

**TEMPLATE SERVICE CONTRACT FOR THE CEFTA SECRETARIAT**

N° **<CONTRACT NUMBER>**

**FINANCED FROM THE CEFTA ACTION GRANT**

The Secretariat of the Central European Free Trade Agreement 2006,  
Rue de la Loi 42,  
1040 Brussels,  
Belgium

(‘the Contracting Authority’),

of the one part,

and

**<Full official name of the Contractor>**  
[**<Legal status/title>**]<sup>1</sup>  
[**<Official registration number>**]<sup>2</sup>  
**<Full official address>**  
[**<VAT number>**],<sup>3</sup>

(‘the Contractor’)

of the other part,

have agreed as follows:

**PROJECT** **<Title and reference>**

**CONTRACT TITLE** **<Contract title>**

**Identification number** **<Publication reference>**

**(1) Subject**

- 1.1 The subject of this contract is **<contract title>** done [at] [in] **<location>** with identification number **<reference>** (‘the services’).
- 1.2 The contractor shall execute the tasks assigned to him in accordance with the terms of reference annexed to the contract (Annexe II)

**(2) Contract value**

This contract, established in [Euro], is a fee-based contract. Based on the maximum fees, [lump sum], incidental expenditure and provision made for expenditure verification set out in Annex V, the maximum contract value is [Euro] **<amount>**.

<sup>1</sup> Where the contracting party is an individual.

<sup>2</sup> Where applicable. For individuals, mention their ID card, passport or equivalent document number.

<sup>3</sup> Except where the contracting party is not VAT registered.

### **(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 General Conditions (Annex I);
- the Terms of Reference [including clarification before the deadline for submitting tenders] (Annex II);
- the Organisation and methodology [including clarification from the tenderer provided during tender evaluation] (Annex III);
- Key experts (Annex IV);
- Budget breakdown (Annex V);
- Financial Identification form (Annex VI);
- Legal Entity file (Annex VII);
- Declaration on honour on exclusion and selection criteria (Annex VIII);

**These above listed documents make up the contract. They 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**

Done in English in two originals, one original for the CEFTA Secretariat, and one original for the Contractor.

**For the Contractor**

Name:

Title:

Signature:

Date:

**For the Contracting Authority**

Name:

Title:

Signature:

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.

### 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 post, fax, e-mail or by hand to the following:

- For the Contracting Authority:

CEFTA Secretariat  
Rue de la Loi 42  
1040 Brussels, Belgium  
[projects@cefta.int](mailto:projects@cefta.int)  
Tel +32 2 229 10 16  
Fax +32 2 229 10 19

- For the Contractor:

<Full official name of the Contractor>

<Full official address>

[<Contact info>],

### Article 4 Subcontracting

<Subcontracting is not allowed>.

### Article 7 General Obligations

7.8 The Contractor must state in the reporting that the project is funded by the CEFTA Action Grant, co-financed by the European Union and the CEFTA Parties.

### Article 12 Liabilities

12.2 By way of derogation from Article 12.2, paragraph 2, of the general conditions, compensation for damage resulting from the contractor's liability in respect of the contracting authority is capped at an amount equal to the contract value.

### Article 13 - Insurance

13.2 a) <Specify here specific requirements on when the requirements of proof of completion of adequate insurance must be provided> [If you find it necessary to tailor differently when the requirements for proof of insurance must be met, add the following clause:

By derogation from Article 13.2 a) of the general conditions, [indicate when], the contractor shall ensure that itself, its staff, its subcontractors and any person for which the contractor is answerable, are adequately insured with insurance companies recognized on the

international insurance market, unless the contracting authority has given its express written consent on a specific insurance company.]

- 13.2 b) first paragraph <Specify here specific requirements on when the requirements of communication of cover notes and/or insurance certificates must be fulfilled> [ If you find it necessary to tailor differently the moment cover notes and/or insurance certificates must be communicated, add the following clause :

By derogation from Article 13.2, b), paragraph 1 of the general conditions it is [state when] that the contractor shall provide the contracting authority with all cover notes and/or insurance certificates showing that the contractor's obligations relating to insurance are fully respected. ]

## Article 19 Implementation of the tasks and delays

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

19.2 The period for implementing the tasks is **months** from the start date.

## Article 26 Interim and Final Reports

The contractor shall submit progress reports as specified in the terms of reference

## Article 27 Approval of Reports and Documents

27.5 The Contracting Authority shall, within 45 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 be deemed to have been approved by the Contracting Authority if it does not expressly inform the Contractor of any comments within 45 days of the receipt of the report.

## Article 28 Expenditure verification

By derogation from article 28 the verification will be made by the Contracting Authority and all references to an expenditure verification report will not be applicable.

## Article 29 Payment and interest on late payment

29.1 Payments will be made in accordance with the following the option:

Month		<EUR/**>
1	Maximum pre-financing payment <sup>4</sup>	<Maximum amount> <X> % <sup>5</sup>
6-monthly	Interim payments	<amount (balance of pre-financing payment and forecast balance)>

<sup>4</sup> The contractor is not obliged to ask for pre-financing.

<sup>5</sup> Maximum of 20 % of the maximum contract value.

<Month number>	<b>Forecast balance</b>	10 % of the maximum contract value
	<b>Total</b>	<maximum contract value>

The actual amounts payable after the pre-financing payment will vary. They shall be based on the contractor's invoice accompanied by an interim progress report and an expenditure verification report and are subject to approval of the reports in accordance with Article 27 of the general conditions.

29.5 Payments will be made in Euro 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. Bank charges for bank transfer made by the CEFTA Secretariat will be borne by the contractor.

**Article 30 Financial Guarantee**

30.1 By derogation from article 30 of the General Conditions, no pre-financing guarantee is required.

**Article 40 Settlement of disputes**

40.4 Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of the courts of Brussels, Belgium in accordance with the national legislation of the state of the contracting authority.

**Article 43 Further additional clauses**

43.1 Contractor shall provide 6 months of warranty.

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