

PURCHASE ORDER FOR LOW VALUE CONTRACTS

European Maritime Safety Agency Praça Europa 4 1249-206 Lisbon, Portugal Tel: +351 211 209 200 Fax: +351 211 209 210 http://www.emsa.europa.eu VAT: 507 685 326	Number: 2014/EMSA/NEG/52/2014	
	Currency of payment: EUR	
	Offer (date and reference):	
	Assets reference (optional):	

This purchase order constitutes acceptance of the above Contractor's offer (quote).
By agreeing to this order (contract), the Contractor accepts the specification sent on 12/11/2014 attached to this document, waives all other terms of sale or performance of services and accepts the General Conditions published on EMSA website at: <http://emsa.europa.eu/work/procurement/calls.html>

DESCRIPTION OF THE SUPPLIES OR SERVICES	UNIT	QUANTITY	PRICE IN €	
			UNIT PRICE	TOTAL
Refurbishment of the main staircase in EMSA's building according to Invitation to tender EMSA/NEG/52/2014				

Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, EMSA is exempt from all taxes and dues, including value added tax, on payments due in respect of this contract. This applies to EMSA pursuant to the Regulation 1406/2002/EC. Companies with Portuguese VAT number shall include VAT amount on their invoices. Invoices submitted to EMSA shall include: EMSA name, EMSA address and EMSA VAT number: 507 685 326	Net total:	- €
	Packaging:	- €
	Insurance:	- €
	Transport:	- €
	Assembly:	- €
	VAT (23%)	- €
	TOTAL :	- €

Place of delivery or performance and/or Incoterm: EMSA headquarters in Praça Europa 4, 1249-206 Lisbon, Portugal	Contractor's signature Name: Position: Date:
Delivery performance dates and hours: from 09h to 17h (on dates to be agreed) within 30 days from signature of this Order by EMSA.	
Payment: 30 days from receipt of the invoice.	
Contractor's bank account or IBAN :	
Initiating agent:	
Budgetary item (BL):	Commitment nr: EMS.

Acceptance of the quote by EMSA:
Date of issue:
Signature :
Manuela Tomassini, Head of Department Corporate Services

The invoice shall be paid only if the Contractor has returned the signed purchase order.
This Contract shall be governed by Union law, complemented, where necessary, by Portuguese law and any dispute shall be brought before the courts of Lisbon.

For further information concerning this purchase order, please contact :
EMSA – European Maritime Safety Agency, Praça Europa 4, 1249-206 Lisbon, Portugal
Tel: 351 211 452 , E-mail: Francisco.BARAONA@emsa.europa.eu
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