

ANNEX III -
Model for specific contracts and order forms



European Economic and Social Committee

SPECIFIC CONTRACT

No **[EESC/complete]**

implementing framework contract No EESC/DA-GREF/01/2017

1. The European Union ('the Union'), represented by the European Economic and Social Committee ('the contracting authority'), represented for the purposes of signing this specific contract by **[forename, surname, function, department of authorising officer]**,

and

2. **[Full official name]**

[Official legal form]

[Statutory registration number or ID or passport number]

[Full official address]

[VAT registration number]

[appointed as leader of the group by the members of the group that submitted the joint tender]

[repeat these data as many times as there are contractors in case of joint tender and continue numbering]

([collectively] "the contractor"), represented for the purposes of signing this specific contract by **[forename, surname and function of legal representative,]**

HAVE AGREED

- **ARTICLE 1 SUBJECT MATTER**

- 1.1 This specific contract implements framework contract (FWC) No EESC/DA-GREF/01/2017, signed by the parties on [*complete date*].
- 1.2 In accordance with the provisions set out in the FWC and in this specific contract and [its][their] annex[es], which form an integral part of it, the contractor must provide the [following services:] [services specified in Annex [*complete*].]

- **ARTICLE 2 ENTRY INTO FORCE AND DURATION**

- 2.1 This specific contract enters into force [on the date on which the last party signs it] [on [*insert date*] if both parties have already signed it].
- 2.2 The provision of the services starts from [the date of entry into force of this specific contract] [*insert date*].
- 2.3 The provision of the services must not exceed [*complete*] [days] [months]. The parties may extend the duration by written agreement before it elapses and before expiry of the FWC.

- **ARTICLE 3 PRICE**

- 3.1 The price payable under this specific contract excluding reimbursement of expenses is EUR [*amount in figures and in words*] .

[The maximum amount covering all services to be provided under this specific contract including reimbursement of expenses and excluding price revision is EUR [*amount in figures and in words*].]

- 3.2 [Reimbursement of expenses is not applicable to this specific contract.]

[Option: for contractors for which VAT is due in Belgium]

[In Belgium, use of this contract constitutes a request for VAT exemption No 450, Article 42, paragraph 3.3 of the VAT code (circular 2/1978), provided the invoice includes the statement: 'Exonération de la TVA, Article 42, paragraphe 3.3 du code de la TVA (circulaire 2/1978).' or an equivalent statement in the Dutch or German language]

- **ARTICLE 4 COMMUNICATION DETAILS**

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

Contracting authority:

European Economic and Social Committee

Directorate A – Legislative Planning, Relations with Institutions and Civil Society

Registry Unit

Rue Belliard, 99

B – 1040 BRUSSELS

BELGIUM

E-mail: tender-archive@eesc.europa.eu

Contractor (or leader in the case of a joint tender):

[Full name]

[Function]

[Company name]

[Full official address]

E-mail: [complete]

- **ARTICLE 5 PERFORMANCE GUARANTEE**

[Performance guarantee is not applicable to this specific contract.]

- **ARTICLE 6 RETENTION MONEY GUARANTEE**

[Retention money guarantee is not applicable to this specific contract.]

Annexes

[1. Description of services]

2. Contractor's specific tender of [insert date]

Signatures

For the contractor,

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

For the contracting authority,

[*forename/surname/function*]


signature:

Done at [*place*], [*date*]

signature:

Done at Brussels, [*date*]

In duplicate in English.

 European Economic and Social Committee	FRAMEWORK CONTRACT ORDER FORM (to be mentioned in all correspondence)		Number of sheets	Sheet N°
	n° (number commitment/order)			
	Tender (date and reference)			
Direction/Service/Unit:	(Name and address of contractor)			
Ms/Mr:				
Tel. / Fax /Email:				
This order is governed by the provisions of Framework Contract N° _____ in force from _____ to _____				
DESCRIPTION OF THE GOODS OR ORDERED SERVICES and code	UNIT	QUANTITY	Price in EUR	
			UNIT PRICE	TOTAL
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
				0,00
In accordance with Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the European Economic and Social Committee is exempt from all taxes and dues, including value added tax, on payments due under this contract.	Packaging			0,00
	Assembly			0,00
	Insurance			0,00
	Transport			0,00
Date and place of delivery and/or performance	VAT			0,00
Final date of delivery and/or performance: _____	TOTAL:			0,00

Place of delivery: <i>European Economic and Social Committee</i> Direction/unit ... 99, rue Belliard B-1040 Brussels Opening hours:	For the Committee Name: [REDACTED] Position: Authorising Officer (L/XXXX) Signature: [REDACTED] Date: [REDACTED]
Payment and invoice	Contractor's signature (confirmation that the order has been accepted) Name: [REDACTED] Position: [REDACTED] Signature: [REDACTED] Date: [REDACTED]
Payment: [30], [60] days after reception of the invoice by the accounting service	
Invoice address: <i>European Economic and Social Committee</i> To the attention of the accountant 99, rue Belliard B-1040 Brussels	
Mandatory statements on/for the invoice: <ul style="list-style-type: none"> ▪ The number of the order form ▪ For intra-community purchases, the statement 'VAT Exemption / European Union / Article 151 of Council Directive 2006/112/EC' should be added on the invoice. ▪ In Belgium, use of this contract constitutes a request for VAT exemption No. 450, VAT exemption Article 42, paragraph 3.3 of the VAT code (circular 2/1978), provided the invoice includes the statement: 'Exonération de la TVA; art. 42 § 3.3 du code TVA (circulaire n° 2/1978)'. 	
<p>▪ This order form shall be returned dated and signed before its entry into force.</p> <p>▪ The invoice shall be paid only if this order form has been returned dated and signed.</p>	