

## FRAMEWORK CONTRACT FOR SERVICES

FRAMEWORK CONTRACT NUMBER – [Complete] – Lot 2 Project on Eastern ENP Partnership

The European Maritime Safety Agency (hereinafter referred to as "EMSA"), with its seat at Praça Europa 4, 1249-206 Lisbon, Portugal, VAT registration no.: 507 685 326, represented by Markku Mylly, EMSA Executive Director,

on the one part, and

[full official name]  
[official legal form]  
[statutory registration number or ID or passport number]  
[full official address]  
[VAT registration number]

(hereinafter referred to as "the contractor"), [represented by [forename, surname and function,]]

on the other part,

HAVE AGREED

to the **special conditions**, the **general conditions for framework contracts** for services, the Booking Confirmation Form (hereinafter referred to as “the model order form”) and the following annexes:

**Annex I** Tender specifications (reference No EMSA/OP/19/2016 of [*insert date*])

**Annex II** Contractor's tender (reference No [*complete*] of [*insert date*])

which form an integral part of this framework contract (hereinafter referred to as “the FWC”).

This FWC sets out:

1. the procedure by which the contracting authority may order services from the contractor; and
2. the obligations of the parties during and after the duration of this FWC.

All documents issued by the contractor (end-user agreements, general terms and conditions, etc.) except its tender are held inapplicable, unless explicitly mentioned in the special conditions of this FWC. In all circumstances, in the event of contradiction between this FWC and documents issued by the contractor, this FWC prevails, regardless of any provision to the contrary in the contractor's documents.

## **I - SPECIAL CONDITIONS**

### **ARTICLE I.1 – ORDER OF PRIORITY OF PROVISIONS**

If there is any conflict between different provisions in this FWC, the following rules must be applied:

- (a) The provisions set out in the special conditions take precedence over those in the other parts of the FWC.
- (b) The provisions set out in the general conditions take precedence over those in the order form.
- (c) The provisions set out in the order form take precedence over those in the other annexes.
- (d) The provisions set out in the tender specifications (Annex I) take precedence over those in the tender (Annex II).
- (e) The provisions set out in the FWC take precedence over those in the order form.

### **ARTICLE I.2 – SUBJECT MATTER**

The subject matter of the FWC is the provision of travel agency services, related to the organisation of travel arrangements for staff, invited experts, and any other persons who travel on behalf, or per request, of EMSA, in the scope of EU funded Projects aiming to provide technical assistance to the Eastern ENP Partnership countries in the framework of the European Neighbourhood Policy. The Projects are implemented by EMSA.

### **ARTICLE I.3 – ENTRY INTO FORCE AND DURATION OF THE FWC**

- I.3.1** The FWC shall enter into force on the date on which it is signed by the last party.
- I.3.2** The implementation of the FWC cannot start before its entry into force.
- I.3.3** The FWC is concluded for a period of 48 months with effect from the date on which it enters into force.
- I.3.4** The order forms shall be signed by both parties before the FWC expires.

The FWC continues to apply to such order forms after its expiry. The services relating to such order forms must be performed no later than six months after the expiry of the FWC.

### **ARTICLE I.4 –IMPLEMENTATION OF THE FWC**

#### **I.4.1 Type of contract**

The contractor is selected for a single FWC.

#### **I.4.2 Period of provision of the services**

The period for the provision of the services starts to run from the date on which the contractor signs the order form.

#### **I.4.3 Single FWC**

The contracting authority orders services by sending the contractor an order form or request for quotation in paper format and by mail.

Within 7 working days, the contractor must either:

- send a quotation for the requested services;
- send the order form back to the contracting authority signed and dated; or
- send an explanation of why it cannot accept the order.

If the contractor repeatedly refuses to sign the order forms or repeatedly fails to send them back on time, the contractor may be considered in breach of its obligations under this FWC as set out in Article II.18.1 (c).

## **ARTICLE I.5 – PRICES**

### **I.5.1 Maximum amount of the FWC and maximum prices**

The maximum amount covering all purchases under this FWC is EUR *[amount in figures and in words]* excluding VAT.

However, this does not bind the contracting authority to purchase for the maximum amount.

The maximum prices of the services are as listed in Annex II.

### **I.5.2 Price revision index**

Price revision is not applicable to this FWC.

## **ARTICLE I.6 – PAYMENT ARRANGEMENTS**

### **I.6.1 Pre-financing**

Pre-financing is not applicable to this FWC.

### **I.6.2. Interim payment (monthly invoices)**

The contractor (or leader in the case of a joint tender) shall submit a monthly invoice for an interim payment summing up all the order forms for the previous month.

The contractor (or leader in the case of a joint tender) must send an invoice in paper format for the interim payment as provided for in the tender specification and it must contain the minimum elements:

- The order forms that are invoiced or a unique identifier from the travel agency allowing an easy match against the order form number of EMSA.
- A breakdown of costs related to the service, i.e. the cost of the service excluding the booking fee and the amount of the booking fee itself.
- The contractor shall take care that the invoiced matches the individual items and that there are no discrepancies caused by rounding.

All invoices shall indicate both the contractor's and EMSA's VAT number.

The contracting authority must approve any submitted documents or deliverables and pay within 30 days from receipt of the invoice.

If the contracting authority has observations to make, it must send them to the contractor (or leader in the case of a joint tender) and suspend the time limit for payment in accordance with Article II.21.7. The contractor (or leader in case of a joint tender) has 10 days to submit additional information or corrections or a new version of the documents if the contracting authority requires it.

The contracting authority must give its approval and pay within the remainder of the time-limit indicated unless it rejects partially or fully the submitted documents or deliverables.

### **I.6.3 Payment of balance**

The contractor (or leader in the case of a joint tender) may claim the payment of the balance in accordance with Article II.21.6.

The contractor (or leader in the case of a joint tender) must send an invoice in paper format for the payment of balance as provided for in the tender specification and it must contain the minimum elements:

- The order forms that are invoiced or a unique identifier from the travel agency allowing an easy match against the order form number of EMSA.
- A breakdown of costs related to the service, i.e. the cost of the service excluding the booking fee and the amount of the booking fee itself.
- The contractor shall take care that the invoiced matches the individual items and that there are no discrepancies caused by rounding.

All invoices shall indicate both the contractor's and EMSA's VAT number.

The contracting authority must approve the submitted documents or deliverables and pay within 30 days from receipt of the invoice.

If the contracting authority has observations to make, it must send them to the contractor (or leader in the case of a joint tender) and suspend the time limit for payment in accordance with Article II.21.7.

The contractor (or leader in the case of a joint tender) has 10 days to submit additional information or corrections or a new version of the documents if the contracting authority requires it.

The contracting authority must give its approval and pay within the remainder of the time-limit indicated unless it rejects partially or fully the submitted documents or deliverables.

### **I.6.4 Performance guarantee**

Performance guarantee is not applicable to this FWC.

### **I.6.5 Retention money guarantee**

Retention money guarantee is not applicable to this FWC.

## ARTICLE I.7 – BANK ACCOUNT

Payments shall be made to the contractor's bank account denominated in [*euro*]<sup>1</sup> identified as follows:

Name of bank: [*complete*]  
Full address of branch: [*complete*]  
Exact designation of account holder: [*complete*]  
Full account number including [*bank*] codes: [*complete*]  
[*IBAN*<sup>2</sup> code: [*complete*]]

## ARTICLE I.8 – COMMUNICATION DETAILS AND DATA CONTROLLER

For the purpose of this FWC, communications must be sent to the following addresses:

### EMSA:

European Maritime Safety Agency  
Markku Mylly  
Executive Director  
Praça Europa 4  
1249-206 Lisbon  
Portugal

### Contractor:

[*Full name*]  
[*Function*]  
[*Company name*]  
[*Full official address*]  
Email: [*complete*]

Invoices shall be sent to the following address:

### EMSA:

European Maritime Safety Agency  
Invoice Registration (IR)  
Unit A.2 – Legal and Financial Affairs  
Praça Europa 4  
1249-206 Lisbon  
Portugal

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<sup>1</sup> Or local currency where the receiving country does not allow transactions in EUR.

<sup>2</sup> BIC or SWIFT code for countries with no IBAN code.

## **ARTICLE I.9 – DATA CONTROLLER**

For the purpose of Article II.9, the data controller is Head of Unit B.3 – Environment & Capacity Building.

## **ARTICLE I.10 - INTELLECTUAL PROPERTY RIGHTS**

### **I.10.1 Intellectual property rights identification**

N/A

## **ARTICLE I.11 – TERMINATION BY EITHER PARTY**

Either party may terminate the FWC and/or the FWC and order forms by sending formal notification to the other party with one month written notice.

If the FWC or an order form is terminated:

- (a) neither party is entitled to compensation;
- (b) the contractor is entitled to payment only for the services provided before termination takes effect.

The second, third and fourth paragraphs of Article II.18.4 apply.

## **ARTICLE I.12 – APPLICABLE LAW AND SETTLEMENT OF DISPUTES**

**I.12.1** The FWC shall be governed by Union law, complemented, where necessary, by the law of Portugal <sup>3</sup>.

**I.12.2** Any dispute between the parties in relation to the interpretation, application or validity of the FWC which cannot be settled amicably shall be brought before the courts of Lisbon, Portugal.

## **ARTICLE I.13 – INTER-INSTITUTIONAL FRAMEWORK CONTRACT**

Not applicable

## **ARTICLE I.14 – E-PROCUREMENT**

The execution of the contract between EMSA and the contractor may be automated by the use of one or more of the following applications: e-Request, e-Catalogue, e-Ordering and e-Fulfilment and e-Invoicing.

At the request of EMSA, the use of the above applications may be mandatory during the lifetime of the contract.

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<sup>3</sup> Except where duly justified

## SIGNATURES

For the contractor,

[*Company name*/forename/surname/function]

For EMSA,

Markku Mylly

Executive Director

signature: \_\_\_\_\_

signature:\_\_\_\_\_

Done at:

Done at Lisbon

Date:

Date:

In duplicate in English.



## II – GENERAL CONDITIONS FOR THE FRAMEWORK CONTRACT FOR SERVICES

### ARTICLE II.1 – DEFINITIONS

For the purpose of this FWC, the following definitions apply:

**‘Confidential information or document’:** any information or document received by either party from the other or accessed by either party in the context of the implementation of the FWC, that any of the parties has identified in writing as confidential. It may not include information that is publicly available;

**‘Conflict of interest’:** a situation where the impartial and objective implementation of the FWC by the contractor is compromised for reasons involving family, emotional life, political or national affinity, economic interest, or any other shared interest with the contracting authority or any third party related to the subject matter of the FWC;

**‘Force majeure’:** any unforeseeable, exceptional situation or event beyond the control of the parties that prevents either of them from fulfilling any of their obligations under the FWC. The situation or event must not be attributable to error or negligence on the part of the parties or on the part of the subcontractors and must prove to be inevitable despite their exercising due diligence. Defaults of service, defects in equipment or material or delays in making them available, labour disputes, strikes and financial difficulties may not be invoked as force majeure, unless they stem directly from a relevant case of force majeure;

**‘Formal notification’** (or ‘formally notify’): form of communication between the parties made in writing by mail or email, which provides the sender with compelling evidence that the message was delivered to the specified recipient;

**‘Fraud’:** any intentional act or omission affecting the Union’s financial interests relating to the use or presentation of false, incorrect or incomplete statements or documents or to non-disclosure of information in violation of a specific obligation;

**‘Implementation of the FWC’:** the purchase of services envisaged in the FWC through the signature and performance of order forms;

**‘Irregularity’:** any infringement of a provision of Union law resulting from an act or omission by an economic operator, which has, or would have, the effect of prejudicing the Union’s budget.

**‘Notification’** (or ‘notify’): form of communication between the parties made in writing including by electronic means;

**‘Order form’:** a simplified form of specific contract by which the contracting authority orders services under this FWC;

**‘Performance of an order form’:** the execution of tasks and delivery of the purchased services by the contractor to the contracting authority;

**‘Personnel’:** persons employed directly or indirectly or contracted by the contractor to implement the FWC;

**‘Professional conflicting interest’:** a situation in which the contractor’s previous or ongoing professional activities affect its capacity to implement the FWC or to perform an order form to an appropriate quality standard.

**‘Related person’:** any person who has the power to represent the contractor or to take decisions on its behalf;

**‘Request for services’:** a document from the contracting authority requesting that the contractors in a multiple FWC provide a specific tender for services whose terms are not entirely defined under the FWC;

**‘Specific contract’:** a contract implementing the FWC and specifying details of a service to be provided;

**‘Substantial error’:** any infringement of a contract provision resulting from an act or omission, which causes or might cause a loss to the Union’s budget.

## **ARTICLE II.2 – ROLES AND RESPONSIBILITIES IN THE EVENT OF A JOINT TENDER**

In the event of a joint tender submitted by a group of economic operators and where the group does not have legal personality or legal capacity, one member of the group is appointed as leader of the group

## **ARTICLE II.3 – SEVERABILITY**

Each provision of this FWC is severable and distinct from the others. If a provision is or becomes illegal, invalid or unenforceable to any extent, it must be severed from the remainder of the FWC. This does not affect the legality, validity or enforceability of any other provisions of the FWC, which continue in full force and effect. The illegal, invalid or unenforceable provision must be replaced by a legal, valid and enforceable substitute provision which corresponds as closely as possible with the actual intent of the parties under the illegal, invalid or unenforceable provision. The replacement of such a provision must be made in accordance with Article II.11. The FWC must be interpreted as if it had contained the substitute provision as from its entry into force.

## **ARTICLE II.4 – PROVISION OF SERVICES**

- II.4.1** Signature of the FWC does not guarantee any actual purchase. The contracting authority is bound only by order forms implementing the FWC.
- II.4.2** The contractor must provide services of high quality standards, in accordance with the state of the art in the industry and the provisions of this FWC, in particular the tender specifications and the terms of its tender.
- II.4.3** The contractor must comply with the minimum requirements provided for in the tender specifications. This includes compliance with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU<sup>4</sup>.
- II.4.4** The contractor must obtain any permit or licence required in the State where the services are to be provided.
- II.4.5** All periods specified in the FWC are calculated in calendar days, unless otherwise specified.

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<sup>4</sup> OJ L 94 of 28.03.2014, p. 65

- II.4.6** The contractor must not present itself as a representative of the contracting authority and must inform third parties that it is not part of the European public service.
- II.4.7** The contractor is responsible for the personnel who carry out the services and exercises its authority over its personnel without interference by the contracting authority. The contractor must inform its personnel that:
- (a) they may not accept any direct instructions from the contracting authority; and
  - (b) their participation in providing the services does not result in any employment or contractual relationship with the contracting authority.
- II.4.8** The contractor must ensure that the personnel implementing the FWC and any future replacement personnel possess the professional qualifications and experience required to provide the services, as the case may be on the basis of the selection criteria set out in the tender specifications.
- II.4.9** At the contracting authority's reasoned request, the contractor must replace any member of personnel who:
- (a) does not have the expertise required to provide the services; or
  - (b) has caused disruption at the premises of the contracting authority.

The contractor bears the cost of replacing its personnel and is responsible for any delay in providing the services resulting from the replacement of personnel.

- II.4.10** The contractor must record and report to the contracting authority any problem that affects its ability to provide the services. The report must describe the problem, state when it started and what action the contractor is taking to resolve it.

## **ARTICLE II.5 – COMMUNICATION BETWEEN THE PARTIES**

### **II.5.1 Form and means of communication**

Any communication of information, notices or documents under the FWC must:

- (a) be made in writing in paper or electronic format in the language of the contract;
- (b) bear the FWC number and, if applicable, the order form number;
- (c) be made using the relevant communication details set out in Article I.8; and
- (d) be sent by mail,.

If a party requests written confirmation of an e-mail within a reasonable time, the other party must provide an original signed paper version of the communication as soon as possible.

The parties agree that any communication made by email has full legal effect and is admissible as evidence in judicial proceedings.

### **II.5.2 Date of communications by mail and email**

Any communication is deemed to have been made when the receiving party receives it, unless this FWC contract refers to the date when the communication was sent.

Email is deemed to have been received by the receiving party on the day of dispatch of that email, provided that it is sent to the email address indicated in Article I.8. The sending party must be able to prove the date of dispatch. In the event that the sending party receives a non-delivery report, it must make every effort to ensure that the other party actually receives the communication by email or mail. In such a case, the sending party is not held in breach of its obligation to send such communication within a specified deadline.

Mail sent to the contracting authority is deemed to have been received by the contracting authority on the date on which the department responsible referred to in Article I.8 registers it.

Formal notifications are considered to have been received by the receiving party on the date of receipt indicated in the proof received by the sending party that the message was delivered to the specified recipient.

## **ARTICLE II.6 – LIABILITY**

- II.6.1** The contracting authority is not liable for any damage or loss caused by the contractor, including any damage or loss to third parties during or as a consequence of implementation of the FWC.
- II.6.2** If required by the relevant applicable legislation, the contractor must take out an insurance policy against risks and damage or loss relating to the implementation of the FWC. It must also take out supplementary insurance as reasonably required by standard practice in the industry. Upon request, the contractor must provide evidence of insurance coverage to the contracting authority.
- II.6.3** The contractor is liable for any loss or damage caused to the contracting authority during or as a consequence of implementation of the FWC, including in the event of subcontracting, but only up to an amount not exceeding three times the total amount of the relevant order form. However, if the damage or loss is caused by the gross negligence or wilful misconduct of the contractor or of its personnel or subcontractors, the contractor is liable for the whole amount of the damage or loss.
- II.6.4** If a third party brings any action against the contracting authority in connection with the implementation of the FWC, including any action for alleged breach of intellectual property rights, the contractor must assist the contracting authority in the legal proceedings, including by intervening in support of the contracting authority upon request. If the contracting authority's liability towards the third party is established and that such liability is caused by the contractor during or as a consequence of the implementation of the FWC, Article II.6.3 applies.
- II.6.5** If the contractor is composed of two or more economic operators (i.e. who submitted a joint tender), they are all jointly and severally liable to the contracting authority for the implementation of the FWC.
- II.6.6** The contracting authority is not liable for any loss or damage caused to the contractor during or as a consequence of implementation of the FWC, unless the loss or damage was caused by wilful misconduct or gross negligence of the contracting authority.

## **ARTICLE II.7 – CONFLICT OF INTEREST AND PROFESSIONAL CONFLICTING INTERESTS**

- II.7.1** The contractor must take all the necessary measures to prevent any situation of conflict of interest or professional conflicting interest.
- II.7.2** The contractor must notify the contracting authority in writing as soon as possible of any situation that could constitute a conflict of interest or a professional conflicting interest during the implementation of the FWC. The contractor must immediately take action to rectify the situation.

The contracting authority may do any of the following:

- (a) verify that the contractor's action is appropriate;
- (b) require the contractor to take further action within a specified deadline;
- (c) decide not to award an order form to the contractor.

**II.7.3** The contractor must pass on all the relevant obligations in writing to:

- (a) its personnel;
- (b) any natural person with the power to represent it or take decisions on its behalf;
- (c) third parties involved in the implementation of the FWC, including subcontractors.

The contractor must also ensure that the persons referred to above are not placed in a situation which could give rise to conflicts of interest.

## **ARTICLE II.8 – CONFIDENTIALITY**

**II.8.1.** The contracting authority and the contractor must treat with confidentiality any information or documents, in any format, disclosed in writing or orally, relating to the implementation of the FWC and identified in writing as confidential.

**II.8.2.** Each party must:

- (a) not use confidential information or documents for any purpose other than to perform its obligations under the FWC or an order form without the prior written agreement of the other party;
- (b) ensure the protection of such confidential information or documents with the same level of protection as its own confidential information or documents and in any case with due diligence;
- (c) not disclose, directly or indirectly, confidential information or documents to third parties without the prior written agreement of the other party.

**II.8.3** The confidentiality obligations set out in this Article are binding on the contracting authority and the contractor during the implementation of the FWC and for as long as the information or documents remain confidential unless:

- (a) the disclosing party agrees to release the receiving party from the confidentiality obligation earlier;
- (b) the confidential information or documents become public through other means than a breach of the confidentiality obligation;
- (c) the applicable law requires the disclosure of the confidential information or documents.

**II.8.4** The contractor must obtain from any natural person with the power to represent it or take decisions on its behalf, as well as from third parties involved in the implementation of the FWC a commitment that they will comply with this Article. At the request of the contracting authority, the contractor must provide a document providing evidence of this commitment.

## **ARTICLE II.9 – PROCESSING OF PERSONAL DATA**

- II.9.1** Any personal data included in the FWC must be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data must be processed by the data controller solely for the purposes of the implementation, management and monitoring of the FWC. This does not affect its possible transmission to bodies entrusted with monitoring or inspection tasks in application of Union law.
- II.9.2** The contractor has the right to access its personal data and the right to rectify any such data. The contractor should address any queries concerning the processing of its personal data to the data controller.
- II.9.3** The contractor has right of recourse at any time to the European Data Protection Supervisor.
- II.9.4** If the FWC requires the contractor to process any personal data, the contractor may act only under the supervision of the data controller, in particular with regard to the purposes of the processing, the categories of data that may be processed, the recipients of the data and the means by which the data subject may exercise its rights.
- II.9.5** The contractor must grant personnel access to the data to the extent strictly necessary for the implementation, management and monitoring of the FWC.
- II.9.6** The contractor must adopt appropriate technical and organisational security measures, giving due regard to the risks inherent in the processing and to the nature of the personal data concerned, in order to:
- (a) prevent any unauthorised person from gaining access to computer systems processing personal data, and especially:
    - (i) unauthorised reading, copying, alteration or removal of storage media;
    - (ii) unauthorised data inputting, as well as any unauthorised disclosure, alteration or erasure of stored personal data;
    - (iii) unauthorised use of data processing systems by means of data transmission facilities;
  - (b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
  - (c) record which personal data have been communicated, when and to whom;
  - (d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the contracting authority;
  - (e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
  - (f) design its organisational structure in such a way that it meets data protection requirements.

## **ARTICLE II.10 – SUBCONTRACTING**

- II.10.1** The contractor must not subcontract and have the FWC implemented by third parties beyond the third parties already mentioned in its tender without prior written authorisation from the contracting authority.
- II.10.2** Even if the contracting authority authorises subcontracting, the contractor remains bound by its contractual obligations and is solely responsible for the implementation of the FWC.
- II.10.3** The contractor must ensure that the subcontract does not affect the rights of the contracting authority under this FWC, particularly those under Articles II.8, II.13 and II.24.
- II.10.4** The contracting authority may request the contractor to replace a subcontractor found to be in a situation provided for in points (d) and (e) of Article II.18.1.

## **ARTICLE II.11 – AMENDMENTS**

- II.11.1** Any amendment to the FWC or an order form must be made in writing before all contractual obligations have been fulfilled. An order form does not constitute an amendment to the FWC.
- II.11.2** Any amendment must not make changes to the FWC or an order form that might alter the initial conditions of the procurement procedure or result in unequal treatment of tenderers or contractors.

## **ARTICLE II.12 – ASSIGNMENT**

- II.12.1** The contractor must not assign any of the rights and obligations arising from the FWC, including claims for payments or factoring, without prior written authorisation from the contracting authority. In such cases, the contractor must provide the contracting authority with the identity of the intended assignee.
- II.12.2** Any right or obligation assigned by the contractor without authorisation is not enforceable against the contracting authority.

## **ARTICLE II.13 – INTELLECTUAL PROPERTY RIGHTS**

### **II.13.1 Definitions**

In this contract the following definitions apply:

- (1) 'results' means any intended outcome of the performance of the contract which is delivered and finally accepted by EMSA.
- (2) 'creator' means any natural person who contributed to the production of the result and includes personnel of EMSA or a third party.
- (3) 'pre-existing rights' means any intellectual property rights, including background technology, which exist prior to EMSA or the contractor ordering them for the purpose of the contract execution and include rights of ownership and use by the contractor, the creator, EMSA and any third parties.

### **II.13.2 Ownership of the results and/or the pre-existing rights**

Under observance of the limitations, if any, provided by applicable laws, the ownership of the results and/or the pre-existing rights which, under Article I.10.1, are to be transferred to EMSA, if any, shall be fully and irrevocably acquired by EMSA under this contract including any rights in any of the results and/or the pre-existing rights listed in this contract, including industrial property rights, copyright and other intellectual property rights, and all technological solutions and information contained therein. All the rights shall be acquired by EMSA from the moment the results and/or the pre-existing rights are delivered by the contractor and accepted by EMSA. Such delivery and acceptance are deemed to constitute an effective assignment of rights from the contractor to EMSA.

The payment of the price as set out in the contract is deemed to include any fees payable to the contractor in relation to the acquisition of ownership of rights by EMSA.

Any intermediary sub-result, raw data, intermediary analysis made available by the contractor cannot be used by EMSA without the written consent of the contractor, unless the contract explicitly provides for it to be treated as self-contained result.

### **II.13.3 Licensing of the results and/or the pre-existing rights**

Under observance of the limitations, if any, provided by applicable laws, the results and/or the pre-existing rights which, under Article I.10.1, are to be licensed to EMSA, if any, shall be fully licensed to EMSA under this contract on a royalty-free, non-exclusive and irrevocable basis and EMSA may use the results and/or the pre-existing rights as foreseen in Article I.10.1 or in order forms. All the results and/or the pre-existing rights shall be licensed to EMSA from the moment the results and/or the pre-existing rights are delivered and accepted by EMSA. Such delivery and acceptance are deemed to constitute an effective licensing of rights from the contractor to EMSA.

The licensing of the results and/or pre-existing rights to EMSA under this contract covers all territories worldwide and is valid for the whole duration of the intellectual property rights protection.

The payment of the price as set out in the contract is deemed to include any fees payable to the contractor in relation to the licensing of the results and/or the pre-existing rights including all forms of use of the result and/or pre-existing rights foreseen in Article I.10.1.

### **II.13.4 Modes of exploitation**

Results produced as an outcome of this contract may be used by EMSA for any of the following purposes:

- (a) giving access upon individual requests without the right to reproduce or exploit, as provided for by Regulation 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
- (b) storage of the original and copies made in accordance with this contract;
- (c) archiving in line with the document management rules applicable to EMSA.

### **II.13.5 Identification and evidence of granting of pre-existing rights and rights of third parties and of creators**

When delivering the results, the contractor shall warrant to EMSA that they are free of rights or claims from creators and third parties including in relation to pre-existing rights, for any use envisaged by EMSA, except as expressly disclosed by the contractor to EMSA. This does not concern the moral rights of natural persons.



The contractor shall establish to that effect a list of all pre-existing rights and rights of creators and third parties on the results of this contract or parts thereof. This list shall be provided no later than the date of delivery of the final results.

As to the results the contractor shall clearly point out all quotations of existing textual works. The complete reference should include as appropriate: name of the author, title of the work, date and place of publication, date of creation, address of publication on internet, number, volume and other information which allows the origin to be easily identified.

Upon request by EMSA, the contractor shall promptly provide evidence of ownership or of rights to use all the listed pre-existing rights and rights of creators and third parties, except for the pre-existing rights and rights owned by EMSA.

This evidence may refer, inter alia, to rights to: parts of other documents, images, graphs, tables, data, software, technical inventions, know-how etc. (delivered in paper, electronic or other form), IT development tools, routines, subroutines and/or other programs ("background technology"), concepts, designs, installations or pieces of art, data, source or background materials or any other parts of external origin.

The evidence shall include all the information and/or documents required by law, including, as appropriate:

- (a) the name and version number of a software product;
- (b) the full identification of the work and its author, developer, creator, translator, data entry person, graphic designer, publisher, editor, photographer, producer;
- (c) a copy of the licence to use the product or of the agreement granting the relevant rights to the contractor or a reference to this licence;
- (d) a copy of the agreement or extract from the employment contract granting the relevant rights to the contractor where parts of the results were created by its personnel;
- (e) the text of the disclaimer notice if any.

Provision of evidence does not release the contractor from its responsibilities in case it is found that it does not hold the necessary rights, regardless of when and by whom this fact was revealed.

The contractor shall also warrant to EMSA that it possesses the relevant rights and powers to execute the transfer or, as applicable, the licensing, of the results and/or of the pre-existing rights to EMSA and that it has paid or has verified payment of all due fees, including fees due to collecting societies, related to the final results and/or any pre-existing rights.

#### **II.13.6 Creators and third parties**

By delivering the results the contractor shall warrant to EMSA that the creators and third parties have undertaken not to oppose that their names be recalled when the results are presented to the public and shall confirm that the results can be divulged. Names of authors shall be recalled on request in the manner communicated by the contractor to EMSA.

The contractor shall obtain the consent of creators and third parties regarding the granting of the relevant rights to EMSA and be ready to promptly provide documentary evidence of such consent upon request of EMSA.

### **II.13.7 Persons appearing in photographs or films**

If natural, recognisable persons appear or their voice is recorded in a result the contractor shall submit to EMSA a statement of these persons (or of the persons exercising parental authority in case of minors or of the persons legally responsible in case of persons with disabilities determined by a court of law or other competent authority) where they give their permission for the described use of their image or voice on request by EMSA. This does not apply to persons whose permission is not required in line with the law of the country where photographs were taken, films shot or audio records made.

### **II.13.8 Copyright for pre-existing rights**

When the contractor retains pre-existing rights on parts of the results, reference shall be inserted to that effect when the result is used as set out in Article I.10.1 with the following disclaimer: © - year - EMSA. All rights reserved. Certain parts are licensed under conditions to EMSA.

### **II.13.9 Visibility of EMSA funding and disclaimer**

When making use of the results, the contractor shall declare that they have been produced within a contract with EMSA and that the opinions expressed are those of the contractor only and do not represent EMSA's official position. EMSA may waive this obligation in writing.

### **II.13.10 Trade secrets**

Under observance of the limitations, if any, provided by applicable laws, EMSA shall have the right to disclose trade secrets which are incorporated in the results and/or pre-existing rights to a third party who is modifying the results and/or pre-existing rights in the name of EMSA in accordance with Article I.10.1 provided that the trade secrets are used solely in connection with the modification of the result and/or the pre-existing rights on behalf of EMSA. EMSA shall ensure that the third party is bound by the confidentiality obligations contained in this contract or by essentially corresponding confidentiality terms.

## **ARTICLE II.14 – FORCE MAJEURE**

**II.14.1** If a party is affected by force majeure, it must immediately notify the other party, stating the nature of the circumstances, their likely duration and foreseeable effects.

**II.14.2** A party is not liable for any delay or failure to perform its obligations under the FWC if that delay or failure is a result of force majeure. If the contractor is unable to fulfil its contractual obligations owing to force majeure, it has the right to remuneration only for the services actually provided.

**II.14.3** The parties must take all necessary measures to limit any damage due to force majeure.

## **ARTICLE II.15 – LIQUIDATED DAMAGES**

### **II.15.1 Delay in delivery**

If the contractor fails to perform its contractual obligations within the applicable time limits set out in this FWC, the contracting authority may claim liquidated damages for each day of delay using the following formula:

$$0.3 \times (V/d)$$

where:

V is the price of the relevant purchase or deliverable or result;

d is the duration specified in the relevant order form for delivery of the relevant purchase or deliverable or, failing that, the period between the date specified in Article I.4.2 and the date of delivery or performance specified in the relevant order form, expressed in days.

Liquidated damages may be imposed together with a reduction in price under the conditions laid down in Article II.16.

#### **II.15.2 Procedure**

The contracting authority must formally notify the contractor of its intention to apply liquidated damages and the corresponding calculated amount.

The contractor has 30 days following the date of receipt to submit observations. Failing that, the decision becomes enforceable the day after the time limit for submitting observations has elapsed.

If the contractor submits observations, the contracting authority, taking into account the relevant observations, must notify the contractor:

- (a) of the withdrawal of its intention to apply liquidated damages; or
- (b) of its final decision to apply liquidated damages and the corresponding amount.

#### **II.15.3 Nature of liquidated damages**

The parties expressly acknowledge and agree that any amount payable under this Article is not a penalty and represents a reasonable estimate of fair compensation for the damage incurred due to failure to provide the services within the applicable time limits set out in this FWC.

#### **II.15.4 Claims and liability**

Any claim for liquidated damages does not affect the contractor's actual or potential liability or the contracting authority's rights under Article II.18.

### **ARTICLE II.16 – REDUCTION IN PRICE**

#### **II.16.1 Quality standards**

If the contractor fails to provide the service in accordance with the FWC or an order form ('unperformed obligations') or if it fails to provide the service in accordance with the expected quality levels specified in the tender specifications ('low quality delivery'), the contracting authority may reduce or recover payments proportionally to the seriousness of the unperformed obligations or low quality delivery. This includes in particular cases where the contracting authority cannot approve a report or deliverable as defined in Article I.6 after the contractor has submitted the required additional information, correction or new version.

A reduction in price may be imposed together with liquidated damages under the conditions of Article II.15.

### **II.16.2 Procedure**

The contracting authority must formally notify the contractor of its intention to reduce payment and the corresponding calculated amount.

The contractor has 30 days following the date of receipt to submit observations. Failing that, the decision becomes enforceable the day after the time limit for submitting observations has elapsed.

If the contractor submits observations, the contracting authority, taking into account the relevant observations, must notify the contractor:

- (a) of the withdrawal of its intention to reduce payment; or
- (b) of its final decision to reduce payment and the corresponding amount.

### **II.16.3 Claims and liability**

Any reduction in price does not affect the contractor's actual or potential liability or the contracting authority's rights under Article II.18.

## **ARTICLE II.17 – SUSPENSION OF THE IMPLEMENTATION OF THE FWC**

### **II.17.1 Suspension by the contractor**

If the contractor is affected by force majeure, it may suspend the provision of the services under an order form.

The contractor must immediately notify the contracting authority of the suspension. The notification must include a description of the force majeure and state when the contractor expects to resume the provision of services.

The contractor must notify the contracting authority as soon as it is able to resume performance of the order form, unless the contracting authority has already terminated the FWC or the order form.

### **II.17.2 Suspension by the contracting authority**

The contracting authority may suspend the implementation of the FWC or performance of an order form or any part of it:

- (a) if the procedure for awarding the FWC or an order form or the implementation of the FWC proves to have been subject to substantial errors, irregularities or fraud;
- (b) in order to verify whether the presumed substantial errors, irregularities or fraud actually occurred.

The contracting authority must formally notify the contractor of the suspension. Suspension takes effect on the date of formal notification, or at a later date if the formal notification so provides.

The contracting authority must notify the contractor as soon as possible whether:

- (a) it is lifting the suspension; or

- (b) it intends to terminate the FWC or an order form under Article II.18.1(f) or (j).

The contractor is not entitled to compensation for suspension of any part of the FWC or an order form.

## **ARTICLE II.18 – TERMINATION OF THE FWC**

### **II.18.1 Grounds for termination by the contracting authority**

The contracting authority may terminate the FWC or an order form in the following circumstances:

- (a) if provision of the services under a pending order form has not actually started within 15 days of the scheduled date and the contracting authority considers the new date proposed, if any, unacceptable, taking into account Article II.11.2;
- (b) if the contractor is unable, through its own fault, to obtain any permit or licence required for implementation of the FWC;
- (c) if the contractor does not implement the FWC or perform the order form in accordance with the tender specifications or request for service or is in breach of another substantial contractual obligation or repeatedly refuses to sign order forms. Termination of three or more order forms in these circumstances also constitutes grounds for termination of the FWC;
- (d) if the contractor or any person that assumes unlimited liability for the debts of the contractor is in one of the situations provided for in points (a) and (b) of Article 106(1) of the Financial Regulation<sup>5</sup>;
- (e) if the contractor or any related person is subject to any of the situations provided for in points (c) to (f) of Article 106(1) or to Article 106(2) of the Financial Regulation.
- (f) if the procedure for awarding the FWC or the implementation of the FWC prove to have been subject to substantial errors, irregularities or fraud;
- (g) if the contractor does not comply with applicable obligations under environmental, social and labour law established by Union law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU;
- (h) if the contractor is in a situation that could constitute a conflict of interest or a professional conflicting interest as referred to in Article II.7;
- (i) if a change to the contractor's legal, financial, technical, organisational or ownership situation is likely to substantially affect the implementation of the FWC or substantially modify the conditions under which the FWC was initially awarded;
- (j) in the event of force majeure, where either resuming implementation is impossible or the necessary ensuing amendments to the FWC or an order form would mean that the tender specifications are no longer fulfilled or result in unequal treatment of tenderers or contractors;
- (k) if the needs of the contracting authority change and it no longer requires new services under the FWC; in such cases ongoing order forms remain unaffected;
- (l) if the termination of the FWC with one or more of the contractors means that the multiple FWC with reopening of competition no longer has the minimum required level of competition.

### **II.18.2 Grounds for termination by the contractor**

The contractor may terminate the FWC or an order form if:

- (a) it has evidence that the contracting authority has committed substantial errors, irregularities or fraud in the procedure for awarding the FWC or the implementation of the FWC;

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<sup>5</sup> Regulation (EU, EURATOM) No 966/2012 on the financial rules applicable to the general budget of the Union, as amended <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32012R0966>

- (b) the contracting authority fails to comply with its obligations, in particular the obligation to provide the information needed for the contractor to implement the FWC or to perform an order form as provided for in the tender specifications.

### **II.18.3 Procedure for termination**

A party must formally notify the other party of its intention to terminate the FWC or an order form and the grounds for termination.

The other party has 30 days following the date of receipt to submit observations, including the measures it has taken to continue fulfilling its contractual obligations. Failing that, the decision to terminate becomes enforceable the day after the time limit for submitting observations has elapsed.

If the other party submits observations, the party intending to terminate must formally notify it either of the withdrawal of its intention to terminate or of its final decision to terminate.

In the cases referred to in points (a) to (d), (g) to (i), (k) and (l) of Article II.18.1 and in Article II.18.2, the date on which the termination takes effect must be specified in the formal notification.

In the cases referred to in points (e), (f) and (j) of Article II.18.1, the termination takes effect on the day following the date on which the contractor receives notification of termination.

In addition, at the request of the contracting authority and regardless of the grounds for termination, the contractor must provide all necessary assistance, including information, documents and files, to allow the contracting authority to complete, continue or transfer the services to a new contractor or internally, without interruption or adverse effect on the quality or continuity of the services. The parties may agree to draw up a transition plan detailing the contractor's assistance unless such plan is already detailed in other contractual documents or in the tender specifications. The contractor must provide such assistance at no additional cost, except if it can demonstrate that it requires substantial additional resources or means, in which case it must provide an estimate of the costs involved and the parties will negotiate an arrangement in good faith.

### **II.18.4 Effects of termination**

The contractor is liable for damage incurred by the contracting authority as a result of the termination of the FWC or an order form including the cost of appointing another contractor to provide or complete the services, unless the damage was caused by the situation specified in Article II.18.1(j), (k) or (l) or in Article II.18.2. The contracting authority may claim compensation for such damage.

The contractor is not entitled to compensation for any loss resulting from the termination of the FWC or an order form, including loss of anticipated profits, unless the loss was caused by the situation specified in Article II.18.2.

The contractor must take all appropriate measures to minimise costs, prevent damage and cancel or reduce its commitments.

Within 60 days of the date of termination, the contractor must submit any report, deliverable or result and any invoice required for services that were provided before the date of termination.

In the case of joint tenders, the contracting authority may terminate the FWC or an order form with each member of the group separately on the basis of points (d), (e) or (g) of Article II.18.1, under the conditions set out in Article II.11.2

## **ARTICLE II.19 – INVOICES, VALUE ADDED TAX AND E-INVOICING**

### **II.19.1 Invoices and value added tax**

Invoices must contain the contractor's (or leader's in the case of a joint tender) identification data, the amount, the currency and the date, as well as the FWC reference and reference to the order form.

Invoices must indicate the place of taxation of the contractor (or leader in the case of a joint tender) for value added tax (VAT) purposes and must specify separately amounts not including VAT and amounts including VAT.

The contracting authority is exempt from all taxes and duties, including VAT, in accordance with Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union.

The contractor (or leader in the case of a joint tender) must complete the necessary formalities with the relevant authorities to ensure that the supplies and services required for implementation of the FWC are exempt from taxes and duties, including VAT.

### **II.19.2 E-invoicing**

If provided for in the special conditions, the contractor (or leader in the case of a joint tender) submits invoices in electronic format if the conditions regarding electronic signature specified by Directive 2006/12/EC on VAT are fulfilled, i.e. using a qualified electronic signature or through electronic data interchange.

Reception of invoices by standard format (pdf) or email is not accepted.

## **ARTICLE II.20 – PRICE REVISION**

If a price revision index is provided in Article I.5.2, this Article applies to it.

Prices are fixed and not subject to revision during the first year of the FWC.

At the beginning of the second and every following year of the FWC, each price may be revised upwards or downwards at the request of one of the parties.

A party may request a price revision in writing no later than three months before the anniversary date of entry into force of the FWC. The other party must acknowledge the request within 14 days of receipt.

At the anniversary date, the contracting authority must communicate the final index for the month in which the request was received, or failing that, the last provisional index available for that month. The contractor establishes the new price on this basis and communicates it as soon as possible to the contracting authority for verification.

The contracting authority purchases on the basis of the prices in force at the date on which the order form enters into force.

The price revision is calculated using the following formula:

$$Pr = Po \times \left( \frac{Ir}{Io} \right)$$

where: Pr = revised price;

Po = price in the tender;

Io = index for the month in which the FWC enters into force;

Ir = index for the month in which the request to revise prices is received.

## **ARTICLE II.21 – PAYMENTS AND GUARANTEES**

### **II.21.1 Date of payment**

Payments are deemed to be effected on the date when they are debited to the contracting authority's account.

### **II.21.2 Currency**

Payments are made in euros or in the currency provided for in Article I.7.

### **II.21.3 Conversion**

The contracting authority makes any conversion between the euro and another currency at the daily euro exchange rate published in the Official Journal of the European Union, or failing that, at the monthly accounting exchange rate, as established by the European Commission and published on the website indicated below, applicable on the day when it issues the payment order.

The contractor makes any conversion between the euro and another currency at the monthly accounting exchange rate, established by the Commission and published on the website indicated below, applicable on the date of the invoice.

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm)

### **II.21.4 Costs of transfer**

The costs of the transfer are borne as follows:

- (a) the contracting authority bears the costs of dispatch charged by its bank;
- (b) the contractor bears the costs of receipt charged by its bank;
- (c) the party causing repetition of the transfer bears the costs for repeated transfer.

### **II.21.5 Pre-financing, performance and money retention guarantees**

If, as provided for in Article I.6, a financial guarantee is required for the payment of pre-financing, as performance guarantee or as retention money guarantee, it must fulfil the following conditions:

- (a) the financial guarantee is provided by a bank or a financial institution approved by the contracting authority or, at the request of the contractor and with the agreement of the contracting authority, by a third party;



- (b) the guarantor stands as first-call guarantor and does not require the contracting authority to have recourse against the principal debtor (the contractor).

The contractor bears the cost of providing such guarantee.

Pre-financing guarantees must remain in force until the pre-financing is cleared against interim payments or payment of the balance. Where the payment of the balance takes the form of a debit note, the pre-financing guarantee must remain in force for three months after the debit note is sent to the contractor. The contracting authority must release the guarantee within the following month.

Performance guarantees cover compliance with substantial contractual obligations until the contracting authority has given its final approval for the service. The performance guarantee must not exceed 10 % of the total price of the order form. The contracting authority must release the guarantee fully after final approval of the service, as provided for in the order form.

Retention money guarantees cover full delivery of the service in accordance with the order form including during the contract liability period and until its final approval by the contracting authority. The retention money guarantee must not exceed 10 % of the total price of the order form. The contracting authority must release the guarantee after the expiry of the contract liability period as provided for in the order form.

The contracting authority must not request a retention money guarantee for an order form where it has requested a performance guarantee.

#### **II.21.6 Interim payments and payment of the balance**

The contractor (or leader in the case of a joint tender) must send an invoice for interim payment, as provided for in Article I.6 or in the tender specifications or in the order form.

The contractor (or leader in the case of a joint tender) must send an invoice for payment of the balance within 60 days of the end of the period of provision of the services, as provided for in Article I.6, in the tender specifications or in the order form.

Payment of the invoice and approval of documents does not imply recognition of the regularity, authenticity, completeness and correctness of the declarations and information they contain.

Payment of the balance may take the form of recovery.

#### **II.21.7 Suspension of the time allowed for payment**

The contracting authority may suspend the payment periods specified in Article I.6 at any time by notifying the contractor (or leader in the case of a joint tender) that its invoice cannot be processed. The reasons the contracting authority may cite for not being able to process an invoice are:

- (a) because it does not comply with the FWC;
- (b) because the contractor has not produced the appropriate documents or deliverables; or
- (c) because the contracting authority has observations on the documents or deliverables submitted with the invoice.

The contracting authority must notify the contractor (or leader in the case of joint tender) as soon as possible of any such suspension, giving the reasons for it.

Suspension takes effect on the date the contracting authority sends the notification. The remaining payment period resumes from the date on which the requested information or revised documents are received or the necessary further verification, including on-the-spot checks, is carried out. Where the suspension period exceeds two months, the contractor (or leader in the case of a joint tender) may request the contracting authority to justify the continued suspension.

Where the payment periods have been suspended following rejection of a document referred to in the first paragraph of this Article and the new document produced is also rejected, the contracting authority reserves the right to terminate the order form in accordance with Article II.18.1(c).

#### **II.21.8 Interest on late payment**

On expiry of the payment periods specified in Article I.6, the contractor (or leader in the case of a joint tender) is entitled to interest on late payment at the rate applied by the European Central Bank for its main refinancing operations in euros (the reference rate) plus eight points. The reference rate is the rate in force, as published in the C series of the Official Journal of the European Union, on the first day of the month in which the payment period ends.

Suspension of the payment period as provided for in Article II.21.7 is not considered as giving rise to late payment.

Interest on late payment covers the period running from the day following the due date for payment up to and including the date of payment as defined in Article II.21.1.

However, when the calculated interest is EUR 200 or less, it must be paid to the contractor (or leader in the case of a joint tender) only if it requests it within two months of receiving late payment.

### **ARTICLE II.22 – REIMBURSEMENTS**

**II.22.1** Where provided by the special conditions or by the tender specifications, EMSA shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets

**II.22.2** Travel expenses are reimbursed on the following basis:

- a. The shortest and most economical normal route by rail (first class) between the seat of the contractor and the place where the task is to be executed.
- b. If the journey includes at least six hours of night travel between 22:00 and 7:00, the cost of accommodation in a double sleeper.
- c. Seat reservations and transport of necessary luggage, and supplements for high-speed trains.
- d. Expenses arising for journeys by sea are reimbursed on presentation of the supporting documents. The cost of transporting a car by sea is not reimbursed.
- e. Where the person concerned travels by car, travel expenses are reimbursed on the basis of the first class rail fare, excluding any supplements. The person is requested to provide supporting documents as to the actual price of a first class rail ticket for the journey in question at the occasion the experts is participating in.
- f. Where the distance by rail exceeds 400 km, or where the route includes a sea crossing, the cost of travel by air will be reimbursed on the basis of the fare in economy class or, if that is not available, business class.
- g. Taxi fares are not reimbursed

**II.22.3** Subsistence expenses are reimbursed on the following basis:

- a. For journeys of less than 200 km (return trip) no subsistence expenses shall be payable.
- b. Reimbursement of accommodation is based on actual costs of accommodation on production of an original invoice up to the ceiling as indicated in Annex III per necessary over night stay related to the tasks executed. Accommodation shall be arranged and paid directly by the contractor.
- c. Flat rate daily allowance as specified in Annex III shall be reimbursed for days during which the tasks are executed. This amount covers all expenses at the place where the tasks related to the contract are executed, including the cost of meals and local transport (incl. taxi).
- d. Daily allowance for up to two days may be paid for extra over night stays necessary to qualify for a reduced transport fare through e.g. a stay over from Saturday to Sunday, provided the reduction amounts at least to the extra allowance paid.

**II.22.4** The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided EMSA has given prior written authorisation.

**II.22.5** Conversion between the euro and another currency shall be made as specified in Article II.21.3.

**ARTICLE II.23 – RECOVERY**

**II.23.1** If an amount is to be recovered under the terms of the FWC, the contractor must repay the contracting authority the amount in question.

**II.23.2 Recovery procedure**

Before recovery, the contracting authority must formally notify the contractor of its intention to recover the amount it claims, specifying the amount due and the reasons for recovery and inviting the contractor to make any observations within 30 days of receipt.

If no observations have been submitted or if, despite the observations submitted, the contracting authority decides to pursue the recovery procedure, it must confirm recovery by formally notifying a debit note to the contractor, specifying the date of payment. The contractor must pay in accordance with the provisions specified in the debit note.

If the contractor does not pay by the due date, the contracting authority may, after informing the contractor in writing, recover the amounts due:

- (a) by offsetting them against any amounts owed to the contractor by the Union or by the European Atomic Energy Community;
- (b) by calling in a financial guarantee if the contractor has submitted one to the contracting authority;
- (c) by taking legal action.

**II.23.3 Interest on late payment**

If the contractor does not honour the obligation to pay the amount due by the date set by the contracting authority in the debit note, the amount due bears interest at the rate indicated in Article II.21.8. Interest on late payments will cover the period starting on the day after the due date for payment and ending on the date when the contracting authority receives the full amount owed.

Any partial payment is first entered against charges and interest on late payment and then against the principal amount.

#### **II.23.4 Recovery rules in the case of joint tender**

If the contract is signed by a group (joint tender), the group is jointly and severally liable under the conditions set out in Article II.6 (liability). The contracting authority first claims the full amount to the leader of the group.

If the leader does not pay by the due date and if the amount cannot be offset in accordance with Article II.23.2 (a), the contracting authority may claim the full amount to any other member of the group by notifying the debit note already sent to the leader under Article II.23.2.

### **ARTICLE II.24 – CHECKS AND AUDITS**

**II.24.1** The contracting authority and the European Anti-Fraud Office may check or require an audit on the implementation of the FWC. This may be carried out either by OLAF's own staff or by any other outside body authorised to do so on its behalf.

Such checks and audits may be initiated at any moment during the provision of the services and up to five years starting from the payment of the balance of the last order form issued under this FWC

The audit procedure is initiated on the date of receipt of the relevant letter sent by the contracting authority. Audits are carried out on a confidential basis.

**II.24.2** The contractor must keep all original documents stored on any appropriate medium, including digitised originals if authorised under national law, for a period of five years starting from the payment of the balance of the last order form issued under this FWC

**II.24.3** The contractor must grant the contracting authority's staff and outside personnel authorised by the contracting authority the appropriate right of access to sites and premises where the FWC is implemented and to all the information, including information in electronic format, needed to conduct such checks and audits. The contractor must ensure that the information is readily available at the moment of the check or audit and, if so requested, that information is handed over in an appropriate format.

**II.24.4** On the basis of the findings made during the audit, a provisional report is drawn up. The contracting authority or its authorised representative must send it to the contractor, who has 30 days following the date of receipt to submit observations. The contractor must receive the final report within 60 days following the expiry of the deadline to submit observations.

On the basis of the final audit findings, the contracting authority may recover all or part of the payments made in accordance with Article II.23 and may take any other measures which it considers necessary.

**II.24.5** In accordance with Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspection carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities and Regulation No 883/2013 of the European Parliament and of the Council of 11 September 2013 concerning investigations conducted by the European Anti-Fraud Office, the European Anti-Fraud Office may carry out investigations, including on the spot checks and inspections, to establish whether there has been

fraud, corruption or any other illegal activity under the contract affecting the financial interests of the Union. Findings arising from an investigation may lead to criminal prosecution under national law.

The investigations may be carried out at any moment during the provision of the services and up to five years starting from the payment of the balance of the last order form issued under this FWC.

- II.24.6** The Court of Auditors has the same rights as the contracting authority, particularly right of access, for the purpose of checks and audits.

## BOOKING CONFIRMATION FORM

<p><b>European Maritime Safety Agency</b></p> <p>Praça Europa 4 1249-206 Lisbon, Portugal Tel: +351 211 209 200 Fax: +351 211 209 210 <a href="http://www.emsa.europa.eu">http://www.emsa.europa.eu</a> VAT: 507 685 326</p>	<p>(to be filled by EMSA) Booking confirmation number: XX/201X/EMS.XXXX</p>	<p>[NAME OF THE CONTRACTOR] [ADDRESS OF THE CONTRACTOR] [VAT NUMBER OF THE CONTRACTOR]</p>
<p>This Booking confirmation form is governed by the provisions of Framework Contract No.[XXXXX]in force from [dd.mm.yyyy] to [dd.mm.yyyy]. This booking confirmation constitutes acceptance of the Contractor's quotation. By agreeing to this booking confirmation, the Contractor accepts the booking form sent on [dd.mm.yyyy] attached to this document.</p>		
Type of trip:		
Date/s of the event:		
Via E-mail/Fax number:		
Departure:		
Destinations:		
Airplain ticket type :		
Airplane ticket price:		
Carry-on luggage:		
Other type of transport:		
Name of Traveler:		
Departure date:		
Return date:		
Hotel voucher No.:		
Hotel price :		
Traveler information:		
Remarks:		
Travel price:		€0.00
Accommodation price:		€0.00
Transaction fee flight:		€0.00
Transaction fee hotel:		€0.00

VAT xx% on transaction fee hotel:	€0.00	
Total price:	€0.00	
Initiating agent: [completed by EMSA]	<b>Contractor's signature</b>  Name:  Position:  Date:	
Budgetary item (BL): [completed by EMSA]		
<p style="color: red; text-align: center;"><b>Acceptance of the booking by EMSA</b></p> Date:  Signature:  <p style="text-align: center;">[COMPLETED BY EMSA], Authorising Officer</p>		
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		

## **ANNEX I**

Tender Specifications



## ANNEX II

Contractor's Tender (No. [complete] of [complete])