



**Tender Specifications**

**Open Procedure**

**No. ECHA/2013/109**

**Title: Framework Service Contract  
for the development of Phase 3 of the QSAR Toolbox**

**Annex 5.3. – Contractual Documentation**

5.3.1. DRAFT FRAMEWORK SERVICE CONTRACT .....	3
5.3.2. MODEL SPECIFIC CONTRACT – FIXED PRICE.....	28
5.3.3. MODEL SPECIFIC CONTRACT – QUOTED TIME & MEANS .....	36
5.3.4. MODEL SPECIFIC CONTRACT – TIME & MEANS.....	45
5.3.5. MODEL ORDER FORM.....	54
5.3.6. MODEL PERFORMANCE GUARANTEE.....	55
5.3.7. DAILY SUBSISTENCE ALLOWANCES AND ACCOMMODATION FLAT-RATES.....	56
5.3.8. STATEMENTS FROM CONTRACTOR REGARDING INTELLECTUAL PROPERTY RIGHTS .	57

### **5.3.1. MODEL FRAMEWORK CONTRACT**

## **FRAMEWORK SERVICE CONTRACT**

### **FRAMEWORK CONTRACT NUMBER – ECHA/2013/109**

The European Chemicals Agency (hereinafter referred to as "the Agency"), represented for the purposes of the signature of this contract by Geert Dancet *Executive Director*,

on the one part, and

[*full official name*]

[*official legal form*]

[**statutory registration number**]

[*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 the model specific contracts 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** – Daily subsistence allowances and accommodation flat-rates

**Annex IV** – Power of Attorney

**Annex V** – Model Performance guarantee

**Annex VI A** – Statement of the contractor concerning rights to delivered results

**Annex VI B** – Statement of creator / intermediary in delivery

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.
- 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 services.
- The terms set out in the requests for services 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 the development of the QSAR Toolbox Phase 3, and optionally the provision of corrective maintenance after the development of Phase 3.
- 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.

### **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 contracting 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 (twenty four) 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 6(six) months after the expiry of the FWC.

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

**For the development** the FWC shall be renewed automatically up to two times, each time for a period of 24 (twenty four) 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.

**For the corrective maintenance after development** the FWC shall be renewed up to four times each time for a period of 12 (twelve) months under the same conditions, upon written request of the Agency not later than three months before the anniversary of the signature of the FWC as 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 EUR [*amount in figures and in word*]. 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 two years of duration of the FWC.

At the beginning of the third 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 reception of 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;

Ir = index for the month corresponding to the date of receipt of the request to revise 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 and up to a maximum amount determined in each order form or specific contract.

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**

### **I.4.1 Single framework contract**

Within 15 working days of a request for services being sent by the Agency to the contractor, the Agency shall receive a specific quote or tender back, duly signed and dated.

Within 5 working days of an order form or a specific contract being sent by the Agency to the contractor, the Agency shall receive the completed order form or a specific contract back, duly signed and dated.

The period allowed for the execution of the tasks shall start to run on the date the contractor signs the order form or specific contract, unless a different date is indicated on the form or in the specific contract.

### **I.4.2 Pre-financing**

Not applicable.

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

The contractor shall submit an invoice for interim payment.

The request for interim payment of the contractor shall be admissible if accompanied by:

- a technical report or any other document in accordance with the relevant order form or specific contract;
- the respective deliverable(s) in accordance with the instructions laid down in Annex I and in the relevant order form or specific contract;
- if applicable, statements of reimbursable expenses in accordance with Article II.16;
- the relevant invoice.

provided the deliverable(s) has been accepted by the Agency.

The Agency shall make the payment within 30 days from receipt of a valid invoice in due form.

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

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

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

- a final technical report or any other document in accordance with the relevant order form or specific contract;
- the final deliverable(s) in accordance with the instructions laid down in Annex I and in the relevant order form or specific contract;
- if applicable, statements of reimbursable expenses in accordance with Article II.16;
- the relevant invoice.

provided the deliverable(s) has been accepted by the Agency.

The Agency shall make the payment within 30 days from receipt of a valid invoice in due form.

#### **I.4.5 Performance guarantee**

For an order form or specific contract the Agency may request a performance guarantee for an amount of 10% of the total value of that order form or specific contract. The guarantee shall be issued by a bank, an authorised financial institution or a third party in favour of the Agency at the time of signature of the order form or specific contract.

In the event of default, defective performance or delay in the execution of the specific contract, the guarantee will be executed by the Agency.

The performance guarantee shall be released after final acceptance of the services.

The performance guarantee shall cover performance of the order form or specific contract in accordance with the terms set out in the order form or specific contract and in Annex I to the FWC.

#### **ARTICLE I.5 – BANK ACCOUNT**

Payments shall be made to the contractor's bank account denominated in [euro][*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 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:

European Chemicals Agency  
Directorate [*complete*]  
[Unit [*complete*]]  
Annankatu 18  
00120 Helsinki  
Finland  
Email: [*insert functional mailbox*]

Contractor:

[*Full name*]  
[*Function*]  
[*Company name*]  
[*Full official address*]  
Email: [*complete*]

#### **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 section 2.4 of 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, Member States' institutions, OECD
  - (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
  - (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) summarizing
  - (iii) modifying of the content
  - (iv) 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, provide maintenance and related support services
  - (v) addition of new elements, paragraphs titles, leads, bolds, legend, table of content, summary, graphics, subtitles, sound, etc.
  - (vi) preparation in audio form, preparation as a presentation, animation, pictograms story, slide-show, public presentation etc.
  - (vii) extracting a part or dividing into parts
  - (viii) use of a concept or preparation of a derivate work
  - (ix) digitisation or converting the format for storage or usage purposes
  - (x) modifying dimensions
  - (xi) translating, inserting subtitles, dubbing in different language versions:
    - 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 his honour, reputation or distort integrity of the work.

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

All pre-existing rights incorporated in the results and directly related to the uses foreseen in Article I.8.1 shall be fully and irrevocably acquired by the Agency as provided for in Article II.10.2 and by derogation to 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.

The contractor shall present relevant and exhaustive evidence about the acquisition of all the necessary pre-existing rights and third parties' rights together with delivery of the final report at the latest. This obligation should be fulfilled by presentation of the contractor's statement prepared in accordance with Annex VI A and third parties' statements prepared in accordance with Annex VI B and the relevant evidence listed in article II.10.5 as appropriate.

### **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 three 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.

### **OTHER SPECIAL CONDITIONS**

#### **ARTICLE I.11 - ACCEPTANCE**

Unless otherwise provided for in the order forms or specific contracts, the deliverables under this FWC will be accepted in compliance with the acceptance procedure described in the Technical Specifications of Annex I.

#### **ARTICLE I.12 – DOCUMENTATION**

**I.12.1** The Contractor shall provide the Agency with all documentation, including the user manuals and documentation concerning the services and deliverables provided, necessary for the planning and the control by the Agency of the operations connected with the tasks referred to in Article I.1 of the Contract, and for the purpose of fulfilling the Contractor's obligations under Articles I.15 and I.16.

**I.12.2** Thereafter, the Contractor shall provide to the Agency any update of the documentation provided.

**I.12.3** The Contractor shall permit the Agency to reproduce all or part of the documentation provided, for its internal needs, directly connected with use by its personnel. The Agency shall ensure that any indication concerning the intellectual property rights appearing on the original copies is reproduced.

## **ARTICLE I.13 - QUALITY AND STANDARDS**

**I.13.1** The Contractor shall provide the services in accordance with technical norms, standards and procedures based on best professional practice in the informatics field. With respect to contract management, the Contractor shall provide the services in accordance with ISO 9001 or equivalent. Quality standards may be revised in line with market developments.

**I.13.2** The Contractor warrants that software supplied or developed under the Contract will not fail to execute its programming instructions due to defects in materials and workmanship when properly installed and used on the device designated by the Contractor. It shall be devoid of any deliberate mechanism which leaves it under the Contractor's control after supply to the Agency. It shall meet the operating requirements, specifications and characteristics specified in the Contractor's documents or laid down in the Contract.

**I.13.3** The software deliverables will be error free for a period of six (6) months after acceptance and after each installation of an upgrade. The warranty period is extended by the sum of the recovery times for all critical and major issues, where ECHA cannot use the software deliverable during the warranty period. After the warranty period, the Contractor is obliged to provide software maintenance for the period of execution of tasks under the Framework Contract. Such service shall be subject to one or several specific contracts under this Framework Contract.

**I.13.4** Any deliverable provided by the Contractor under the Contract will be quality controlled by the Contractor, in its own buildings, before delivery. On the request of the Agency, the Contractor has to be in a position to show that the outcome of the quality control was positive.

**I.13.5** The Contractor undertakes to comply with the above quality standards. Compliance with the standards shall be monitored by the Agency. In the event of non-compliance with one or more of the standards over a sliding period of three (3) months, the Contractor shall submit an improvement plan. In the event of non-compliance with one or more of the standards for six (6) months, consecutive or not, over a sliding period of twelve (12) months, a service whose quality has proved substandard may be withdrawn from the Contract, or the Contract may be terminated where service quality is substandard.

## **ARTICLE I.14 – CONFIDENTIALITY AND SECURITY**

**I.14.1** The Contractor may only utilise the information contained in the material encountered during the duration of the Contract and any specific contract (including any data on any Agency network) for the purposes identified in the Contract. The Contractor shall take all practical steps to keep the material confidential and shall restrict access to the material to the Contractor's staff only.

The Contractor shall obtain from each member of his staff, in respect of article II.5, a written undertaking that they will respect the confidentiality of any information brought to their attention in the performance of the tasks referred to in Article I.1.A copy of the undertaking shall be sent to the Agency.

**I.14.2** Without prejudice to Articles I.8 the Agency shall respect the confidentiality of documents and data when so requested by the Contractor.

**I.14.3** The Contractor shall take all appropriate steps for each product to ensure that the data and the media upon which they are stored are safely preserved. The deliverables provided shall not contain any mechanism (for example viruses) which could compromise their proper operation and that of other products. The cost of repairing the damage caused by such a mechanism shall be borne by the Contractor.

**I.14.4** The Contractor undertakes to inform the Agency in writing as soon as he has any knowledge of faults in his products that endanger the security of the configurations of which they form a part. The Contractor shall immediately take any measures necessary to restore the security of the configurations and correct the faults.

#### **ARTICLE I.15 – INSURANCE OF CONTRACTOR’S LIABILITY**

**I.15.1** The Contractor shall be insured against all claims relating to its liabilities and activities under the Contract with a reputable insurance company. This insurance cover should be for a sum not less than 250 000 EUR. In accordance with the terms of the insurance policy, compensation shall be paid to the Agency directly or to the Contractor that shall have an obligation to forward the compensation to the Agency in full. The Contractor’s insurance obligations shall in no way limit or diminish its indemnification obligations or liability under the Contract.

**I.15.2** The Contractor shall provide the required insurance coverage either by utilising its existing insurance policies or by acquiring new insurance policies for the purposes of this Contract only. The Contractor shall provide proof of insurance cover upon request by the Agency, within thirty (30) days of the signature of the Contract. A copy of the contract of insurance shall be given to the Agency without charge. Should the Contractor fail to provide this proof of insurance, the Agency shall be entitled, in conformity with article II.14.1(c), to terminate the Contract at the Contractor's expense and be entitled to damages and interest thereof.

**I.15.3** Before the implementation of any change in the terms of the insurance contract referred to in paragraph 2 of this article, of its termination by the insurer, of its replacement by a new contract, of a change in insurer, or of any other change materially affecting the contract referred to in paragraph 2 of this article, the Contractor shall notify the Agency in advance in writing and request its consent. The Agency may offer its comments and may withhold its consent should it find that the change may result in the absence of the necessary insurance cover. In the event of the Contractor's failing to find insurance cover meeting the criteria of paragraph 1 of this article, the Agency shall be entitled to terminate the Contract, in conformity with Article II.14.1.(c).

**I.15.4** In the event of the contract of insurance being terminated by the insurer, or the terms of the insurance being changed, such that the sum of the insurance cover referred to in paragraph 1 of this article is materially affected, the Contractor shall immediately notify the Agency of the fact. The Contractor shall then seek new insurance meeting the requirements of this article. Before accepting the new insurance policy, the Contractor shall advise the Agency and obtain its consent.

**I.15.5** Should the Contractor fail to notify the Agency of any change in accordance with paragraphs 3 and 4 of this article, the Agency shall be entitled to terminate the Contract, in conformity with Article II.14.1(c), at the Contractor's expense. The Agency shall also be entitled to seek damages and interest thereof from the Contractor.

#### **ARTICLE I.16 – OBLIGATION OF THE CONTRACTOR IN CASE OF TERMINATION OF THE CONTRACT**

In case of termination of the Contract, the Contractor shall hand over the following items:

(1) Where the Agency is the rightful owner of the developed software, the Contractor shall hand over the specifications, sources and documentation, including access keys (if applicable).

(2) Where the Agency has paid for maintenance of developed software, the Contractor shall hand over (immediately and without charge) the specifications, sources and documentation, including access keys, required by the Agency for the proper operation of the software, insofar as the Contractor has a legal right to do so.

**ARTICLE I.17 – SPECIFIC PROVISION ON COLLABORATION WITH OTHER PARTIES DURING THE PHASE-OUT**

At the end of the contractual period, and as an integral part of the service provision, the contractor shall, actively collaborate, by providing complete information and documentation on the services, with the future service provider and with the Agency, in order to minimise the costs and to guarantee the continuity of the services.

**ARTICLE I.18 – 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 a four-month formal prior notice. Should the Agency terminate the Contract, the Contractor shall only be entitled to payment corresponding to the services ordered before the termination date. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his commitments. He shall draw up the documents required by the Special Conditions for the services rendered up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

**ARTICLE I.19 – CONTRACT CONCLUDED DURING THE STAND-STILL PERIOD**

In case this Contract was signed by both the Agency 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.

**SIGNATURES**

For the contractor,

For the Agency,

[*Company name/forename/surname/function*]

[*forename/surname/function*]

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

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

Done at [], [date]

Done at Helsinki, [date]

In duplicate in English.

## **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 him 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 him.

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 him 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 him 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 - CONFLICT OF INTERESTS**

**II.4.1** The contractor shall take all the necessary measures to prevent any situation of conflict of interest. Such situation arises 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 his 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 Agency 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 Agency 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 Agency.

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 in case 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 Chemicals Agency. All rights reserved. Certain parts are licensed under conditions to the European Chemicals Agency.

#### **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:

$$0.3 \times (V/d)$$

*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 resuming performance, 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 prove 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 or 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 this ground shall constitute ground 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 or 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 or order form or specific contract might call into question the decision awarding the FWC or 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 in the event of 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 or 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 or 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 or 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 or 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.

## 5.3.2. MODEL SPECIFIC CONTRACT – FIXED PRICE

### FIXED PRICE

#### SPECIFIC CONTRACT No [complete]

implementing Framework contract No **ECHA/2013/109**

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*],

on the one part,

and

[*full official name*]

[*official legal form*]

[*statutory registration number*]

[*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,

HAVE AGREED

#### PREAMBLE

This specific contract is based on the contractor's quote dated XX.XX.XXXX (reference .....). Once signed by the parties, the specific contract shall be governed by the FWC. This specific contract does not amend the provisions of the FWC.

## **ARTICLE 1: SUBJECT MATTER**

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

## **ARTICLE 2: ENTRY INTO FORCE AND DURATION**

- 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].
- 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].

The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

## **ARTICLE 3: PERFORMANCE**

The tasks performed by the contractor under this specific contract shall result in "**deliverables**", defined according to the provisions of Annex A.

## **ARTICLE 4: PRICE**

- 4.1** The maximum total price to be paid under this specific contract shall be EUR [amount in figures and in words] covering all tasks executed.
- 4.2** 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].

## **ARTICLE 5: PAYMENTS**

Payments under the specific contract shall be made in accordance with Article II.15 of the General Conditions of the FWC. Payments shall be executed only if the contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous periods have not been executed as a result of default or negligence on the part of the contractor.

- 5.1** The invoicing procedures for the services, once accepted by the Agency, are as follows:

[Specify one of the following options:

- (Maximum of) xx % on receipt of first deliverable<sup>1</sup>.
- (Minimum of) xx % on completion of the work, each based on receipt advice slips accepted and signed by the Agency in accordance with the form in Annex B (to be attached to the invoice)

or

- 100 % on completion of the work, based on receipt advice slips accepted and signed by the Agency in accordance with the form in Annex B (to be attached to the invoice)

*For work performed in instalments:*

- Payment by instalment for the deliverables specified in the Annex A, based on receipt advice slips accepted and signed by the Agency in accordance with the form in Annex B (to be attached to the invoice)]

**5.2** Payments shall be made to the contractor's bank account denominated in euro as identified in Article I.5 of the FWC, on production of the invoice showing separately the amount of the fees and the VAT applied and within no more than 30 calendar days from the date a valid invoice in due form is received by the Unit indicated in article 5.5 below. Invoices presented by the contractor shall indicate his place of taxation for VAT purposes and shall specify separately the amounts not including VAT from those amounts including VAT.

*[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, paragraph 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."]

*[Option: for contractors for which VAT is due in other EU countries]*

[Pursuant to articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, the Agency is exempt from all taxes, duties and charges, in particular value added tax, on payments made under this specific contract. The contractor receives and keeps in his records the form entitled "VAT and Excise Duty Exemption Certificate" duly completed and signed by the Agency. The invoice must

---

<sup>1</sup> The Agency will define at the time of signature of the specific contract the number of documents and deliverables which qualify as first deliverable.

contain the following statement: "VAT Exemption / International Body / Article 151 of Council Directive 2006/112/EC"]

**5.3** The address for invoices is:

European Chemicals Agency  
Directorate [complete]  
[Unit [complete]]  
Annankatu 18  
00120 Helsinki  
Finland  
Email: [insert functional mailbox]

#### **ARTICLE 6: SUB-CONTRACTING**

[Not applicable]

**or**

- 6.1** In conformity with Article II.7 of the General Conditions of the FWC, the contractor has been permitted to subcontract.
- 6.2** Tasks stated in Annex A may be performed by the subcontractor *Name and address of subcontractor*, entirely at the risk of the contractor.
- 6.3** Without prejudice to the Agency's other rights under Article II.14 of the General Conditions of the FWC, if the contractor fails to meet his obligations, the specific contract with the Agency may be terminated in accordance with Article II.4 of the General Conditions of the FWC. This clause applies throughout the term of the specific contract.

#### **ARTICLE 7: GUARANTEES**

[Not applicable]

**or**

[A performance guarantee for an amount of EUR [*amount in figures and in words*] shall be issued according to the conditions laid down in Article II.15.5.]

#### **ARTICLE 8: GENERAL ADMINISTRATIVE PROVISIONS**

- 8.1** Any communication under this specific contract shall be made in accordance with Article I.6 of the Framework Contract.
- 8.2** The persons responsible for the implementation of this Specific Contract are:

For the Agency:

European Chemicals Agency  
P.O. Box 400,  
00121 HELSINKI, Finland  
Fax: +358 9 68618210  
[Name & Office address of the contract manager]  
Email: [to be completed]

For the contractor:

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

### **ARTICLE 9: PLACE OF PERFORMANCE**

The tasks shall be executed at the premises of [the contractor] and/or [the Agency].

*[If the services are to be performed at both Agency and contractor premises, specify how the services are to be divided between these two locations].*

### **ARTICLE 10: EXPLOITATION OF THE RESULTS**

[Not applicable]

**or**

*[Insert details on the intended use of results linked to the specific request for service supplementing or replacing Article I.8 of the Special Conditions of the FWC]*

### **ARTICLE 11: ANNEXES**

The following annexes form an integral part of this specific contract:

Annex A: Technical Annex / Tasks description

Annex B: Task acceptance form

### **SIGNATURES**

For the contractor,

For the Agency,

[Company name/ forename/ surname/ function] [forename/surname/function]



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

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

Done in [place], [date]

Done in Helsinki, [date]

In duplicate in [English].

## **Annex A**

### **TECHNICAL ANNEX: TASKS DESCRIPTION**

#### **1. TASKS**

*[As outlined in the request for offer by the Agency]*

#### **2. DELIVERABLES**

The specific deliverables, which are all the subject of acceptance unless specified otherwise, are:

*[list of all requested deliverables as outlined in the request for offer by the Agency]*

#### **3. DELIVERY SCHEDULE**

The delivery schedule is as follows:

T0 being the date of signature of this agreement;

*[list of all requested deliverables with timetable]*

#### **4. QUALITY STANDARDS AND PROCEDURES**

#### **5. SECURITY REQUIREMENTS**

**Annex B**

**RECEIPT ADVICE SLIP FOR "DELIVERABLES"**

**FOR SPECIFIC CONTRACT No XX UNDER FRAMEWORK CONTRACT No  
ECHA/2013/109**

*Original document - duly signed - to be attached to the invoice*

**SIGNING FOR WORK**

*To be filled in by the contractor and the Agency:*

	<b>Contractor</b>	<b>Agency</b>
<b>Date of delivery/signing:</b>		
<b>Person responsible for checking (in block capitals):</b>		
<b>Comments:</b>		
<b>Date and signature :</b>		

**ACCEPTANCE OF WORK**

*To be filled in by the Agency:*

<b>Official responsible for acceptance (in block capitals) : OIA (*)</b>	
<b>Date and signature</b>	
<b>Official responsible for final validation (in block capitals) : OVA (*)</b>	
<b>Date and signature</b>	

**(\*) OIA:** The Agency's responsible in charge of the reception of the work is obliged to act as OIA (Operational initiating agent).

**OVA:** The Agency's responsible in charge of the final validation of the work is obliged to act as OVA (Operational verifying agent).

### 5.3.3. MODEL SPECIFIC CONTRACT – QUOTED TIME & MEANS

#### QUOTED TIME & MEANS

#### SPECIFIC CONTRACT No [complete]

implementing Framework Contract No ECHA/2013/109

The European Chemicals Agency (hereinafter referred to as "the Agency"), which is represented for the purposes of the signature of this contract by [official name in full],

of the one part,

and

[official name in full]

[official legal form]

[statutory registration number]

[official address in full]

[VAT registration number]

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

of the other part,

HAVE AGREED

#### PREAMBLE

This specific contract is based on the contractor's quote dated XX.XX.XXXX (reference .....). Once signed by the parties, the specific contract shall be governed by the FWC. This specific contract does not amend the provisions of the FWC.

## **ARTICLE 1: SUBJECT MATTER**

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

## **ARTICLE 2: ENTRY INTO FORCE AND DURATION**

- 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].
- 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].  
  
The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.
- 2.3** If the number of days agreed has not been fully taken up, the Agency shall not be obliged either to use or to pay for the days not worked and the contractor shall not be entitled to claim damages for them.

## **ARTICLE 3: PERFORMANCE**

The tasks to be performed by the contractor under this specific contract are described in detail in Annex A. These tasks shall be executed on the basis of 'quotations' or 'sub-tasks' drawn up using the form in Annex B.

Within a maximum of ten working days from the date on which the Agency sends the request by means of the form attached in Annex B, the contractor shall return it to the Agency duly completed. If the Contractor fails to meet the above-mentioned deadline, liquidated damages according to Article II.12 of the General Conditions of the FWC shall apply.

The time estimated for the execution of the relevant 'sub-task' shall be approved by the Agency within a maximum of 10 working days from the date on which the Agency received the estimate. If no approval has been sent by the end of the above-mentioned period, the Agency shall be deemed not to have approved that estimate.

Signature by the Agency of the certificate of conformity attached in Annex C provides evidence of the work performed.

## ARTICLE 4: PRICE

- 4.1** The Agency undertakes to pay the contractor in consideration for the services provided in performance of this specific contract an amount of EUR [to be completed] per day of actual services rendered, for [to be completed] days, i.e. a total of EUR [to be completed].

Profile of service provider: \_\_\_\_\_

*[profile of the contractor and daily rate to be specified in accordance with the profiles listed in Annex I of the FWC]*

**- etc**

- 4.2** The total amount to be paid by the Agency under this specific contract shall be EUR XXX [amount in figures] covering all tasks executed. This amount shall cover all expenditure incurred by the contractor in performing this specific contract.
- 4.3** 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].

## ARTICLE 5: PAYMENTS

Payments under the specific contract shall be made in accordance with Article II.15 of the General Conditions of the FWC. Payments shall be executed only if the contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous periods have not been executed as a result of default or negligence on the part of the contractor.

- 5.1** The invoicing procedures for the services, once accepted by the Agency, are as follows:

*[Specify one of the following options:*

- at the end of each calendar quarter, on the basis of quotation forms duly completed and signed by both the Agency and the contractor using the form in Annex B and C. Duly completed Forms in Annex B and C must be attached to the invoice.

**or**

- once the work has been completed, on the basis of quotation forms duly completed and signed by both the Agency and the contractor using the form in Annex B and C. Duly completed Forms in Annex B and C must be attached to the invoice.

- 5.2** Payments shall be made to the contractor's bank account denominated in euro as identified in Article I.5 of the FWC, on production of the invoice showing separately the amount of the fees and the VAT applied and within no more than 30 calendar days from the date a valid invoice in due form is received by the Unit indicated in article 5.5 below. Invoices presented by the contractor shall indicate his place of taxation for VAT

purposes and shall specify separately the amounts not including VAT from those amounts including VAT.

*[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."]

*[Option: for contractors for which VAT is due in other EU countries]*

[Pursuant to articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, the Agency is exempt from all taxes, duties and charges, in particular value added tax, on payments made under this specific contract. The contractor receives and keeps in his records the form entitled "VAT and Excise Duty Exemption Certificate" duly completed and signed by the Agency. The invoice must contain the following statement: "VAT Exemption / International Body / Article 151 of Council Directive 2006/112/EC"]

### **5.3** The address for invoices is:

European Chemicals Agency  
Directorate [complete]  
[Unit [complete]]  
Annankatu 18  
00120 Helsinki  
Finland  
Email: [insert functional mailbox]

## **ARTICLE 6: SUB-CONTRACTING**

[Not applicable]

**or**

- 6.1** In conformity with Article II.7 of the General Conditions of the FWC, the contractor has been permitted to subcontract.
- 6.2** Tasks stated in Annex A may be performed by the subcontractor *Name and address of subcontractor*, entirely at the risk of the contractor.

**6.3** Without prejudice to the Agency's other rights under Article II.14 of the General Conditions of the FWC, if the contractor fails to meet his obligations, the specific contract with the Agency may be terminated in accordance with Article II.4 of the General Conditions of the FWC. This clause applies throughout the term of the specific contract.

#### **ARTICLE 7: GUARANTEES**

[Not applicable]

**or**

[A performance guarantee for an amount of EUR [*amount in figures and in words*] shall be issued according to the conditions laid down in Article II.15.5.]

#### **ARTICLE 8: GENERAL ADMINISTRATIVE PROVISIONS**

**8.1** Any communication under this specific contract shall be made in accordance with Article I.6 of the Framework Contract.

**8.2** The persons responsible for the implementation of this Specific Contract are:

For the Agency:

European Chemicals Agency  
P.O. Box 400,  
00121 HELSINKI, Finland  
Fax: +358 9 68618210  
[Name & Office address of the contract manager]  
Email: [to be completed]

For the contractor:

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

#### **ARTICLE 9: PLACE OF PERFORMANCE**

The tasks shall be executed at the premises of [the contractor] and/or [the Agency].

*[If the services are to be performed at both Agency and contractor premises, specify how the services are to be divided between these two locations].*

#### **ARTICLE 10: EXPLOITATION OF THE RESULTS**

[Not applicable]



**or**

*[Insert details on the intended use of results linked to the specific request for service supplementing or replacing Article I.8 of the Special Conditions of the FWC]*

**ARTICLE 11: ANNEXES**

The following documents are annexed to the Specific Contract and form an integral part of it:

Annex A: Technical Annex / Tasks description

Annex B: Quotation Form

Annex C: Certificate of Conformity

**SIGNATURES**

For the contractor,

*[Company  
name/forename/surname/function]*

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

Done in [place], [date]

In duplicate in [English].

For the Agency,

*[forename/surname/function]*

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

Done in Helsinki, [date]

## **Annex A**

### **TECHNICAL ANNEX: TASKS DESCRIPTION**

#### **WORKING METHOD: QUOTED TIME & MEANS**

The work covered by the present Specific Contract is divided into various sub-tasks according to the detailed description provided in §2 below.

#### **1. CONTEXT/INTRODUCTION AND OBJECTIVES**

#### **2. DESCRIPTION OF TASKS**

*[As outlined in the request for offer by the Agency]*

#### **3. WORK ENVIRONMENT/CONDITIONS**

#### **4. DESCRIPTION OF THE METHOD FOR ACCEPTING EACH SUB-TASK WORKING DAYS ESTIMATE**

Since the work will be divided into various sub-tasks (or "**quoted time & means**"), the Agency will provide the contractor with a detailed description of each requested sub-task. The contractor will then send the Agency an estimate of the number of days needed to perform the sub-task and the expected delivery date.

Once the estimate has been accepted by the Agency, only the number of days indicated in the estimate will be chargeable. (See Annex B)

The invoicing, approved by the Agency, will be carried out on the basis of each "sub-task" accepted and signed for by the Agency using the form in Annex B and in accordance with Article 5.2.

#### **5. ACCEPTANCE OF THE WORK**

See Annex C – Certificate of Conformity (to be submitted together with the invoice)

#### **6. DELIVERY SCHEDULE**

#### **7. QUALITY STANDARDS AND PROCEDURES**

#### **8. SECURITY REQUIREMENTS**

**Annex B**

**"QUOTED TIME & MEANS" FORM**

**FOR SPECIFIC CONTRACT No .. UNDER FRAMEWORK CONTRACT No  
ECHA/2013/109 Task (and Sub-task) Number .....**

***Original document - duly signed - to be attached to the invoice***

**REQUEST AND DESCRIPTION OF WORK**

***To be filled in by the Agency.***

Title:
Date of request:
Responsible person at Agency:
Description of work:
Expected results:

**WORKING DAYS ESTIMATE**

***To be filled in by the contractor.***

PROFILE	PRICE/DAY	NUMBER OF DAYS	LAST POSSIBLE DATE FOR EXECUTION	TOTAL PRICE
Planned starting date of work:				
Planned delivery date for work				
Date and contractor's signature:				

***To be filled in by the Agency.***

Date and signature denoting Agency's agreement:	
---	--

## Annex C

### **"QUOTED TIME & MEANS" CERTIFICATE OF CONFORMITY**

#### **FOR SPECIFIC CONTRACT No XX UNDER FRAMEWORK CONTRACT No ECHA/2013/109**

**Task (and Sub-task) Number .....**

***Original document - duly signed - to be attached to the invoice***

### **RECEIPT OF WORK**

***To be filled in by the contractor and the Agency.***

	<b>Contractor</b>	<b>Agency</b>
<b>Date of delivery/signing:</b>		
<b>Person responsible for checking (in block capitals):</b>		
<b>Comments:</b>		
<b>Date and signature :</b>		

### **ACCEPTANCE AND VALIDATION OF WORK**

***To be filled in by the Agency.***

<b>Official responsible for acceptance (in block capitals) : OIA (*)</b>	
<b>Date and signature</b>	
<b>Official responsible for final validation (in block capitals) : OVA (*)</b>	
<b>Date and signature</b>	

**(\*) OIA** : The Agency's responsible in charge of the reception of the work is obliged to act as **OIA** (Operational initiating agent).

**OVA** : The Agency's responsible in charge of the final validation of the work is obliged to act as **OVA** (Operational verifying agent).

## 5.3.4. MODEL SPECIFIC CONTRACT – TIME & MEANS

### TIME & MEANS

#### **SPECIFIC CONTRACT No [complete]**

implementing Framework Contract No ECHA/2013/109

The European Chemicals Agency (hereinafter referred to as "the Agency"), which is represented for the purposes of the signature of this contract by [official name in full],

of the one part,

and

[official name in full]

[*official legal form*]

[*statutory registration number*]

[official address in full]

[*VAT registration number*]

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

of the other part,

HAVE AGREED

#### **PREAMBLE**

This specific contract is based on the contractor's quote dated XX.XX.XXXX (reference .....). Once signed by the parties, the specific contract shall be governed by the FWC. This specific contract does not amend the provisions of the FWC.

## **ARTICLE 1: SUBJECT MATTER**

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

## **ARTICLE 2: ENTRY INTO FORCE AND DURATION**

- 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].
- 2.2** The duration of the tasks shall not exceed the amount of person days specified in Annex A. The amount of person days of the specific contract may however be extended for additional tasks which are a repetition of similar services or a continuation of the work carried out under the specific contract, provided that these services or work conform to the same basic project. This extension shall be done only with the express written agreement of the parties before the period specified in Annex A elapses.
- 2.3** If the number of days agreed has not been fully taken up, the Agency shall not be obliged either to use or to pay for the days not worked and the contractor shall not be entitled to claim damages for them.
- 2.4** Work shall be performed overtime only upon request by the Agency. Approved overtime is compensated according to Annex I to the FWC.

## **ARTICLE 3: PERFORMANCE**

- 3.1** Every day the service provider shall - according to procedures laid down by the competent technical person in the Agency as specified in the specific contract - notify the Agency of the time spent working under the specific contract. At the end of every month, the service provider shall complete and sign the time sheet contained in Annex B and send it to the competent technical person in the Agency for verification.
- 3.2** The service providers are:

*Name and profile]*  
*[Name and profile*

## ARTICLE 4: PRICE

**4.1** The Agency undertakes to pay the contractor, in consideration for the services rendered under this specific contract:

- an amount of **EUR XXX** per day of actual services rendered, for **XX** days for

(name of service provider), i.e. a total of **EUR XXXXX**

Profile of service provider: .....

*[specify the profile of the service provider in accordance with the profiles listed in the price list in Annex II to the FWC]*

- an amount of **EUR XXX** per day of actual services rendered, for **XX** days for

(name of service provider), i.e. a total of **EUR XXXXX**

Profile of service provider: .....

*[specify the profile of the service provider in accordance with the profiles listed in the price list in Annex II to the FWC]*

**4.2** The total amount to be paid by the Agency under this specific contract shall be **EUR XXX** [amount in figures] covering all tasks executed.

**[4.2.]** *This amount shall cover all expenditure incurred by the Contractor in performing this Specific Contract]*

**[4.3]** *In addition to the amount specified in Article 3.1, travel and subsistence expenses up to a maximum amount of EUR [amount in figures and in words] shall be reimbursed according to the provisions of the FWC.*

*The daily subsistence allowance shall be [...]*

## ARTICLE 5: PAYMENTS

Payments under the specific contract shall be made in accordance with Article II.15 of the General Conditions of the FWC. Payments shall be executed only if the contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous periods have not been executed as a result of default or negligence on the part of the contractor.

### 5.1 Interim payments

Payments shall be carried out monthly, unless otherwise specified.

The request for payment shall be valid if accompanied by:

- Timesheets (Annex B) signed and dated by the service provider;
- Statements of reimbursable expenses in accordance with Article II.16 of the FWC, where applicable;
- The relevant invoices, indicating the reference number of the FWC and the specific contract to which they refer

Provided the above time sheet has been countersigned by the Agency for approval, following verification against its flexitime system at the end of each calendar month.

## **5.2 Payment of the balance**

The request for payment of the balance shall be valid if accompanied by:

- Timesheets signed by the service provider;
- Statements of reimbursable expenses in accordance with Article II.16 of the FWC, where applicable;
- The relevant invoices, indicating the reference number of the FWC and the specific contract to which they refer.

Provided the above time sheet has been countersigned by the Agency for approval, following verification against its flexitime system at the end of the last calendar month, during which services have been provided.

**5.3** Payments shall be made to the contractor's bank account denominated in euro as identified in Article I.5 of the FWC, on production of the invoice showing separately the amount of the fees and the VAT applied and within no more than 30 calendar days from the date a valid invoice in due form is received by the Unit indicated in article 5.5 below. Invoices presented by the contractor shall indicate his place of taxation for VAT purposes and shall specify separately the amounts not including VAT from those amounts including VAT.

*[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."]

*[Option: for contractors for which VAT is due in other EU countries]*

[Pursuant to articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, the Agency is exempt from all taxes, duties and charges, in particular value added tax, on payments made under this specific contract. The contractor receives and keeps in his records the form entitled "VAT and Excise Duty Exemption Certificate" duly completed and signed by the Agency. The invoice must contain the following statement: "VAT Exemption / International Body / Article 151 of Council Directive 2006/112/EC"]

**5.4** The address for invoices is:

European Chemicals Agency  
Directorate [complete]  
[Unit [complete]]  
Annankatu 18  
00120 Helsinki  
Finland  
Email: [insert functional mailbox]

**ARTICLE 6: SUB-CONTRACTING**

[Not applicable]

**or**

- 6.1** In conformity with Article II.7 of the General Conditions of the FWC, the contractor has been permitted to subcontract.
- 6.2** Tasks stated in Annex A may be performed by the subcontractor *Name and address of subcontractor*, entirely at the risk of the contractor.
- 6.3** Without prejudice to the Agency's other rights under Article II.14 of the General Conditions of the FWC, if the contractor fails to meet his obligations, the specific contract with the Agency may be terminated in accordance with Article II.4 of the General Conditions of the FWC. This clause applies throughout the term of the specific contract.

**ARTICLE 7: GUARANTEES**

[Not applicable]

**or**

[A performance guarantee for an amount of EUR [*amount in figures and in words*] shall be issued according to the conditions laid down in Article II.15.5.]

## **ARTICLE 8: GENERAL ADMINISTRATIVE PROVISIONS**

**8.1** Any communication under this specific contract shall be made in accordance with Article I.6 of the FWC.

**8.2** The persons responsible for the implementation of this specific contract are:

For the Agency:

European Chemicals Agency  
P.O. Box 400,  
00121 HELSINKI, Finland  
Fax: +358 9 68618210  
[Name & Office address of the contract manager]  
Email: [to be completed]

For the contractor:

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

## **ARTICLE 9: PLACE OF PERFORMANCE**

The tasks shall be executed at the premises of [the Agency] and/or [the contractor].

*[If the services are to be performed at both Agency and contractor premises, specify how the services are to be divided between these two locations].*

## **ARTICLE 10: EXPLOITATION OF THE RESULTS**

[Not applicable]

**or**

*[Insert details on the intended use of results linked to the specific request for service supplementing or replacing Article I.8 of the Special Conditions of the FWC]*

## **ARTICLE 11: ANNEXES**

The following annexes form an integral part of this specific contract:

Annex A: Technical Annex

Annex B: Time sheet

## SIGNATURES

For the contractor,

[*Company  
name/forename/surname/function*]

For the Agency,

[forename/surname/function]

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

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

Done in [place], [date]

Done in Helsinki, [date]

In duplicate in [English].

## **Annex A**

### **TECHNICAL ANNEX**

The European Chemicals Agency wishes to procure the services of IT service providers with the profile described below:

#### **1. DESCRIPTION OF REQUIRED IT RESOURCES**

X man days – profile of service provider – preferred start date:

Weekly availability: X days/week

Location:

Requisites

#### **2. TASKS**

[As outlined in the request for offer by the Agency]

#### **3. DELIVERABLES (IF REQUESTED)**

The specific deliverables, which are all the subject of acceptance unless specified otherwise, are:

[list of all requested deliverables as outlined in the request for offer by the Agency]

#### **4. DELIVERY SCHEDULE**

The delivery schedule is as follows:

T0 being the date of signature of this agreement;

[list of all requested deliverables with timetable]

#### **5. QUALITY STANDARDS AND PROCEDURES**

#### **6. SECURITY REQUIREMENTS**


#### **7. REPORTING**

**Annex B**

**TIME SHEET**

*[Insert time sheet]*

### 5.3.5. MODEL ORDER FORM

 <p><b>ECHA</b> EUROPEAN CHEMICALS AGENCY</p>		<b>FRAMEWORK CONTRACT</b>  <b>ORDER FORM</b>			
Directorate and unit:	Order number:	(Name and address of contractor)			
Tel.:	Currency of payment: EUR				
E-mail:	Offer (date and reference):				
This order is governed by the provisions of Framework Contract No. ECHA/2013/109 in force from _____ to _____					
LISTING OF THE SUPPLIES / SERVICES		UNIT	QUANTITY	PRICE in €	
and code				UNIT PRICE	TOTAL
<p>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.</p>					
Place of delivery or performance and/or Incoterm: Final date of delivery or performance: Terms of payment:  Guarantee:		Packaging Insurance Transport Assembly VAT  <b>TOTAL :</b>			
		<b>Contractor's signature</b>			
		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.					

### 5.3.6. MODEL PERFORMANCE GUARANTEE (ANNEX V OF FWC)

#### PERFORMANCE GUARANTEE

<To be completed on paper bearing the letterhead of the financial institution >

[Place/Date]

European Chemicals Agency  
Annankatu 18  
00120 Helsinki  
Finland

#### Contract performance guarantee No ECHA/2013/109

We hereby confirm that we give the European Chemicals Agency an unconditional and irrevocable joint and several guarantee for an unlimited period to the value of EUR [...] (in words: ... Euro) for performance of the Contract concluded between the European Chemicals Agency and [Firm/Name/Address – as given in the Contract (No/exact title – hereinafter “the Contract”)] (hereinafter “the Contractor”).

If the European Chemicals Agency gives notice that the Contractor has for any reason failed to fulfil his obligations under the Contract by the due date, the Bank, acting on behalf of the Contractor, undertakes to pay up to the above amount into a bank account designated by the European Chemicals Agency immediately on receipt of a first written request from the European Chemicals Agency (sent by registered post, with acknowledgement of receipt).

The Bank waives the right to require exhaustion of remedies against the principal, any right to withhold performance, any right of retention, any right of avoidance, any right to offset, and the right to assert any other claims which the Contractor may have against the European Chemicals Agency under the Contract or in connection with it or on any other grounds.

The Bank may be released from this guarantee only with the European Chemicals Agency's written consent and does not have the right of deposit without its consent.

The Bank's obligations under this guarantee are not affected by any arrangements or agreements made by the European Chemicals Agency with the Contractor which may concern his obligations under the Contract.

This guarantee shall take immediate effect. It shall expire on return of this document, which must occur within 12 months after the final payment under the Contract has been made.

This guarantee is governed by the law applicable to the Contract.

The courts having jurisdiction for matters relating to the Contract shall have sole jurisdiction in respect of matters relating to this guarantee.

[Place/Date]

\_\_\_\_\_  
[Signature/Function]

\_\_\_\_\_  
[Signature/Function]

### **5.3.7. DAILY SUBSISTENCE ALLOWANCES AND ACCOMMODATION FLAT-RATES (ANNEX III OF FWC)**

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



### **5.3.8. STATEMENTS FROM CONTRACTOR REGARDING INTELLECTUAL PROPERTY RIGHTS (ANNEX VI OF FWC)**

#### **(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