, is having its 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;
- f) if the contractor or any natural person with the power to represent it or take decisions on its behalf has been found guilty of professional misconduct proven by any means;
- g) if the contractor is not in compliance with its 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 it is established or with those of the country of

the applicable law of this FWC or those of the country where the FWC is to be performed;

- h) if the Agency has evidence that the contractor or any natural persons with the power to represent it or take decisions on its behalf have committed fraud, corruption, or are involved in a criminal organisation, money laundering or any other illegal activity detrimental to the Union's financial interests;
- i) if the Agency has evidence that the contractor or any natural persons with the power to represent it or take decisions on its behalf have committed substantial errors, irregularities or fraud in the award procedure or the performance of the FWC, including the submission of false information;
- j) if the contractor is unable, through its own fault, to obtain any permit or licence required for performance of the FWC, order form or specific contract;
- k) if the needs of the Agency change and it no longer requires new services under the FWC;
- l) when due to the termination of the FWC 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. Procedure for termination**

When the Agency intends to terminate the FWC, order form or specific contract it shall formally notify the contractor of its intention specifying the grounds thereof. The Agency shall invite the contractor to make any observations and, in the case of point (c) of Article II.14.1, to inform the Agency about the measures taken to continue the fulfilment of its contractual obligations, within 30 days from receipt of the notification.

If the Agency does not confirm acceptance of these observations by giving written approval within 30 days of receipt, the termination procedure shall proceed. In any case of termination, the Agency shall formally notify the contractor about its decision to terminate the FWC, order form or specific contract. In the cases referred to in points (a), (b), (c), (e), (g), (j), (k) and (l) of Article II.14.1, the formal notification shall specify the date on which the termination takes effect. In the cases referred to in points (d), (f), (h), and (i) of Article II.14.1, the termination shall take effect on the day following the date on which notification of termination is received by the contractor.

#### **II.14.3. Effects of termination**

In the event of termination, the contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the notification of termination, the contractor shall take all the appropriate measures to minimise costs, prevent damages, and cancel or reduce its commitments. The contractor shall have 60 days from the date of termination to draw up the documents required by the special conditions, order forms or specific contracts for the tasks already executed on the date of termination and produce an invoice if necessary. The Agency may recover any amounts paid under the FWC.

The Agency may claim compensation for any damage suffered in the event of termination.

On termination, the Agency may engage any other contractor to execute or complete the services. The Agency shall be entitled to claim from the contractor all extra costs incurred in this regard, without prejudice to any other rights or guarantees it may have under the FWC.

## **Article II.15. Reporting and payments**

### **II.15.1. Date of payment**

Payments shall be deemed to be effected on the date when they are debited to the Agency's account.

### **II.15.2. Currency**

The FWC shall be in euros.

Payments shall be executed in euros or in the local currency as provided for in Article I.5.

Conversion between the euro and another currency shall be made according to the daily euro exchange rate published in the *Official Journal of the European Union* or, failing that, at the monthly accounting exchange rate established by the European Commission and published on its website, applicable on the day on which the payment order is issued by the Agency.

### **II.15.3. Costs of transfer**

The costs of the transfer shall be borne in the following way:

- a) costs of dispatch charged by the bank of the Agency shall be borne by the Agency;
- b) cost of receipt charged by the bank of the contractor shall be borne by the contractor;
- c) costs for repeated transfer caused by one of the parties shall be borne by the party causing repetition of the transfer.

### **II.15.4. Invoices and Value Added Tax**

Invoices shall contain the contractor's identification, the amount, the currency and the date, as well as the FWC reference and reference to the order form or specific contract.

Invoices shall indicate the place of taxation of the contractor for value added tax (VAT) purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

The Agency is, as a rule, exempt from all taxes and duties, including VAT, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union.

The contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the supplies and services required for performance of the FWC are exempt from taxes and duties, including VAT exemption.

**II.15.5. Pre-financing and performance guarantees**

Pre-financing guarantees shall remain in force until the pre-financing is cleared against interim payments or payment of the balance and, in case the latter takes the form of a debit note, three months after the debit note is notified to the contractor. The Agency shall release the guarantee within the following month.

Performance guarantees shall cover performance of the service in accordance with the terms set out in the request for services until its final acceptance by the Agency. The amount of the performance guarantee shall not exceed the total price of the order form or specific contract. The guarantee shall provide that it remains in force until final acceptance. The Agency shall release the guarantee within a month following the date of final acceptance.

Where, in accordance with Article I.4, a financial guarantee is required for the payment of pre-financing, or as performance guarantee, it shall fulfil the following conditions:

- a) the financial guarantee is provided by a bank or an approved financial institution or, at the request of the contractor and agreement by the Agency, by a third party;
- b) the guarantor stands as first-call guarantor and does not require the Agency to have recourse against the principal debtor (the contractor).

The cost of providing such guarantee shall be borne by the contractor.

**II.15.6. Interim payments and payment of the balance**

The contractor shall submit an invoice for interim payment upon delivery of intermediary results, accompanied by a progress report or any other documents, as provided for in Article I.4 or in the tender specifications or in the order form or specific contract.

The contractor shall submit an invoice for payment of the balance within 60 days following the end of the period referred to in Article III.2.2, accompanied by a final progress report or any other documents provided for in Article I.4 or in the tender specifications or in the order form or specific contract.

Upon receipt, the Agency shall pay the amount due as interim or final payment, within the periods specified in Article I.4, provided the invoice and documents have been approved and without prejudice to Article II.15.7. Approval of the invoice and documents shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

Payment of the balance may take the form of recovery.

**II.15.7. Suspension of the time allowed for payment**

The Agency may suspend the payment periods specified in Article I.4 at any time by notifying the contractor that its invoice cannot be processed, either because it does not comply with the provisions of the FWC, or because the appropriate documents have not been produced.

The Agency shall inform the contractor in writing as soon as possible of any such suspension, giving the reasons for it.

Suspension shall take effect on the date the notification is sent by the Agency. The remaining payment period shall start to run again from the date on which the requested information or revised documents are received or the necessary further verification, including on-the-spot checks, is carried out. Where the suspension period exceeds two months, the contractor may request the Agency to justify the continued suspension.

Where the payment periods have been suspended following rejection of a document referred to in the first paragraph and the new document produced is also rejected, the Agency reserves the right to terminate the order form or specific contract in accordance with Article II.14.1(c).

### **II.15.8. Interest on late payment**

On expiry of the payment periods specified in Article I.4, and without prejudice to Article II.15.7, the contractor is entitled to interest on late payment at the rate applied by the European Central Bank for its main refinancing operations in euros (the reference rate) plus eight points. The reference rate shall be the rate in force on the first day of the month in which the payment period ends, as published in the C-series of the *Official Journal of the European Union*.

The suspension of the payment period in accordance with Article II.15.7 may not be considered as a late payment.

Interest on late payment shall cover the period running from the day following the due date for payment up to and including the date of actual payment as defined in Article II.15.1.

However, when the calculated interest is lower than or equal to EUR 200, it shall be paid to the contractor only upon request submitted within two months of receiving late payment.

## **Article II.16. Reimbursements**

**II.16.1.** Where provided by the special conditions or by the tender specifications, the Agency shall reimburse the expenses that are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets, or failing that, on production of copies or scanned originals, or on the basis of flat rates.

**II.16.2.** Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary and the minimum number of nights necessary for overnight stay at the destination.

**II.16.3.** 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;

In addition, travel outside Union territory shall be reimbursed provided the Agency has given its prior written consent.

**II.16.4.** Subsistence expenses shall be reimbursed on the basis of a daily subsistence allowance as follows:

- a) for journeys of less than 200 km for a return trip, no subsistence allowance shall be payable;
- b) daily subsistence allowance shall be payable only on receipt of supporting documents proving that the person concerned was present at the destination;
- c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including meals, local transport which includes transport to and from the airport or station, insurance and sundries;
- d) daily subsistence allowance shall be reimbursed at the flat rates specified in Article I.3;
- e) accommodation shall be reimbursed on receipt of supporting documents proving the necessary overnight stay at the destination, up to the flat-rate ceilings specified in Article I.3.

**II.16.5.** The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the Agency has given prior written authorisation.

**II.16.6.** Conversion between the euro and another currency shall be made as specified in Article II.15.2.

### Article II.17. Recovery

**II.17.1.** If an amount is to be recovered under the terms of the FWC, the contractor shall repay the Agency the amount in question according to the terms and by the date specified in the debit note.

**II.17.2.** If the obligation to pay the amount due is not honoured by the date set by the Agency in the debit note, the amount due shall bear interest at the rate indicated in Article II.15.8. Interest on late payments shall cover the period from the day following the due date for payment up to and including the date when the Agency receives the full amount owed.

Any partial payment shall first be entered against charges and interest on late payment and then against the principal amount.

**II.17.3.** If payment has not been made by the due date, the Agency may, after informing the contractor in writing, recover the amounts due by offsetting them against any amounts owed to the contractor by the Agency or by calling in the financial guarantee, where provided for in Article I.4 or in the specific contract.

## Article II.18. Checks and audits

**II.18.1.** The Agency and the European Anti-Fraud Office may check or have an audit on the performance of the FWC. It may be carried out either directly by its own staff or by any other outside body authorised to do so on its behalf.

Such checks and audits may be initiated during the performance of the FWC and during a period of five years which starts running from the date of expiry of the FWC.

The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the Agency. Audits shall be carried out on a confidential basis.

**II.18.2.** The contractor shall keep all original documents stored on any appropriate medium, including digitised originals when they are authorised by national law and under the conditions laid down therein, for a period of five years which starts running from the date of expiry of the FWC.

**II.18.3.** The contractor shall allow the Agency's staff and outside personnel authorised by the Agency the appropriate right of access to sites and premises where the FWC is performed and to all the information, including information in electronic format, needed in order to conduct such checks and audits. The contractor shall ensure that the information is readily available at the moment of the check or audit and, if so requested, that information be handed over in an appropriate form.

**II.18.4.** On the basis of the findings made during the audit, a provisional report shall be drawn up. It shall be sent to the contractor, which shall have 30 days following the date of receipt to submit observations. The final report shall be sent to the contractor within 60 days following the expiry of that deadline.

On the basis of the final audit findings, the Agency may recover all or part of the payments made and may take any other measures which it considers necessary.

**II.18.5.** By virtue of Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspection carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities and Regulation (EC) No 1073/1999 of the European Parliament and the Council of 25 May 1999 concerning investigation conducted by the European Anti-Fraud Office (OLAF), the OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against fraud and other irregularities. Where appropriate, the findings may lead to recovery by the Agency.

**II.18.6.** The Court of Auditors shall have the same rights as the Agency, notably right of access, for the purpose of checks and audits.



**Specific contract no** *[complete]***Implementing Framework contract No** *[complete]*

The European Chemicals Agency (hereinafter referred to as "the Agency"), represented for the purposes of the signature of this specific contract by *[forename, surname, function, directorate]*<sup>5</sup>,

on the one part,

and

*[full official name]*

*[official legal form]*<sup>6</sup>

*[statutory registration number]*<sup>7</sup>

*[full official address]*

*[VAT registration number]*

(hereinafter referred to as "the contractor"), *[represented for the purposes of the signature of this specific 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 Agency for the performance of this specific contract.]

on the other part,

---

<sup>5</sup> The ECHA official must be an Authorising Officer (by delegation or sub-delegation) designated in accordance with the Decision by the Executive Director of 28 April 2010 on the Delegation of Financial Authority (ED/23/2010).

<sup>6</sup> Delete if contractor is a natural person or a body governed by public law.

<sup>7</sup> Delete if contractor is a body governed by public law. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

HAVE AGREED

### Article III.1. Subject matter

- III.1.1.** This specific contract implements Framework Contract (FWC) No *[complete]* signed by the Agency and the contractor on *[complete date]*.
- III.1.2.** The subject matter of this specific contract is *[short description of subject]*. [This specific contract relates to [lot 1/lot 2] of the FWC.]
- III.1.3.** The contractor undertakes, in accordance with the terms set out in the FWC and in this specific contract and the annexes thereto, which form an integral part thereof, to perform the *[following tasks:]* *[tasks specified in Annex [complete].]*

### Article III.2. Entry into force and duration

- III.2.1.** This specific contract shall enter into force *[on the date on which it is signed by the last party]* *[on [insert date] if it has already been signed by both parties]*.
- III.2.2.** The duration of the execution of the tasks shall not exceed *[complete]* *[days][months]*. Execution of the tasks shall start from *[the date of entry into force of this specific contract]* *[insert date]*.
- III.2.3.** 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 maximum total price to be paid under this specific contract shall be EUR *[amount in figures and in words]* covering all tasks executed.
- III.3.2.** In addition to the maximum total price *[no reimbursable expenses are foreseen.]* *[expenses up to the amount of EUR [amount in figures and in words] shall be reimbursed according to the provisions of the FWC].*

#### *[Option: for contractors for which VAT is due in Belgium]*

*[Where VAT is due in Belgium, the provisions of this specific contract constitute a request for VAT exemption No 450, Article 42, paragraph 3.3 of the VAT code (circular 2/1978), provided the contractor includes the following statement in the 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.]*

#### *[Option: for contractors for which VAT is due in Luxembourg]*

*[Where VAT is due in Luxembourg, the contractor shall include the following statement in the invoices: "Commande destinée à l'usage officiel de l'Union européenne. Exonération de la TVA Article 43 § 1 k 2ième tiret de la loi modifiée du 12.02.79." In case of intra-Community purchases, the statement to be included in the invoices is: "For the official use of the European Union. VAT Exemption / European Union/ Article 151 of Council Directive 2006/112/EC."]*

### Article III.4. Performance guarantee

Not applicable

**Article III.5. Exploitation of the results**

[Not applicable]

*[Insert details on the intended use of results linked to the specific request for service supplementing or replacing clause I.8 of the special conditions]*

**Annexes**

Request for services

Contractor’s specific tender (No [complete]<sup>8</sup> of [insert date])

**SIGNATURES**

For the Contractor,

*[Company name/  
forename/surname  
function]*

signature[s]: \_\_\_\_\_

Done at [...], [date]

Induplicate in English.

For the Agency,

*[Forename/Surname  
function]*

signature[s]: \_\_\_\_\_

Done at Helsinki, [date]

---

<sup>8</sup> Number to be inserted in case of competitive multiple framework contract.

 <p><b>ECHA</b> EUROPEAN CHEMICALS AGENCY</p>		<p><b>FRAMEWORK CONTRACT</b></p> <p><b>ORDER FORM</b></p>			
Directorate and unit:  Tel.:  E-mail:	Order number:  Currency of payment: EUR  Offer (date and reference):	(Name and address of contractor)			
This order is governed by the provisions of Framework Contract No. ECHA/2015/50 – [Lot 1/Lot 2] in force from _____ to _____.					
LISTING OF THE SERVICES		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 Agency 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.		Packaging Insurance Transport Assembly VAT			
		<b>TOTAL :</b>			
Place of delivery or performance: Final date of delivery or performance: Terms of payment:  Guarantee:		<p><b>Contractor's signature</b></p> Name: Position: Date:			
Date of issue: Signature [name and position] [ECHA stamp]:					
The invoice shall be paid only if the contractor has returned the signed order form.					

**Framework Service Contract**

Framework contract no: ECHA/2015/50 – [Lot 1/Lot 2]

29 (34)

Contract model of July 2013

**ANNEX I - TENDER SPECIFICATIONS**

**Framework Service Contract**

Framework contract no: ECHA/2015/50 – [Lot 1/Lot 2]

30 (34)

Contract model of July 2013

**ANNEX II – CONTRACTOR’S TENDER**

### ANNEX III – DAILY SUBSISTENCE ALLOWANCES AND ACCOMMODATION FLAT-RATES

The daily subsistence allowance is deemed to cover all subsistence expenses incurred during one day of travel, including meals, local transport which includes transport to and from the airport or station, insurance and sundries. Applicable rates are provided in the table below:

<b>Travel location</b>	<b>Daily allowance</b>	<b>Accommodation flat-rate ceiling</b>
AUSTRIA	95	130
BELGIUM	92	140
BULGARIA	58	169
CYPRUS	93	145
CHECH REPUBLIC	75	155
DENMARK	120	150
ESTONIA	71	110
FINLAND	104	140
FRANCE	95	150
GERMANY	93	115
GREECE	82	140
HUNGARY	72	150
IRELAND	104	150
ITALY	95	135
LATVIA	66	145
LITHUANIA	68	115
LUXEMBOURG	92	145
MALTA	90	115
NETHERLANDS	93	170
POLAND	72	145
PORTUGAL	84	120
ROMANIA	52	170
SLOVAKIA	80	125
SLOVENIA	70	110
SPAIN	87	125
SWEDEN	97	160
UNITED KINGDOM	101	175

## ANNEX IV – STATEMENTS FROM CONTRACTOR REGARDING INTELLECTUAL PROPERTY RIGHTS

### (A) Statement of contractor concerning right to delivered result

I, [*insert name of the authorised representative of the contractor*] representing [*insert name of the contractor*], party to the [*specific*] contract [*insert title and/or number*] warrant that the contractor holds all transferred rights to the delivered [*insert title and/or description of result*] which [*is*][*are*] free of any claims of third parties.

The above-mentioned results were prepared by [*insert names of creators*]. The creators transferred all their relevant rights to the results 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.

The 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

### (B) Statement of creator / intermediary in delivery

of the [*title of the result*]

within the [framework] contract No [*complete*]

[Specific contract No [*complete*]]

concluded between the contracting authority 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 [framework] contract, especially Articles I.8, II.10 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*]].

[As creator, 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.]

Date, place, signature



## **ANNEX V - MODEL REQUEST FOR SERVICES**

### ***ELECTRONIC SUBMISSION***

By e-mail to:

#### **Framework Contract No ECHA/2015/50 [Lot 1/Lot 2], Service Request No SRxx (Contract No ECHA/201x/xxx)**

Pursuant to the Framework Contract ECHA/2015/50 [Lot 1/Lot 2] we request an offer for the services specified in the enclosed Specific Terms of Reference (Enclosure 1).

Submission of an offer implies that the contractor accepts all terms and conditions of the Service Request and its enclosures, and waives all other terms of business.

Your offer should indicate the team of experts to whom you propose to entrust the work in question and the methodology for providing the services. It should also contain your financial offer, indicating the fees and an estimate of reimbursable costs.

The contracting authority explicitly reminds the tenderers about the importance of the compliance of the proposed experts with the minimum requirements mentioned under Section 1.2 of the tender specifications of the FWC ECHA/2015/50 (also specified in Enclosure 2) and in the Specific Terms of Reference (Enclosure 1) and the consistency of the expert profiles with the financial offer (Annex 1 to Enclosure 2).

For more information, please refer to the Specific Terms of Reference.

To facilitate the comparison of the offers, please follow the Template for the Tender Preparation as well as the template for the Financial Offer (Enclosure 2). This Enclosure also contains the award criteria for the specific contracts under the framework contract.

The deadline for submission of your offer is **[date] by [time] Helsinki time at the latest.**

Your offer should be submitted as follows:

- i) be submitted on line, and
- ii) be received by the submission deadline.

**FOR SUBMISSION:** Go to the procurement section of ECHA's website at the following URL:

Please fill in the basic information, and attach the offer to the submission form. Please be informed that the maximum file size is 10Mb.

Tenders submitted in other forms or after the deadline will not be considered.

The period of the validity of the tender, during which tenderers may not modify the terms of their tender in any respect, is (*choose one of the following*) two/three months from the above mentioned deadline for submission.

Contacts between the contracting authority and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

## a) Before the final date for submission of tenders:

- At the request of the tenderer, the contracting authority may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made in writing only to the following e-mail address: procurement@echa.europa.eu. Please mention as subject the reference of this service request indicated in the subject of this letter (ECHA/2015/50 [Lot 1/Lot 2] SR[XX]).
- Requests for additional information received less than (*choose one of the following*) three/five working days before the closing date for submission of tenders will not be processed.
- ECHA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the service request and annexes.
- Any additional information including that referred to above will be sent simultaneously to all addressees of this letter by e-mail.

## b) After the opening of tenders:

- If clarification is required or if obvious clerical errors in the tender need to be corrected, ECHA may contact the tenderer provided the terms of the tender are not modified as a result.

This request for services is in no way binding on ECHA. ECHA's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, ECHA may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. Such a decision must be substantiated and all tenderers notified.

The Agency explicitly reminds the contractor of its obligations to take all necessary measures to guarantee the impartial and objective performance of the contract in accordance with Article II.4 - Conflict of interests - of the Framework Contract.

Yours faithfully,

[Firstname Lastname]  
Director of [complete]

**ENCLOSURES**

Enclosure 1	Specific Terms of Reference
Enclosure 2	Template for tender preparation
Enclosure 3	Draft specific contract