

DRAFT CONTRACT

No <Contract number>

FINANCED FROM THE GENERAL BUDGET OF THE UNION

Development Agency of Serbia,
12 Kneza Miloša St.,
11000 Belgrade, Serbia

(‘the contracting authority’),

of the one part,

and

<Full official name of the contractor>

[<Legal status/title>]¹

[<ID card No., Passport No..>]²

<Full official address>

[<VAT number>]³,

(‘the contractor’)

of the other part,

have agreed as follows:

PROJECT

IPA 2019 – Direct Grant to the Development Agency of Serbia – Scaled up and technologically improved production capacity solutions among micro and small enterprises and entrepreneurs

Reference: 19SER01/601/21

CONTRACT TITLE

“External Provider for Translations Services”

Identification number 1-06-404-47/2022

(1) Subject

- 1.1 The subject of this contract is Provision of services for External Provider for Translations Services done in The Republic of Serbia with identification number < 1-06-404-47/2022 > (‘the services’).

¹ Where the contracting party is an individual.

² Where applicable. For individuals, mention their ID card, passport or equivalent document number.

³ Except where the contracting party is not VAT registered.

1.2 The contractor shall execute the tasks assigned to him in accordance with the terms of reference annexed to the contract (Annex II)

(2) Contract value

This contract, established in Euro, is a fee-based contract. Based on the maximum fees, the maximum contract value is < insert value > EUR.

(3) Order of precedence of contract documents

The following documents shall be deemed to form and be read and construed as part of this contract, in the following order of precedence:

- the contract agreement;
- the special conditions
- the general conditions (Annex I);
- the terms of reference [including clarification before the deadline for submitting tenders] (Annex II)
- the organisation and methodology [including clarification from the tenderer provided during tender evaluation] (Annex III);
- Experts profile (Annex IV);
- Financial offer (Annex V);
- Other relevant forms and documents (Annex VI);

These above listed documents make up the contract. They shall be deemed to be mutually explanatory. In cases of ambiguity or divergence, they shall prevail in the order in which they appear above. Addenda shall have the order of precedence of the document they are amending.

(4) Language of the contract

The language of the contract and of all written communications between the contractor and the contracting authority and/or the project manager shall be English.

(5) Other specific conditions applying to the contract

The following conditions to the contract shall apply:

For the purpose of Article 42 of the general conditions, for the part of the data transferred by the contracting authority to the European Commission:

(a) the controller for the processing of personal data carried out within the Commission is the head of contracts and finance unit R4 of DG Neighbourhood and Enlargement Negotiations

(b) the data protection notice is available at
[http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A. \]](http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A.)

Done in English in three originals, two originals for the contracting authority, and one original for the contractor.

For the contractor

Name:

Title:

Signature:

Date:

For the contracting authority

Name:

Title:

Signature:

Date:

SPECIAL CONDITIONS

These conditions amplify and supplement the general conditions governing the contract. Unless the special conditions provide otherwise, the general conditions remain fully applicable. The numbering of the articles of the special conditions is not consecutive but follows the numbering of the general conditions. Exceptionally, and with the approval of the competent European Commission departments, other clauses can be indicated to cover particular situations.

Article 2 Communications

- 2.1 Any written communication relating to this Contract between the Contracting Authority and/or the Project Manager, on the one hand, and the Contractor on the other hand must state the Contract title and identification number, and must be sent by post, fax, e-mail or by hand.

For the Contracting Authority:

<u>Name:</u>	<u>Development Agency of Serbia</u>
<u>Address:</u>	<u>12 Kneza Milosa St.</u> <u>11000 Belgrade</u> <u>Republic of Serbia</u>
<u>Telephone:</u>	
<u>e-mail:</u>	

For the Contractor:

Name:	
Address:	
Telephone:	
e-mail:	

2.2 By derogation the Article 2.2. is not applicable.

Article 4 Subcontracting

Subcontracting is not allowed.

Article 7 General obligations

7.8 The Contractor shall ensure the highest visibility to the financial contribution of the European Union. All measures must comply with the rules in the Communication and Visibility Manual for EU External Actions published by the European Commission. in the Communication and Visibility Manual for EU External Actions published by the European Commission.

7.9 By derogation any records shall be kept for a 7-year period after the final payment made under the contract as laid down in Article 24. These documents comprise any documentation concerning income and expenditure and any inventory, necessary for the checking of supporting documents, including unit-lists, plane and transport tickets, pay slips or invoices for the remuneration paid to the experts and invoices or receipts for incidental expenditure. In case of failure to maintain such records the contracting authority may, without formal notice thereof, apply as of right the sanction for breach of contract provided for in Articles 34 and 36.

Article 12 - Liabilities

12.2 By way of derogation from Article 12.2, paragraph 2, of the general conditions, compensation for damage resulting from the contractor's liability in respect of the contracting authority is capped at an amount equal to the contract value.

Article 13 - Medical, Insurance and Security Arrangements

By derogation from Article 13 of the general conditions, should the contractor be natural person the contractor shall ensure that itself, its staff, its subcontractors and any person for which the contractor is answerable, are respecting the rules of the insurance and medical insurance in line with the applicable rules of the contracting authority.

Article 19 Implementation of the tasks and delays

19.1 The date on which implementation starts shall be within 2 (two) weeks of the signature of this contract by both parties and shall be set in an administrative notice issued by the project manager.

19.2 The period for implementing the tasks is 33 months from the start date.

Article 24 Records

24.2 By derogation for fee-based contracts, a unit-list recording the number of units processed and delivered by the contractor to contracting authority shall be maintained by the contractor. The unit-list filled in by the experts shall be confirmed on a monthly basis by the contractor and shall be approved by the project manager or any person authorised by the contracting authority or the contracting authority itself. The amounts claimed for payment by the contractor must correspond to these unit-lists. One unit shall be equivalent to a standard translation page. A standard translation page is a page of text having the following characteristics: 1,500 characters not including spaces in the source language, as counted using MS Word.

24.3 By derogation any records must be kept for a seven year period after the final payment made under the contract. These documents comprise any documentation concerning income and expenditure and any inventory, necessary for the checking of supporting documents, including unit-lists, plane and transport tickets, pay slips for the remuneration paid to the experts and invoices or receipts for incidental expenditure. In case of failure to maintain such records the contracting authority may, without formal notice thereof, apply as of right the sanction for breach of contract provided for in Articles 34 and 36.

Article 26 Interim and final reports

By derogation of Article 26. of general conditions the contractor shall submit progress reports as specified in the Terms of Reference.

Article 28 Expenditure verification

28.2 By derogation from article 28 the verification will be made by the contracting authority and all references to an expenditure verification report will not be applicable.

Article 29 Payment and interest on late payment

29.1 Payments will be made in accordance with conditions stipulated in Annex II Terms of reference and the following provisions:

1. The contracting party will make payments within 30 calendar days of receiving the completed payment documentation (reports as defined in Terms of Reference and unit-list, approved by Project manager of RAS) unless Article 35 applies.
2. Payments are subject to the contracting party's approval of deliverable(s) or report(s).

29.5 Subject to derogation of Article 29.5. payments will be made in RSD in accordance with Articles 20.6 and 29.4 of the general conditions into the bank account notified by the contractor to the contracting authority. Payments under this contract will be made in RSD equivalent (at the purchase exchange rate for foreign exchange EUR/RSD of the National Bank of Serbia on the date of submission of the request of the contracting authority to

National Bank of Serbia for conversion of foreign currency (from the dedicated EUR account) into RSD to dedicated sub-accounts of contracting authority). The date of submission of the request for conversion of foreign currency EUR (from the dedicated EUR account) into RSD dedicated sub-accounts of contracting authority shall be date within approximately 5 days prior to actual date of payment of invoice.

29.6 By derogation for fee-based contracts, payment requests/reports shall be accompanied by copies of, or extracts from, the corresponding approved unit-lists referred to in Article 24.2 to verify the amount claimed for payment for the input of the experts. One unit shall be equivalent to a standard translation page. A standard translation page is a page of text having the following characteristics: 1,500 characters not including spaces in the Source Language, as counted using MS Word.

29.12 In the case when contractor is a natural person the payment shall be made in line with applicable laws of The Republic of Serbia, and standard procedures and rules of the contracting authority in respect to deduction of the applicable income taxes, charges, social insurance contributions and all other contributions from the contracted unit fee rate of the expert.

Article 30 Financial guarantee

30.1 By derogation from article 30 of the general conditions, no pre-financing guarantee is required.

Article 40 Settlement of disputes

40.4 Any disputes arising out of or relating to this contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of The Republic of Serbia applying the national legislation of the contracting authority.

Article 42 Data protection

1. Processing of personal data related to the implementation of the contract by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

2. To the extent that the contract covers an action financed by the European Union, the Contracting Authority may share communications related to the implementation of the contract, with the European Commission. These exchanges shall be made to the Commission, solely for the purpose of allowing the latter to exercise its rights and obligations under the applicable legislative framework and under the financing agreement with the Partner country – contracting authority. The exchanges may involve transfers of personal data (such as names, contact details, signatures and CVs) of natural persons involved in the implementation of the contract (such as contractors, staff, experts, trainees, subcontractors, insurers, guarantors, auditors and legal counsel). In cases where the contractor is processing personal data in the context of the implementation of the contract, he/she shall accordingly inform the data subjects of the possible transmission of their data to the Commission. When personal data is transmitted to the Commission, the latter processes them in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and

repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC⁴ and as detailed in the specific privacy statement published at ePRAG.

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