**DRAFT CONTRACT**

**SERVICE CONTRACT FOR EUROPEAN UNION EXTERNAL ACTIONS**

**No C 003**

**financed from the general budget of the Union**

Association for Risk Managment AZUR

Tešanjska 24A

71 000 Sarajevo

Bosnia and Herzegovina

ID Number: 4201986720006

(‘the contracting authority’),

of the one part,

and

<Full officialname of the contractor>

[<Legal status/title>][[1]](#footnote-1)

[<Official registration number>][[2]](#footnote-2)

<Full official address>

[<VAT number>][[3]](#footnote-3),

(‘the contractor’)

of the other part,

have agreed as follows:

**PROJECT**

**"Water Contingency Management in the Sava River Basin - WACOM“**

**CONTRACT TITLE**

**Expert Services for the Project "Water Contingency Management in the Sava River Basin“**

**Identification number** C 003

(1) Subject

1.1 The subject of this contract is expert services as follows:

* Coordination in Report Drafting for the conducted simulation exercises in Slavonski Brod and Brčko, as well as participating in the drafting of relevant reports- 4 Reports
* Support and participation in the organization and implementation of National workshops in Slovenia, Croatia, Bosnia and Herzegovina, and Serbia, as well as the active presentation at relevant workshops of the results of the WACOM project so far with a focus on the results of simulation exercises in Brežice, Slavonski Brod and Brčko - 4 Workshops
* Participation in the drafting of the two Strategies (Strategy for emergency response in the Sava River Basin)- 2 Strategies
* Support and participation in the organization and implementation of National workshops in Slovenia, Croatia, Bosnia and Herzegovina, and Serbia, as well as active presentation at relevant workshops related to the results of the development of two strategies (Strategies for emergency response in the Sava river basin) - 4 workshops
* Support and participation in the organization and implementation of Regional workshops between Slovenia, Croatia, Bosnia and Herzegovina, and Serbia, as well as active presentation at relevant workshops related to the results of the development of two strategies (Strategies for emergency response in the Sava river basin) - 3 workshops
* Participation in the creation of the output of all workshops - quantity according to the need and coordination of the project manager
* Support and participation in the organization and implementation of the Final Conference in the WACOM project and the active presentation at the conference of the project overall results – 1 Conference
* Participation in the preparation of the final report of the WACOM project - one report with attachments
* Preparation of various promotional materials for the needs of media
* Support to other project partners as needed

Done in Bosnia and Herzegovina with identification number C 003 (‘the services’).

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

(2) Contract value

This contract, established in EUR or equivalent currency in BAM is a global price contract. The contract value is EUR **19.800,00** or equivalent currency in BAM **38.725,43**.

(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 (Annex II)
* the organisation and methodology (Annex III);
* Key experts (Annex IV)
* Budget (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

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:

1. the controller for the processing of personal data carried out within the Commission is European Data Protection Supervisor.

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

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

|  |  |
| --- | --- |
| **For the contractor** | **For the contracting authority** |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | 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 For the contracting authority, contact person: Mr. Muhamed Omerbegović, address: Tešanjska 24A, telephone + 387 66 032 319, email: info@azur.ba; predsjednik@azur.ba.

 For the contractor, contact person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_telephone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2.2 An electronic system will be used by the contracting authority and the contractor for all stages of implementation including, inter alia, management of the contract (amendments and administrative orders), reporting (including reporting on results) and payments. The contractor will be required to register in and use the appropriate electronic exchange system to allow for the e-management of the contract. With regard to interim and final reports, if they are required according to Article 26 or to the terms of reference, the contractor will be expected to use the forms in the electronic system for encoding and submitting the reports.

 The electronic management of the contract through the aforementioned system may commence on the date on which implementation of the contract starts, as described in Article 19 below, or at a later date. In the latter case, the contracting authority will inform the contractor in writing that he will be required to use the electronic system for all communications within a maximum period of 3 months.

**Article 7 General obligations**

7.8 The contractor must undertake the following activities to ensure the visibility of the project:

1. All working documents must contain the European Union emblem, clearly displayed together with the acknowledgement of EU funding, including the disclaimer (the words 'European Union' have to be spelt in full in all material), in addition to contractor`s logo. This will be done in accordance with the instructions and agreement with the contracting authority.
2. At each meeting the contractor holds and the minutes drafted for the purpose of implementing this contract, it should be emphasized that the project is funded by the European Union.
3. To undertake other activities, not listed above, in accordance with the rules set out in the Communication and Visibility Manual for EU External Actions published by the European Commission.

**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 at an amount equal to contract value.

**Article 19 Implementation of the tasks and delays**

19.1The start date for implementation shall be August 10, 2022, after the signature of this contract by both parties.

19.2 The period for implementing the tasks is 5 months from the start date.

**Article 26 Interim and final reports**

The contractor shall submit progress reports as specified in the terms of reference.

**Article 27 Approval of reports and documents**

27.5 The contracting authority shall, within 45 days of receipt, notify the contractor of its decision concerning the documents or reports received by it, giving reasons should it reject the reports or documents, or request amendments. If the contracting authority does not give any comments on the documents or reports within the time limit, the contractor may request written acceptance of them. The documents or reports shall be deemed to have been approved by the contracting authority if it does not expressly inform the contractor of any comments within 45 days of the receipt of the report.

**Article 29 Payment and interest on late payment**

29.1 No pre-financing payment will be required.

By derogation, the payments to the contractor of the amounts due under interim and final payments shall be made within 90 days after receipt by the contracting authority of an invoice and of the reports, subject to approval of those reports in accordance with Article 27 of the general conditions.

29.3

By derogation from Article 29.3 of the general conditions, once the deadline set in Article 29.1 has expired, the contractor will, upon demand, be entitled to late-payment interest at the rate and for the period mentioned in the general conditions submitted. The demand must be submitted within two months of receiving late payment.

29.5 Payments will be made in EUR 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.

**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 Municipal Court in Sarajevo applying the national legislation of the contracting authority.

**Article 40 Settlement of disputes and Article 41 Applicable law**

Articles 40.3, 40.4 and 41.1 of the general conditions shall be replaced by the following:

In default of amicable settlement, the parties may refer the matter to arbitration in accordance with the Permanent Court of Arbitration Optional Rules for Arbitration Involving International Organisations and States in force at the date of conclusion of this agreement. The appointing authority shall be the Secretary General of the Permanent Court of Arbitration following a written request submitted by either party. The arbitrator’s decision shall be binding on all parties and there shall be no appeal.

**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/EC[[4]](#footnote-4) and as detailed in the specific privacy statement published at ePRAG.

\* \* \*

1. Where the contracting party is an individual. [↑](#footnote-ref-1)
2. Where applicable. For individuals, mention their ID card, passport or equivalent document number. [↑](#footnote-ref-2)
3. Except where the contracting party is not VAT registered. [↑](#footnote-ref-3)
4. OJ L 205 of 21.11.2018, p. 39 [↑](#footnote-ref-4)