

DRAFT SPECIFIC CONTRACT No [SC ID]

implementing Framework Contract No F-SE-12-T06

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-T06 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 delivery of the services mentioned in Annex I shall be of [to be completed] hours/days, starting from the date of entry into force of this Specific Contract.

3.3 The period for the delivery 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.

If the number of hours/days agreed has not been fully taken up, the Contracting Authority shall not be obliged either to use or to pay for the hours/days not worked and the Contractor shall not be entitled to claim damages for them.

Signature by the Contracting Authority of the Times and Means Sheet Form attached in Annex II shall provide evidence of the work performed.

4.2 The tasks shall be performed at the Contracting Authority's premises or any other place as mentioned in the technical specifications.

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:



Description of services	Number of person-hours	Cost per person-hour	Total (Prices in EUR)
TOTAL			

The total amount to be paid by the Contracting Authority under this Specific Contract shall be 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:

- once the work has been completed, on the basis of time sheets signed by the Contracting Authority and the service provider using the form in Annex II (these time sheets 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 thirty (30) days 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: Time sheet

SIGNATURES

For the Contractor,

For the Contracting Authority,

[name]

[name]

[function]

[function]

signature[s]: _____

signature[s]: _____

Done at _____ Date: _____

Done at Vienna Date: _____

In duplicate in English.



ANNEX I

Technical Annex/Description of the Tasks



ANNEX II

Time Sheet



TIME SHEET

One original - duly signed – to be attached to the invoice.

COMPANY: _____ **Period:** _____

Specific Contract №: _____
Total working hours: _____

Name of contractor's staff member: _____

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total hours	Remaining hours			
January																																				
February																																				
March																																				
April																																				
May																																				
June																																				
July																																				
August																																				
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Contractor:	Supervisor:
Name:	Name:
Date:	Date:

