**DRAFT CONTRACT**

**SERVICE CONTRACT FOR EUROPEAN UNION EXTERNAL ACTIONS**

**Contract No : EISE/TEN/NO3**

**financed from the Civil Society Facility and Media Programme for Bosnia and Herzegovina 2019**

**UNDER REALISATION OF EU** **GRANT CONTRACT NO 2019/414-291**

Udruženje poslodavaca u Federaciji BiH

Maršala Tita 6

71 000 Sarajevo

BiH

(‘the contracting authority’),

of the one part,

and

<Full official name of the contractor>

[<Legal status/title>][[1]](#footnote-1)

[<Official registration number>][[2]](#footnote-2)

<Full official address>

[<VAT number>],[[3]](#footnote-3)

(‘the contractor’)

of the other part,

have agreed as follows:

**PROJECT: Contribution of CSOs to improving entrepreneurship impact on socio-economic development of BiH - EISE project**

CONTRACT TITLE: Creating analysis improving the para-fiscal policies framework in Federation of Bosnia and Hercegovina

Identification number: EISE/TEN/NO3

(1) Subject

1.1 The subject of this contract is “Creating analysis Improving the para-fiscal policies framework in Federation of Bosnia and Hercegovina” with identification number EISE/TEN/NO3 (‘the services’).

1.2 The contractor shall execute the tasks assigned to him in accordance with the terms of reference annexed to the contract (Annex II)

(2) Contract value

This contract, established in BAM is a global price contract. The contract value is 9,779.15 BAM.

(3) Order of precedence of contract documents

The following documents shall be deemed to form and be read and construed as part of this contract, in the following order of precedence:

* the contract agreement;
* the special conditions
* the terms of reference [including clarification before the deadline for submitting tenders and minutes of the information meeting/site visit] (Annex II)
* the organisation and methodology (Annex III);
* Budget (Annex V);
* specified forms and other relevant documents (Annex VI);

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above. Addenda shall have the order of precedence of the document they are amending.

(4) Language of the contract

The language of the contract and of all written communications between the contractor and the contracting authority and/or the project manager shall be English.

(5) Other specific conditions applying to the contract

For the part of the data transferred by the Contractor to the Contracting Authority, the controller for the processing of personal data carried out within the Contracting Authority is the Project Coordinator.

Done in English in three originals, two originals for the contracting authority and one original for the contractor.

|  |  |  |  |
| --- | --- | --- | --- |
| **For the contractor** | | **For the contracting authority** | |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

**SPECIAL CONDITIONS**

These conditions amplify and supplement the general conditions governing the contract. Unless the special conditions provide otherwise, the general conditions remain fully applicable. The numbering of the Articles of the special conditions is not consecutive but follows the numbering of the general conditions. Exceptionally, and with the approval of the competent European Commission departments, other clauses can be indicated to cover particular situations.

**Article 2 Communications**

2.1 Any written communication relating to this Contract between the Contracting Authority and the Contractor must state the Contract title and identification number, and must be sent by e-mail.

For the Contracting Authority:

|  |  |
| --- | --- |
| Name: | Mladen Pandurević |
| Address: | Maršala Tita 6, Sarajevo |
| Telephone: | 033 552 460 |
| E-mail: | [m.pandurevic@upfbih.ba](mailto:m.pandurevic@upfbih.ba) |
| Fax: | 033 552 461 |

For the Contractor:

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Telephone: |  |
| E-mail: |  |
| Fax: |  |

2.2 An electronic system will be used by the contracting authority and the contractor for all stages of implementation including, inter alia, management of the contract (amendments and administrative orders), reporting (including reporting on results) and payments. The contractor will be required to register in and use the appropriate electronic exchange system to allow for the e-management of the contract. With regard to interim and final reports, if they are required according to Article 26 or to the terms of reference, the contractor will be expected to use the forms in the electronic system for encoding and submitting the reports.

The electronic management of the contract through the aforementioned system may commence on the date on which implementation of the contract starts, as described in Article 19 below, or at a later date. In the latter case, the contracting authority will inform the contractor in writing that he will be required to use the electronic system for all communications within a maximum period of 3 months.

**Article 4 Subcontracting**

Subcontracting is not allowed.

**Article 3 General obligations**

All activities to be put in place by the contractor to comply with its minimum obligation towards visibility. These activities must comply with the rules lay down in the Communication and Visibility Manual for EU External Actions published by the European Commission.

**Article 4 Liabilities**

By way of derogation from Article 12.2, paragraph 2, of the general conditions, compensation for damage resulting from the contractors’ liability in respect of the contracting authority is capped at an amount equal to the contract value or the amount of the estimated damage if the value of the damage is higher than contract value.

**Article 5 Implementation of the tasks and delays**

5.1The start date for implementation shall be date of signature of the contract by both parties.

5.2 The period for implementing the tasks is 1 month from the start date. However, after completion and approval of the tasks a guarantee period in length of one year is envisaged by the contractor.

**Article 6 Interim and final reports**

The contractor shall submit final report as specified in the terms of reference.

**Article 7 Approval of reports and documents**

The contracting authority shall, within 15 days of receipt, notify the contractor of its decision concerning the documents or reports received by it, giving reasons should it reject the reports or documents, or request amendments. If the contracting authority does not give any comments on the documents or reports within the time limit, the contractor may request written acceptance of them. The documents or reports shall in any case be deemed to have been approved by the contracting authority if it does not expressly inform the contractor of any comments within 15 days of the receipt of the documents or reports.

**Article 8 Payment and interest on late payment**

8.1 Payments shall be made in accordance with the following the option:

|  |  |  |
| --- | --- | --- |
| **Month** |  | **BAM** |
| **1** | **Final payment** | 100 % of the contract value |
|  | **Total** | 100% of the contract value |

The payment to the contractor of the amount due under final payment shall be made within 30 days after receipt by the contracting authority of an invoice and of the report, subject to approval of those reports in accordance with Article 27 of the general conditions.

8.2 Payments shall be made in BAM in accordance with Articles 20.6 and 29.4 of the general conditions into the bank account notified by the contractor to the contracting authority.

**Article 9 Financial guarantee**

Pre-financing guarantee is required in value of pre-financing request for payment.

**Article 10 Settlement of disputes**

Any disputes arising out of or relating to this contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of relevant court in Sarajevo, BiH in accordance with the national legislation of the state of the contracting authority.

**Article 11 Data Protection**

1. Processing of personal data related to the implementation of the contract by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

2. To the extent that the contract covers an action financed by the European Union, the Contracting Authority may share communications related to the implementation of the contract, with the European Commission. These exchanges shall be made to the Commission, solely for the purpose of allowing the latter to exercise its rights and obligations under the applicable legislative framework and under the financing agreement with the Partner country – contracting authority. The exchanges may involve transfers of personal data (such as names, contact details, signatures and CVs) of natural persons involved in the implementation of the contract (such as contractors, staff, experts, trainees, subcontractors, insurers, guarantors, auditors and legal counsel). In cases where the contractor is processing personal data in the context of the implementation of the contract, he/she shall accordingly inform the data subjects of the possible transmission of their data to the Commission. When personal data is transmitted to the Commission, the latter processes them in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC[[4]](#footnote-4) and as detailed in the specific privacy statement published at ePRAG.

\* \* \*

1. Where the contracting party is an individual. [↑](#footnote-ref-1)
2. Where applicable. For individuals, mention their ID card, passport or equivalent document number. [↑](#footnote-ref-2)
3. Except where the contracting party is not VAT registered. [↑](#footnote-ref-3)
4. OJ L 205 of 21.11.2018, p. 39 [↑](#footnote-ref-4)