

PURCHASE ORDER FOR LOW VALUE CONTRACTS

European Maritime Safety Agency Praça Europa 4 1249-206 Lisbon, Portugal Tel: +351 211 209 200 Fax: +351 211 209 210 http://www.emsa.europa.eu VAT: 507 685 326	Number: EMSA/NEG/46/2014	(Name and address of Contractor)
	Currency of payment: EUR	
	Offer (date and reference):	
	Asset reference: n/a	

This purchase order constitutes acceptance of the above Contractor's offer (quote).
 By agreeing to this order (contract), the Contractor accepts the specification sent on [date] attached to this document waives all other terms of sale or performance of services and accepts the General Conditions published on EMSA website at: <http://emsa.europa.eu/work/procurement/calls.html>

DESCRIPTION OF THE SUPPLIES OR SERVICES	UNIT	QUANTITY	PRICE IN €	
			UNIT PRICE	TOTAL
Provision of catering and ancillary services for an EMSA reception on the 4th October 2014				€0.00
				€0.00
				€0.00
				€0.00
				€0.00
				€0.00

Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, EMSA is exempt from all taxes and dues, including value added tax, on payments due in respect of this contract. This applies to EMSA pursuant to the Regulation 1406/2002/EC. Companies with Portuguese VAT number shall include VAT amount on their invoices.

Net Total	
Packaging:	
Insurance:	
Transport:	
Assembly:	
VAT:	
TOTAL :	€0.00

Place of delivery /performance and/or Incoterms: Praça Europa 4, 1249-206 Lisbon, Portugal, DPP
Delivery performance dates and hours: [from ... to ...] [date]
Payment: 30 days from receipt of the invoice.
Contractor's bank account (or IBAN):
Initiating agent: Katerina Fotsi
Budgetary item (BL): 1700
Commitment nr:

Contractor's signature	
Name:	
Position:	
Date:	

Acceptance of the quote by EMSA:

Date of issue:
 Signature Head of Human Resources, Cristina Romay Lopez:
 The invoice shall be paid only if the Contractor has returned the signed purchase order. Implementation of the contract may not start before it is signed by both parties.
 This Contract shall be governed by Union law, complemented, where necessary, by Portuguese law and any dispute shall be brought before the courts of Lisbon.

For further information concerning this purchase order, please contact :
 EMSA – European Maritime Safety Agency
 Praça Europa 4, 1249-206 Lisbon, Portugal
 Tel: [Phone number Project Officer], E-mail: [E-mail address Project Officer]

Invoices shall be sent to the following address:
 European Maritime Safety Agency, Invoice Registration (IR), Unit A.2 – Legal and Financial Affairs, Praça Europa 4, 1249-206 LISBOA, Portugal