

**DRAFT SPECIFIC CONTRACT No [SC ID] - Quoted Times & Means****implementing Framework Contract No «F-SE-12-T10-C0X»**

The European Union Agency for Fundamental Rights (hereinafter referred to as "the Contracting Authority"), and with its seat at Schwarzenbergplatz 11, Vienna, Austria, which is represented for the purposes of the signature of this Specific Contract by [forename, *surname*, *function*]

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 Specific Contract by [forename, *surname*]

of the other part,

**HAVE AGREED**

for the implementation of Framework Contract «F-SE-12-T10-C0X» signed by the Contracting Authority and the Contractor on [*signature date*] for the provision of services as follows:

**1. PREAMBLE**

1.1 This Specific Contract is based on the Contractor's bid dated [*bid date*]. Once signed by the parties, the Specific Contract shall be governed by the Framework Contract. This Specific Contract does not amend the provisions of the aforementioned Framework Contract.

**2. SUBJECT**

2.1 The subject of this Specific Contract is [*subject*].

2.2 The Contractor undertakes, on the terms set out in the Framework Contract and in this Specific Contract and its annexes, which form an integral part of it, to perform the tasks specified in Annex I.

### **3 DURATION**

- 3.1 This Specific Contract shall enter into force at the earliest on the date on which it is signed by the last contracting party.
- 3.2 The period for the provision of the services mentioned in Annex I shall be of XX days/months, starting from the date of entry into force of this Specific Contract.
- 3.3 The period for the provision of the services may be extended only with the express written agreement of the parties before such period elapses.

### **4 PERFORMANCE AND LOCATION**

- 4.1 The tasks to be performed by the Contractor under this Specific Contract are described in detail in Annex I. These tasks shall be executed on the basis of 'quotations' or 'sub-tasks' drawn up using the Form in Annex III.

Signature by the Contracting Authority of the Task Acceptance Form attached in Annex III shall provide evidence of the work performed.

- 4.2 The tasks shall be performed at the Contractor's premises.

### **5 PRICES AND PAYMENTS**

- 5.1 The Contracting Authority undertakes to pay the Contractor, in consideration for the services actually rendered under the Specific Contract, in accordance with the following breakdown of prices:

<b>Profiles</b>	<b>Number of person-days</b>	<b>Cost per person-day</b>	<b>Total (Prices in EUR)</b>
<b>Project Manager</b>			
<b>Database Administrator</b>			
<b>Web Application Administrator</b>			
<b>TOTAL</b>			

The total amount to be paid by the Contracting Authority under this Specific Contract shall be XXXX EUR covering all tasks executed. This amount shall cover all expenditure incurred by the Contractor in performing this Specific Contract.

- 5.2 In conformity with Articles 1.5 of the Special Conditions and 2.5 of the General Conditions of the Framework Contract, the invoicing procedures for the services, once accepted by the Contracting Authority, are as follows:

Where this is an extended Specific Contract, or for amounts in the Specific Contract below 25,000 EUR:

- once the work has been completed, on the basis of tasks acceptance forms duly completed and signed by both the Contracting Authority and the Contractor using the forms in Annex III. Duly completed Forms in Annex III must be attached to the invoice.

5.3 Payments shall be made to account No [account nr] held with [name of the bank] on production of the invoice showing separately the amount of the fees and the VAT applied and within no more than [ ] from the date the invoice is received by the Department indicated in article 5.4 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. The payment shall be deemed to have been effected on the day the Contracting Authority's financial account is debited.

5.4 The address for invoices is:

European Union Agency for Fundamental Rights  
to the attention of Administration Department  
Schwarzenbergplatz 11,  
Vienna 1040,  
Austria

## **6 SUB-CONTRACTING**

Sub-contracting is [not] allowed.

## **7 GUARANTEES**

No guarantees are required.

## **8 ADMINISTRATIVE PROVISIONS**

The persons responsible for implementing this Specific Contract are:

For the Contracting Authority:

Administrative matters: *[name and telephone number]*

Technical matters: *[name and telephone number]*

For the Contractor:

Administrative matters: *[name and telephone number]*

Technical matters: *[name and telephone number]*

All communication relating to the implementation of this Specific Contract must be in the form of written correspondence and be sent to the appropriate responsible persons.

**9 ANNEXE[S]**

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

Annex I: Technical Annex/Description of tasks

Annex II: Contractor's Quotation

Annex III: QUOTED TIMES AND MEANS Form

**SIGNATURES**

For the Contractor,

[name]

[function]

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

Done at \_\_\_\_\_ Date: \_\_\_\_\_

For the Contracting Authority,

[name]

[function]

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

Done at Vienna Date: \_\_\_\_\_

In duplicate in English.

**ANNEX I**

**Technical Annex/Description of the Tasks**

**ANNEX II****Contractor's Quotation**

**ANNEX III**

**QUOTED TIMES AND MEANS Form**



**ANNEX III – QUOTED TIMES AND MEANS CERTIFICATE OF  
CONFORMITY/TASK ACCEPTANCE FORM**  
**FOR SPECIFIC CONTRACT No [SC ID]**  
**UNDER FRAMEWORK CONTRACT No F-SE-12-T10**  
**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 Contracting Authority:*

<b>Title:</b>
<b>Date of request:</b>
<b>Responsible person at Contracting Authority:</b>
<b>Description of work:</b>

**WORKING DAYS ESTIMATE**

*To be filled in by the Contractor:*

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

*To be filled in by the Contracting Authority:*

<b>Date and signature denoting final acceptance:</b>	
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