



European Monitoring Centre
for Drugs and Drug Addiction

FRAMEWORK SERVICE CONTRACT

Contract N°.....

The European Monitoring Centre for Drugs and Drug Addiction (hereinafter referred to as "the EMCDDA"), which is represented for the purposes of the signature of this contract by [Head of Unit's name, Unit],

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 contract by [name in full and function]

of the other part,

HAVE AGREED

the **Special Conditions** and the **General Conditions** below and the following Annexes:

Annex I – Tender Specifications
Annex II – Contractor's Tender
Annex III – (a) [Order Form] [and]
(b) [Specific Contract]
Annex IV – Legal Entity Form
Annex V – Financial Identification Form
[Other Annexes]

which form an integral part of this contract (hereinafter referred to as "the Contract").

The terms set out in the Special Conditions shall take precedence over those in the other parts of the Contract. The terms set out in the General Conditions shall take precedence over those in the Annexes. The terms set out in the Tender Specifications (Annex I) shall take precedence over those in the [orders] [and] [specific contracts] (Annex III), the latter taking precedence over the Tender (Annex II).

Subject to the above, the several instruments forming part of the Contract are to be taken as mutually explanatory. Ambiguities or discrepancies within or between such parts shall be explained or rectified by a written instruction issued by the EMCDDA, subject to the rights of the Contractor under Article I.8 should he/she dispute any such instruction.



I – SPECIAL CONDITIONS

ARTICLE I.1 - SUBJECT

- I.1.1 The subject of the Contract is *[short description of subject]*.
- I.1.2 Signature of the Contract imposes no obligation on the EMCDDA to purchase. Only implementation of the Contract through *[orders] [and] [specific contracts]* is binding on the EMCDDA.
- I.1.3 Once implementation of the Contract has been asked or has commenced, the Contractor shall reply and execute the tasks in accordance with all terms and conditions of the Contract.
- I.1.4 The Contract does not confer on the Contractor any exclusive right to provide the services described in Annex I to the EMCDDA. *[The Contractor is selected as the [complete] contractor for a multiple framework contract.]*

ARTICLE I.2 - DURATION

- I.2.1 The Contract shall enter into force *[on the date on which it is signed by the last contracting party] [on complete if it has already been signed by both contracting parties]*.
- I.2.2 Under no circumstances may implementation commence before the date on which the Contract enters into force. Execution of the tasks may under no circumstances begin before the date on which the order or specific contract enters into force.
- I.2.3 The Contract is concluded for a period of *[days/months]* with effect from the date on which it enters into force. This contractual period and all other periods specified in the Contract are calculated in calendar days unless otherwise indicated.
- I.2.4 The orders or specific contracts shall be returned signed before the Contract to which they refer expires.

The Contract shall continue to apply to such *[orders] [and] [specific contracts]* after its expiry, but no later than *[complete]*
- [I.2.5 The Contract may be renewed up to [complete] times, each time for a period of [days/months], only before expiry of the Contract and with the express written agreement of the parties. Renewal does not imply any modification or deferment of existing obligations.]*

ARTICLE I.3 –PRICES

- I.3.1 The prices of the services shall be as listed in Annex II and expressed in EUR.
- I.3.2 *(IF APPLICABLE)* The prices referred to in the above paragraph shall be fixed and not subject to revision for the first period of performance of the Contract.

From the beginning of the second period of performance of the Contract, and every following period of the contract, the prices may be revised upwards or downwards each time, where such revision is requested by one of the contracting parties, and duly accepted by the EMCDDA, in case the request comes from the Contractor. The request for revision has to be presented by registered letter to be sent before the date of ending of the first period of performance of the contract. The EMCDDA shall purchase on the basis of the prices in force on the date on which orders forms are signed. Such prices shall not be subject to revision.



The revision shall be calculated in accordance with the following formula:

$$Pr = Po \times \frac{Ir}{Io}$$

where:

- Pr = revised price;
- Po = price in the original tender;
- Io = index for the month corresponding to the final date for submission of tenders;
- Ir = latest index published on the date of the letter requesting a revision of prices.

The aforementioned indexes (Io and Ir) refer to the harmonised indices of consumer prices (HICP- all items) [complete]¹ published by the Publications Office of the European Union in the Eurostat monthly 'Data in Focus' publication at <http://www.ec.europa.eu/eurostat/>.

[I.3.4.] In addition to the total amount specified in each order or specific contract, travel, subsistence and shipment expenses shall be reimbursed in accordance with Article II.7, as shall other expenses provided for by the Tender Specifications up to a maximum amount of EUR [amount in figures and in words] throughout implementation of the Contract and up to a maximum amount of EUR [amount in figures and in words] for [each order or specific contract/each travel/other sufficient measure]. The daily subsistence allowance referred to in Article II.7.4 (d) shall be [EUR complete] [determined in accordance with Annex complete].]

ARTICLE I.4 – IMPLEMENTATION OF THE CONTRACT

[I.4.1] Within [complete] working days of an order form being sent by the EMCDDA to the Contractor, the EMCDDA shall receive it back, duly signed and dated. [Should the Contractor be unavailable, he/she shall give reasons for refusal within the same period and the EMCDDA shall be entitled to place the order with the next contractor on the list. In the event of failure to observe this deadline, the Contractor shall be considered unavailable]. The period allowed for the execution of the tasks shall start to run on the date the Contractor signs the order form, unless a different date is indicated on the form.]

[I.4.2] Within [complete] working days of a request for services being sent by the EMCDDA to the Contractor, the EMCDDA shall receive an estimate of the resources to be allocated for its execution, with particulars in support. [Should the Contractor be unavailable, he/she shall give reasons for refusal within the same period and the EMCDDA shall be entitled to send a request to the next contractor on the list. In the event of failure to observe this deadline or disagreement on the allocation of resources, the Contractor shall be considered unavailable].

Within [complete] working days of a specific contract being sent by the EMCDDA to the Contractor, the EMCDDA shall receive it back, duly signed and dated. [In the event of failure to observe this deadline, the Contractor shall be considered unavailable].]

¹ Specify the consumer price index, e.g.:

- Euro area for contracts expressed in euro (as a general rule);
- EU (European Union) for contracts performed in the European Union (outside the euro area);



[I.4.3] Within [complete] working days of any specific invitation to tender being sent by the EMCDDA to the Contractor, the EMCDDA shall receive a completed specific tender back, duly signed and dated. In the event of failure to observe these conditions the Contractor shall be considered to waive the participation in the specific competition. The EMCDDA may sign a specific contract with the contractor who has submitted the best specific tender on the basis of the award criteria set out in Annex I. The specific contract may precise the terms of the present framework contract or modify them unsubsantially, notably as concerns prices.]

ARTICLE I.5 – PAYMENT PERIODS

Payments under the Contract shall be made in accordance with Article II.4. Payments shall be executed only if the Contractor has fulfilled all his/her contractual obligations by the date on which the invoice is submitted.

[Payment requests may not be made if payments for previous orders or specific contracts have not been executed as a result of default or negligence on the part of the Contractor.]

I.5.1 Payments

Requests for payment by the Contractor in accordance with the instructions laid down in Annex I shall be admissible if accompanied by:

- [order form or specific contract] dully signed by the EMCDDA and the Contractor;
- Relevant invoice(s) indicating the reference number of the Contract and [order form or specific contract] which they refer.

Within 30 of the date of receipt of the relevant invoice(s) the payment shall be made by the EMCDDA.

ARTICLE I.6 – BANK ACCOUNT

Payments shall be made to the Contractor's bank account denominated in euro, identified in the financial identification form enclosed as annex V.

ARTICLE I.7 – GENERAL ADMINISTRATIVE PROVISIONS

Any communication relating to the Contract or to its implementation shall be made in writing and shall bear the Contract and order or specific contract numbers. Ordinary mail shall be deemed to have been received by the EMCDDA on the date on which it is registered by the department responsible indicated below. Communications shall be sent to the following addresses:

EMCDDA:

Mr/Mrs/Ms [complete]
[Unit [complete]]
[Postcode and city]

Contractor:

Mr/Mrs/Ms [complete]
[Function]
[Company name]
[Official address in full]



ARTICLE I.8 – APPLICABLE LAW AND SETTLEMENT OF DISPUTES

- I.8.1** The Contract shall be governed by Union law, complemented, where necessary, by the national substantive law of Portugal.
- I.8.2** Any dispute between the parties resulting from the interpretation or application of the Contract which cannot be settled amicably shall be brought before the courts of Portugal.

ARTICLE I.9 – DATA PROTECTION

Any personal data (such as name, contact details, bank account reference) included in the Contract and in the invoices and other documents supporting financial transactions relating to the execution of the Contract, shall be processed pursuant to Regulation (EC) No 45/2001 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 shall be processed solely for the purposes of the performance, management, follow up and monitoring of the Contract and related financial transactions by the Head of the Administration unit of the EMCDDA acting as Data Controller, pursuant to the relevant provisions of the EU Financial Regulations applicable to the EMCDDA.

This shall not prejudice the possible transmission of these data to the bodies in charge of monitoring, inspection or audit task, in accordance with the relevant legislation of the European Union, (such as the European EMCDDA's Internal Audit Service, the European Court of Auditors, the European Anti-fraud Office – OLAF), these bodies being obliged not to use the personal data received for any further purpose than the one for which the data were transmitted to them.

Any personal data included in the Contract and in the documents supporting financial transactions relating to the execution of the Contract, will be kept as follows:

- Documents and files relating to the Contract concluded, including personal data, are to be retained until when the Contract is in force and for a period of seven years following the signature of the Contract (if the Contract is no longer in force).
- Extracts from the judicial records are to be retained for two years after the accomplishment of the particular procedure.
- Invoices and other documents supporting financial transactions relating to the execution of the Contract, including personal data, are to be retained for a period of five years from the date of the decision granting discharge in respect of the implementation of the budget for the financial year to which the concerned invoices and documents relate.
- Until the end of a possible audit, if one started before the end of the aforementioned periods.

After the periods mentioned above have elapsed, the documents and files containing personal data are destroyed.

The Contractor shall have the right of access to his/her personal data and the right to rectify any such data. Should the Contractor have any queries concerning the processing of his/her personal data, he/she shall address them to the Data Controller, as identified here above. The Contractor may also contact the EMCDDA's Data Protection Officer (dpo@emcdda.europa.eu) for any questions relating to the processing of his/her personal data.



The Contractor shall have right of recourse at any time to the European Data Protection Supervisor (<http://www.edps.europa.eu>).

Where the Contract requires the processing of personal data by the Contractor, 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 which may be processed, the recipients of the data, and the means by which the data subject may exercise his/her rights.

The Contractor shall limit access to the data to the staff strictly necessary for the performance, management and monitoring of the Contract.

The Contractor undertakes to adopt appropriate technical and organisational security measures having 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 having access to computer systems processing personal data, and especially:
 - aa) unauthorised reading, copying, alteration or removal of storage media;
 - ab) unauthorised data input as well as any unauthorised disclosure, alteration or erasure of stored personal data;
 - ac) unauthorised using 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 institution or body;
- 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 I.10 – TERMINATION BY FORMAL PRIOR NOTICE

The EMCDDA may, without being required to pay compensation, terminate the Contract by serving [complete] formal prior notice. Should the EMCDDA terminate the Contract, the Contractor shall only be entitled to payment corresponding to part-performance of the Contract. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his/her commitments. The Contractor shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

[ARTICLE I.11 – OTHER SPECIAL CONDITIONS]



II – GENERAL CONDITIONS

ARTICLE II. 1 – PERFORMANCE OF THE CONTRACT

- II.1.1** The Contractor shall perform the Contract to the highest professional standards. The Contractor shall have sole responsibility for complying with any legal obligations incumbent on him, notably those resulting from employment, tax and social legislation.
- II.1.2** The Contractor shall have sole responsibility for taking the necessary steps to obtain any permit or licence required for performance of the Contract under the laws and regulations in force at the place where the tasks assigned to him are to be executed.
- II.1.3** Without prejudice to Article II.3 any reference made to the Contractor's staff in the Contract shall relate exclusively to individuals involved in the performance of the Contract.
- II.1.4** The Contractor must ensure that any staff performing the Contract have the professional qualifications and experience required for the execution of the tasks assigned to him.
- II.1.5** The Contractor shall neither represent the EMCDDA nor behave in any way that would give such an impression. The Contractor shall inform third parties that he does not belong to the European public service.
- II.1.6** The Contractor shall have sole responsibility for the staff who executes the tasks assigned to him.
- The Contractor shall make provision for the following employment or service relationships with his/her staff:
- staff executing the tasks assigned to the Contractor may not be given orders direct by the EMCDDA;
 - the EMCDDA may not under any circumstances be considered to be the staff's employer and the said staff shall undertake not to invoke in respect of the EMCDDA any right arising from the contractual relationship between the EMCDDA and the Contractor.
- II.1.7** In the event of disruption resulting from the action of a member of the Contractor's staff working on EMCDDA premises or in the event of the expertise of a member of the Contractor's staff failing to correspond to the profile required by the Contract, the Contractor shall replace him without delay. The EMCDDA shall have the right to request the replacement of any such member of staff, stating its reasons for so doing. Replacement staff must have the necessary qualifications and be capable of performing the Contract under the same contractual conditions. The Contractor shall be responsible for any delay in the execution of the tasks assigned to him resulting from the replacement of staff in accordance with this Article.
- II.1.8** Should any unforeseen event, action or omission directly or indirectly hamper execution of the tasks, either partially or totally, the Contractor shall immediately and on his/her own initiative record it and report it to the EMCDDA. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the Contractor to ensure full compliance with his/her obligations under the Contract. In such event the Contractor shall give priority to solving the problem rather than determining liability.



- II.1.9** Should the Contractor fail to perform his/her obligations under the Contract in accordance with the provisions laid down therein, the EMCDDA may - without prejudice to its right to terminate the Contract - reduce or recover payments in proportion to the scale of the failure. In addition, the EMCDDA may impose penalties or liquidated damages provided for in Article II.16.

ARTICLE II. 2 – LIABILITY

- II.2.1** The EMCDDA shall not be liable for damage sustained by the Contractor in performance of the Contract except in the event of wilful misconduct or gross negligence on the part of the EMCDDA.
- II.2.2** The Contractor shall be liable for any loss or damage caused by himself in performance of the Contract, including in the event of subcontracting under Article II.13. The EMCDDA shall not be liable for any act or default on the part of the Contractor in performance of the Contract.
- II.2.3** The Contractor shall provide compensation in the event of any action, claim or proceeding brought against the EMCDDA by a third party as a result of damage caused by the Contractor in performance of the Contract.
- II.2.4** In the event of any action brought by a third party against the EMCDDA in connection with performance of the Contract, the Contractor shall assist the EMCDDA. Expenditure incurred by the Contractor to this end may be borne by the EMCDDA.
- II.2.5** The Contractor shall take out insurance against risks and damage relating to performance of the Contract if required by the relevant applicable legislation. He/She shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to the EMCDDA should it so request.

ARTICLE II. 3 - CONFLICT OF INTERESTS

- II.3.1** The Contractor shall take all necessary measures to prevent any situation that could compromise the impartial and objective performance of the Contract. Such conflict of interests could arise in particular as a result of economic interest, political or national affinity, family or emotional ties, or any other relevant connection or shared interest. Any conflict of interests which could arise during performance of the Contract must be notified to the EMCDDA in writing without delay. In the event of such conflict, the Contractor shall immediately take all necessary steps to resolve it.

The EMCDDA reserves the right to verify that such measures are adequate and may require additional measures to be taken, if necessary, within a time limit which it shall set. The Contractor shall ensure that his/her staff, board and directors are not placed in a situation which could give rise to conflict of interests. Without prejudice to Article II.1 the Contractor shall replace, immediately and without compensation from the EMCDDA, any member of his/her staff exposed to such a situation.

- II.3.2** The Contractor shall abstain from any contact likely to compromise his/her independence.

- II.3.3** The Contractor declares:

- that he/she has not made and will not make any offer of any type whatsoever from which an unjustified advantage can be derived under the Contract,
- that he/she has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to performance of the Contract.



II.3.4 The Contractor shall pass on all the relevant obligations in writing to his/her staff, board, and directors as well as to third parties involved in performance of the Contract. A copy of the instructions given and the undertakings made in this respect shall be sent to the EMCDDA should it so request.

ARTICLE II. 4 – INVOICING AND PAYMENTS

II.4.1 Pre-financing:

Where required by Article I.5.1, the Contractor shall provide a financial guarantee in the form of a bank guarantee or equivalent supplied by a bank or an authorised financial institution (guarantor) equal to the amount indicated in the same Article to cover pre-financing under the Contract. Such guarantee may be replaced by a joint and several guarantee by a third party.

The guarantor shall pay to the EMCDDA at its request an amount corresponding to payments made by it to the Contractor which have not yet been covered by equivalent work on his/her part.

The guarantor shall stand as first-call guarantor and shall not require the EMCDDA to have recourse against the principal debtor (the Contractor).

The guarantee shall specify that it enters into force at the latest on the date on which the Contractor receives the pre-financing. The EMCDDA shall release the guarantor from its obligations as soon as the Contractor has demonstrated that any pre-financing has been covered by equivalent work. The guarantee shall be retained until the pre-financing has been deducted from interim payments or payment of the balance to the Contractor. It shall be released the following month or, at the latest, three months after the issuance of a recovery order. The cost of providing such guarantee shall be borne by the Contractor.

II.4.2 Interim payment:

At the end of each of the periods indicated in Annex I the Contractor shall submit to the EMCDDA a formal request for payment accompanied by those of the following documents which are provided for in the Special Conditions:

- an interim technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract and of the order or specific contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the EMCDDA shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the EMCDDA does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations or information enclosed.

Where the EMCDDA requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

II.4.3 Payment of the balance:



Within sixty days of completion of the tasks referred to in each order or specific contract, the Contractor shall submit to the EMCDDA a formal request for payment accompanied by those of the following documents, which are provided for in the Special Conditions:

- a final technical report in accordance with the instructions laid down in Annex I;
- the relevant invoices indicating the reference number of the Contract and of the order or specific contract to which they refer;
- statements of reimbursable expenses in accordance with Article II.7.

If the report is a condition for payment, on receipt the EMCDDA shall have the period of time indicated in the Special Conditions in which:

- to approve it, with or without comments or reservations, or suspend such period and request additional information; or
- to reject it and request a new report.

If the EMCDDA does not react within this period, the report shall be deemed to have been approved. Approval of the report does not imply recognition either of its regularity or of the authenticity, completeness or correctness of the declarations and information enclosed.

Where the EMCDDA requests a new report because the one previously submitted has been rejected, this shall be submitted within the period of time indicated in the Special Conditions. The new report shall likewise be subject to the above provisions.

ARTICLE II. 5 – GENERAL PROVISIONS CONCERNING PAYMENTS

II.5.1 Payments shall be deemed to have been made on the date on which the EMCDDA's account is debited.

II.5.2 The payment periods referred to in Article I.5 may be suspended by the EMCDDA at any time if it informs the Contractor that his/her payment request is not admissible, either because the amount is not due or because the necessary supporting documents have not been properly produced. In case of doubt on the eligibility of the expenditure indicated in the payment request, the EMCDDA may suspend the time limit for payment for the purpose of further verification, including an on-the-spot check, in order to ascertain, prior to payment, that the expenditure is eligible.

The EMCDDA shall notify the Contractor accordingly and set out the reasons for the suspension by registered letter with acknowledgment of receipt or equivalent. Suspension shall take effect from the date of dispatch of the letter. The remainder of the period referred to in Article I.5 shall begin to run again once the suspension has been lifted.

II.5.3 In the event of late payment the Contractor shall be entitled to interest provided the calculated interest exceeds EUR 200. In case interest does not exceed EUR 200, the Contractor may claim interest within two months of receiving the payment. Interest shall be calculated at the rate applied by the European Central Bank to its most recent main refinancing operations (*"the reference rate"*) plus eight percentage points (*"the margin"*). The reference rate in force on the first day of the month in which the payment is due shall apply. Such interest rate is published in the C series of the Official Journal of the European Union. Interest shall be payable for the period elapsing from the calendar day following expiry of the time limit for payment up to the day of payment. Suspension of payment by the EMCDDA may not be deemed to constitute late payment.

ARTICLE II. 6 – RECOVERY



- II.6.1** If total payments made exceed the amount actually due or if recovery is justified in accordance with the terms of the Contract, the Contractor shall reimburse the appropriate amount in euro on receipt of the debit note, in the manner and within the time limits set by the EMCDDA.
- II.6.2** In the event of failure to pay by the deadline specified in the request for reimbursement, the sum due shall bear interest at the rate indicated in Article II.5.3. Interest shall be payable from the calendar day following the due date up to the calendar day on which the debt is repaid in full.
- II.6.3** In the event of failure to pay by the deadline specified in the request for reimbursement, the EMCDDA may, after informing the Contractor, recover amounts established as certain, of a fixed amount and due by offsetting, in cases where the Contractor also has a claim on the Union or the European Atomic Energy Community that is certain, of a fixed amount and due. The EMCDDA may also claim against the guarantee, where provided for.

ARTICLE II. 7 - REIMBURSEMENTS

- II.7.1** Where provided by the Special Conditions or by Annex I, the EMCDDA shall reimburse the expenses that are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets.
- II.7.2** Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary.
- II.7.3** Travel expenses shall be reimbursed as follows:
- a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
 - b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
 - c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;
 - d) travel outside Union territory shall be reimbursed under the general conditions stated above provided the EMCDDA has given its prior written agreement.
- II.7.4** Subsistence expenses shall be reimbursed on the basis of a daily allowance as follows:
- a) for journeys of less than 200 km (return trip) no subsistence allowance shall be payable;
 - b) daily subsistence allowance shall be payable only on receipt of a supporting document proving that the person concerned was present at the place of destination;
 - c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including accommodation, meals, local transport, insurance and sundries;
 - d) daily subsistence allowance, where applicable, shall be reimbursed at the rate specified in Article I.3.
- II.7.5** The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the EMCDDA has given prior written authorisation.



ARTICLE II. 8 – OWNERSHIP OF THE RESULTS - INTELLECTUAL AND INDUSTRIAL PROPERTY

Any results or rights thereon, including copyright and other intellectual or industrial property rights, obtained in performance of the Contract, shall be owned solely by the Union, which may use, publish, assign or transfer them as it sees fit, without geographical or other limitation, except where industrial or intellectual property rights exist prior to the Contract being entered into.

ARTICLE II. 9 – CONFIDENTIALITY

- II.9.1.** The Contractor undertakes to treat in the strictest confidence and not make use of or divulge to third parties any information or documents which are linked to performance of the Contract. The Contractor shall continue to be bound by this undertaking after completion of the tasks.
- II.9.2.** The Contractor shall obtain from each member of his/her staff, board and directors an undertaking that they will respect the confidentiality of any information which is linked, directly or indirectly, to execution of the tasks and that they will not divulge to third parties or use for their own benefit or that of any third party any document or information not available publicly, even after completion of the tasks.

ARTICLE II.10 - USE, DISTRIBUTION AND PUBLICATION OF INFORMATION

- II.10.1** The Contractor shall authorise the EMCDDA to process, use, distribute and publish, for whatever purpose, by whatever means and on whatever medium, any data contained in or relating to the Contract, in particular the identity of the Contractor, the subject matter, the duration, the amount paid and the reports. Where personal data is concerned, Article I.9 shall apply.
- II.10.2** Unless otherwise provided by the Special Conditions, the EMCDDA shall not be required to distribute or publish documents or information supplied in performance of the Contract. If it decides not to publish the documents or information supplied, the Contractor may not have them distributed or published elsewhere without prior written authorisation from the EMCDDA.
- II.10.3** Any distribution or publication of information relating to the Contract by the Contractor shall require prior written authorisation from the EMCDDA and shall mention the amount paid by the Union. It shall state that the opinions expressed are those of the Contractor only and do not represent the EMCDDA's official position.
- II.10.4** The use of information obtained by the Contractor in the course of the Contract for purposes other than its performance shall be forbidden, unless the EMCDDA has specifically given prior written authorisation to the contrary.

ARTICLE II. 11 – TAXATION

- II.11.1** The Contractor shall have sole responsibility for compliance with the tax laws which apply to him. Failure to comply shall make the relevant invoices invalid.
- II.11.2** The Contractor recognises that the EMCDDA is, as a rule, exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union.
- II.11.3** The Contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the goods and services required for performance of the Contract are exempt from taxes and duties, including VAT.



- II.11.4** Invoices presented by the Contractor shall indicate his/her place of taxation for VAT purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

ARTICLE II. 12 – FORCE MAJEURE

- II.12.1** Force majeure shall mean any unforeseeable and exceptional situation or event beyond the control of the contracting parties which prevents either of them from performing any of their obligations under the Contract, was not due to error or negligence on their part or on the part of a subcontractor, and could not have been avoided by the exercise of due diligence. Defects in equipment or material or delays in making it available, labour disputes, strikes or financial problems cannot be invoked as force majeure unless they stem directly from a relevant case of force majeure.
- II.12.2** Without prejudice to the provisions of Article II.1.8, if either contracting party is faced with force majeure, it shall notify the other party without delay by registered letter with acknowledgment of receipt or equivalent, stating the nature, likely duration and foreseeable effects.
- II.12.3** Neither contracting party shall be held in breach of its contractual obligations if it has been prevented from performing them by force majeure. Where the Contractor is unable to perform his/her contractual obligations owing to force majeure, he/she shall have the right to remuneration only for tasks actually executed.
- II.12.4** The contracting parties shall take the necessary measures to reduce damage to a minimum.

ARTICLE II. 13 – SUBCONTRACTING

- II.13.1** The Contractor shall not subcontract without prior written authorisation from the EMCDDA nor cause the Contract to be performed in fact by third parties.
- II.13.2** Even where the EMCDDA authorises the Contractor to subcontract to third parties, he/she shall none the less remain bound by his/her obligations to the EMCDDA under the Contract and shall bear exclusive liability for proper performance of the Contract.
- II.13.3** The Contractor shall make sure that the subcontract does not affect rights and guarantees to which the EMCDDA is entitled by virtue of the Contract, notably Article II.17.

ARTICLE II. 14 – ASSIGNMENT

- II.14.1** The Contractor shall not assign the rights and obligations arising from the Contract, in whole or in part, without prior written authorisation from the EMCDDA.
- II.14.2** In the absence of the authorisation referred to in 1 above, or in the event of failure to observe the terms thereof, assignment by the Contractor shall not be enforceable against and shall have no effect on the EMCDDA.

ARTICLE II. 15 – TERMINATION BY THE EMCDDA

- II.15.1** The EMCDDA may terminate the Contract, a pending order or a specific contract in the following circumstances:
- (a) where the Contractor is being wound up, is having his/her affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;



- (b) where the Contractor has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which he is established or with those of the country applicable to the Contract or those of the country where the Contract is to be performed;
- (c) where the EMCDDA has evidence or seriously suspects the Contractor or any related entity or person, of professional misconduct;
- (d) where the EMCDDA has evidence or seriously suspects the Contractor or any related entity or person, of fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- (e) where the EMCDDA has evidence or seriously suspects the Contractor or any related entity or person, of substantial errors, irregularities or fraud in the award procedure or the performance of the Contract;
- (f) where the Contractor is in breach of his/her obligations under Article II.3;
- (g) where the Contractor was guilty of misrepresentation in supplying the information required by the EMCDDA as a condition of participation in the Contract procedure or failed to supply this information;
- (h) where a change in the Contractor's legal, financial, technical or organisational situation could, in the EMCDDA's opinion, have a significant effect on the performance of the Contract;
- (i) where execution of the tasks under a pending order or a specific contract has not actually commenced within fifteen days of the date foreseen, and the new date proposed, if any, is considered unacceptable by the EMCDDA;
- (j) where the Contractor is unable, through his/her own fault, to obtain any permit or licence required for performance of the Contract;
- (k) where the Contractor, after receiving formal notice in writing to comply, specifying the nature of the alleged failure, and after being given the opportunity to remedy the failure within a reasonable period following receipt of the formal notice, remains in serious breach of his/her contractual obligations;
- (l) when due to the termination of the contract with one or more of the contractors there is no minimum required competition within the multiple framework contract with reopening of competition.

II.15.2 In case of force majeure, notified in accordance with Article II.12, either contracting party may terminate the Contract, where performance thereof cannot be ensured for a period corresponding to at least to one fifth of the period laid down in Article I.2.3.

II.15.3 Prior to termination under point c), d), e), h) or k), the Contractor shall be given the opportunity to submit his/her observations.

Termination shall take effect on the date on which a registered letter with acknowledgment of receipt terminating the Contract is received by the Contractor, or on any other date indicated in the letter of termination.

II.15.4 Consequences of termination:

In the event of the EMCDDA terminating the Contract or a pending order or specific contract in accordance with this Article and without prejudice to any other measures provided for in the Contract,



the Contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the letter terminating the Contract, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce his/her commitments. He/She shall draw up the documents required by the Special Conditions for the tasks executed up to the date on which termination takes effect, within a period not exceeding sixty days from that date.

The EMCDDA may claim compensation for any damage suffered and recover any sums paid to the Contractor under the Contract.

On termination the EMCDDA may engage any other contractor to execute or complete the services. The EMCDDA shall be entitled to claim from the Contractor all extra costs incurred in doing so, without prejudice to any other rights or guarantees enforceable under the Contract.

ARTICLE II.15a – SUBSTANTIAL ERRORS, IRREGULARITIES AND FRAUD ATTRIBUTABLE TO THE CONTRACTOR

Where, after the award of the Contract, the award procedure or the performance of the Contract prove to have been subject to substantial errors, irregularities or fraud, and where such errors, irregularities or fraud are attributable to the Contractor, the EMCDDA may refuse to make payments, may recover amounts already paid or may terminate all the contracts concluded with the Contractor, in proportion to the seriousness of the errors, irregularities or fraud.

ARTICLE II. 16 – LIQUIDATED DAMAGES

Should the Contractor fail to perform his/her obligations under the Contract within the time limits set by the Contract, then, without prejudice to the Contractor's actual or potential liability incurred in relation to the Contract or to the EMCDDA's right to terminate the Contract, the EMCDDA may decide to impose liquidated damages of 0.2% of the amount of the relevant purchase per calendar day of delay. The Contractor may submit arguments against this decision within thirty days of notification by registered letter with acknowledgement of receipt or equivalent. In the absence of reaction on his/her part or of written withdrawal by the EMCDDA within thirty days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable. These liquidated damages shall not be imposed where there is provision for interest for late completion. The EMCDDA and the Contractor expressly acknowledge and agree that any sums payable under this Article are in the nature of liquidated damages and not penalties, and represent a reasonable estimate of fair compensation for the losses that may be reasonably anticipated from such failure to perform obligations.

ARTICLE II. 17 – CHECKS AND AUDITS

- II.17.1** Pursuant to the Financial Regulation applicable to the general budget of the European Communities, the Court of Auditors shall be empowered to audit the documents held by the natural or legal persons receiving payments from the budget of the Union from signature of the Contract up to five years after payment of the balance of the last implementation.
- II.17.2** The EMCDDA or an outside body of its choice shall have the same rights as the Court of Auditors for the purpose of checks and audits limited to compliance with contractual obligations from signature of the Contract up to five years after payment of the balance of the last implementation.
- II.17.3** In addition, the European Anti-Fraud Office may carry out on-the-spot checks and inspections in accordance with Council Regulation (Euratom, EC) No 2185/96 and Parliament and Council



Regulation (EC) No 1073/1999 from signature of the Contract up to five years after payment of the balance of the last implementation.

ARTICLE II. 18 – AMENDMENTS

Any amendment to the Contract shall be the subject of a written agreement concluded by the contracting parties. An oral agreement shall not be binding on the contracting parties. An order or a specific contract may not be deemed to constitute an amendment to the Contract.

ARTICLE II. 19 – SUSPENSION OF THE CONTRACT

Without prejudice to the EMCDDA's right to terminate the Contract, the EMCDDA may at any time and for any reason suspend execution of the Contract, pending orders or specific contracts or any part thereof. Suspension shall take effect on the day the Contractor receives notification by registered letter with acknowledgment of receipt or equivalent, or at a later date where the notification so provides. The EMCDDA may at any time following suspension give notice to the Contractor to resume the work suspended. The Contractor shall not be entitled to claim compensation on account of suspension of the Contract, of the orders or specific contracts, or of part thereof.

SIGNATURES

For the Contractor,

[Company name/forename/surname/function]

signature[s]: _____

Done at [complete], [date]

In duplicate in English.

For the EMCDDA,

[forename/surname/function]

signature[s]: _____

Done at Lisbon, [date]



[Annex I - Tender Specifications](#)



Annex II – Contractor's Tender



Annex III – [Order Form] [and] [Specific Contract]



[Annex IV – Legal Entity Form](#)



[Annex V – Financial Identification Form](#)