

***B. DRAFT CONTRACT AND SPECIAL CONDITIONS,
INCLUDING ANNEXES***

CONTRACT
SUPPLY CONTRACT FOR EUROPEAN
UNION EXTERNAL ACTIONS

No (CRIS) <Contract number>

FINANCED FROM THE EU GENERAL BUDGET

The European Union, represented by the Delegation of the European Union to the Republic of Serbia, on behalf of and for the account of the Republic of Serbia.

("The Contracting Authority"),

of the one part,

and

<Full official name of Contractor>

[Legal status/title]¹

[Official registration number]²

[Full official address]

[VAT number]³, ("the Contractor")

of the other part,

have agreed as follows:

CONTRACT TITLE

"Capacity building to implement 'acquis' standards and conventions in nature protection — supplies for implementation of Natura 2000 and CITES", Serbia

Identification number: EuropeAid/133834/DH/SUP/RS

Article 1 Subject

1.1 The subject of the contract shall be the supply, delivery, training, customisation, installation and commissioning by the Contractor of the following supplies:

Lot 1: NATURA 2000 ICT Equipment

Item no.	Description	Total quantity
1	Network security appliance	2

¹ Where the contracting party is an individual.

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

³ Except where the contracting party is not VAT registered.

Item no.	Description	Total quantity
2	ENCLOSURE FOR SERVER and other network equipments	2
3	Server	2
3.a.	Server operating system	4
4	UPS	2
5	Switch	2
6	Storage System	2
7	RDBMS Server Software – Microsoft SQL Server 2012 Standard Edition or equivalent	2
8	GIS Laptop Workstation	31
9	GPS	26
10	Training: Field data collection/GPS	29

Lot 2: NATURA 2000 GIS Software

Item no.	Description	Total quantity
1.	GIS Server Software – ESRI ArcGIS Server Standard Edition or equivalent	2
2	Desktop GIS Software – ESRI ArcGIS Advanced Edition or equivalent	2
3.	Desktop GIS Software – ESRI ArcGIS Basic Edition or equivalent	13
4.	ESRI ArcGIS Desktop Extension Spatial Analyst or equivalent	2
5.	ESRI ArcGIS Desktop Extension Geostatistical Analyst or equivalent	2
6.	Training: Introduction to GIS	29
6.1	Training: Advanced GIS	10
6.2.	Training: Spatial and geostatistical analysis and modelling	10
6.3.	Training: Server Administration and maintenance	8

Lot 3: CITES Vehicles

Item no.	Description	Total quantity
1	Large van	1

2	Small van	4
3	Double cabin pickup truck (4 x 4)	1

in three lots at the places of delivery indicated in Annex II+III "Technical Specifications + Technical Offer".

The time limits for delivery and the implementation period of the tasks shall be 2.5 months from the commencement date to the date for provisional acceptance for lot 1 and 2, and 5 months from the commencement date to the date for provisional acceptance for lot 3, and the Incoterm applicable shall be DDP¹.

- 1.2 The Contractor shall comply strictly with the terms of the Special Conditions and the technical annex.

Article 2 Origin

The rules of origin of the goods are defined in Article 10 of the Special Conditions.

A certificate of origin for the goods must be provided by the Contractor at the latest when it requests provisional acceptance of the goods. Failure to comply with this condition may result in the termination of the contract.

Article 3 Price

- 3.1 The price of the supplies shall be that shown on the financial offer (specimen in Annex IV). The total maximum contract price shall be <.....> euros.
- 3.2 Payments shall be made in accordance with the General and/or Special Conditions (Articles 26 to 28).

Article 4 Order of precedence of contract documents

The contract is made up of the following documents, in order of precedence:

- the contract agreement;
- the Special Conditions
- the General Conditions (Annex I);
- the Technical Specifications (Annex II [including clarifications before the deadline for submission of tenders]);
- the Technical Offer (Annex III [including clarifications from the tenderer provided during tender evaluation]);
- the budget breakdown (Annex IV);
- specified forms and other relevant documents (LEF, BAF, pre-financing guarantee, performance guarantee and acceptance certificate) (Annex V);

¹ DDP (Delivered Duty Paid) - Incoterms 2010 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/>

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The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above.

Done in English in three originals, two originals being for the Contracting Authority and one original being for the Contractor.

For the Contractor

For the Contracting Authority

Name:

Name:

Title:

Title:

Signature:

Signature:

Date:

Date:

SPECIAL CONDITIONS

CONTENTS

These conditions amplify and supplement, if necessary, the General Conditions governing the Contract. Unless the Special Conditions provide otherwise, those General Conditions remain fully applicable. The numbering of the Articles of the Special Conditions is not consecutive but follows the numbering of the Articles of the General Conditions. In exceptional cases, and with the authorisation of the appropriate Commission departments, other clauses may be added to cover specific situations.

Article 2 Language of the Contract

2.1 The language used shall be English.

Article 4 Communications

4.1 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 must state the Contract title and identification number, and must be sent by post, fax, e-mail or by hand.

For the Contracting Authority:

Name:	
Address:	Delegation of the European Union to the Republic of Serbia Vladimira Popovica 40, Avenue block 19a 11070 New Belgrade, Serbia
Telephone:	+381 11 3083 200
Fax:	+381 11 3083 201
e-mail:	

For the Contractor:

Name:	
Address:	
Telephone:	
Fax:	
e-mail:	

For the Beneficiary:

Name:	
Address:	Ministry of Agriculture, Forestry and Water Management - Veterinary Directorate Omladinskih brigade 1 11070 New Belgrade - Serbia
Telephone:	
Fax:	
e-mail:	

Article 7 Supply of documents

Together with the delivery the Contractor shall supply the Instruction Manuals in English Language.

Any specific documents, other than those described in Article 11 of the Instruction to Tenderers, for submission by the Contractor to the Contracting Authority, are referred to in the Technical Specifications.

In order to facilitate the processing of the documents handed to the EU Delegation to Serbia, the Contractor shall also submit a digital version of the documents. The electronic version shall be identical to the original (printed) version, however in case of any discrepancies between the electronic version and the original (printed version), the latter will prevail.

The digital versions of the documents can be submitted on a CD or sent to the e-mail address of the Contracting Authority's contact person specified in Article 4.1 above. The name of the Contractor as well as the contract number and title should be clearly indicated in the e-mail subject or on the CD.

Article 8 Assistance with local regulations

The Contractor shall, in performing the Contract, comply with all applicable national laws.

Whilst the Contracting Authority agrees to use its contacts with the authorities where appropriate to assist the Contractor in obtaining the required permits or import licences, the prime and ultimate responsibility for the obtaining of these and licences shall lie with the Contractor who shall keep the Project Manager informed.

The Contractor shall pay all taxes, duties and fees, and obtain all permits that may be required by the national authorities (including, if applicable, by the national Agency for Medicines and Medical devices), licenses and approvals, as required by the laws of Serbia in relation to the contract. The Contractor is responsible to become timely acquainted with any relevant legal provisions in force in Serbia, including those that may be required by the different national competent authorities for import, permitting, or customs clearance of the goods so as to avoid any associated delays during the implementation period. The Contractor shall indemnify and hold the Contracting Authority and the Beneficiary harmless from consequences of failure to do so or from eventual delays.

The Beneficiary may as well (where in a position to do so) provide reasonable assistance to the Contractor at his request:

- By obtaining copies of the Laws of Serbia which are relevant to the Contract but not readily available, and
- During the pre-delivery phase, while abiding by the applicable legislation the Beneficiary shall where in a position to do so assist for the Contractor's applications for any permits, licenses or approvals required by the Laws of the Country:
 - o which the Contractor is required to obtain;
 - o for the delivery of goods, including clearance through customs,
 - o for the export of Contractor's equipment after successful implementation of the Contract.

Where in position to assist, and where appropriate, the Contracting Authority may use its formal contacts with the authorities to provide limited assistance (e.g. by issuance of the relevant statement indicating the contract details or similar) to the Contractor to assist in obtaining the required permits or import licences. However, the responsibility for the obtaining the required permits and licences, and eventual delays resulting from the failure to do so, rests solely with the Contractor.

Article 9 - General Obligations

- 9.9 The contractor shall take the necessary measures to ensure visibility of the European Union financing or co-financing. These measures must comply with the rules in the Communication and Visibility Manual for EU External Actions published by the European Commission: http://ec.europa.eu/europeaid/work/visibility/index_en.htm.

Article 10 Origin

- 10.1 All goods purchased must originate in a Member State of the European Union or a country covered by the IPA programme. For these purposes, 'origin' means the place where the goods are mined, grown, produced or manufactured and/or from which services are provided. The origin of the goods must be determined according to the EU Customs Code or to the relevant international agreement applicable.

Article 11 Performance guarantee

- 11.1 The amount of the performance guarantee shall be 10% of the total Contract price, including any amounts stipulated in addenda to the Contract.

Article 12 Insurance

The Contractor shall insure the goods for their replacement value (110%) during delivery and commissioning. The insurance policy shall cover the risks during shipping and handling, storage, local transport, installation, covering losses due to traffic accidents, transport damage, theft, improper handling, fire, water, lightning, and professional malpractice, from the time of shipment (ex factory/warehouse) until the issuance of the Provisional Acceptance Certificate.

Article 13 Programme of implementation of tasks

- 13.1&2 The Contractor shall within 2 weeks from the date of contract signature by both parties submit an indicative programme of implementation of tasks for the information and eventual comments by the Project Manager and the Beneficiary. The programme should be presented in days from the day of issuance of the Commencement Order. The Contractor is responsible to timely coordinate the deliveries and all other associated activities with the Beneficiary while keeping the Project Manager in copy of such communication for information purposes. If necessary, the Contractor shall regularly update the programme of implementation of tasks.

No separate payment shall be made for the preparation/updating as requested of such a programme and the Contractor shall allow for the associated costs elsewhere in his tender.

The Items shall be delivered at the destinations stipulated in the Annex II+III: Technical Specifications + Technical Offer. Contact details at the delivery destinations and the exact addresses will be communicated with the Commencement Order.

Article 14 Contractor's drawings

- 14.1 All equipment must be supplied with the technical documentation requested in the Technical Specifications. This documentation must be supplied in English and Serbian as described in the Technical Specifications - both in electronic (digital) and hard copy format.

The Contracting Authority and the Beneficiary and their representatives or agents are hereby granted a worldwide, royalty-free, perpetual, irrevocable, freely assignable licence for them to use all proposals, specifications, drawings, plans, diagrams, manuals or similar deliverables drawn up and/or provided as part of this Contract. In particular and without limitation they may use the same for future repairs, maintenance, extension and they may publish the same in future tenders. Any moral intellectual property rights of the Contractor as regards a right to credit are hereby waived.

Article 15 Sufficiency of tender prices

- 15.1 Without prejudice to Article 15 of the General conditions, the goods to be supplied, as itemized and the overall prices, calculated on the basis of DDP, include the full cost of delivery of the goods to the place of destination, packing, insurance, transportation, the full cost of clearance formalities, storage, unloading, unpacking, installation, putting into operation, testing and inspection including all cost of consumables to make them ready for acceptance, any copy rights, or patent rights or license, warranty and training and training materials, if any, and manuals, fees, allowances, all kind of social charges, etc. of the staff and/or expert hired and assigned to service to be provided under this contract and any expenditure that such staff and/or expert will incur for execution of their activities during the operation, and excluding taxes and customs duties.

Article 16 Tax and customs arrangements

The European Commission and the Republic of Serbia have agreed in the Framework Agreement signed on 29/11/2007 to fully exonerate the following taxes: customs duties,

import duties, taxes or fiscal charges in connection with import, value added tax, documentary stamp or registration duties or fiscal charges having an equivalent effect.

Article 18 Commencement order

- 18.1 The implementation of the contract shall commence on the date indicated in an administrative order (side letter), which shall be issued by the Project Manager of the Contracting Authority within 120 days of the signature of the contract by both parties, for lot 2. For lot 1 and lot 3 the commencement date on which implementation of the tasks is to commence is considered the date of signature of the Contract by Contractor.

Article 19 Period of implementation of the tasks

- 19.1 The period of implementation of the tasks is 2.5 months from the commencement of the contract for lot 1 and 2, and 5 months from the commencement of the contract for lot 3.

Article 22 Amendments

- 22.2 The Contracting Authority reserves the right to vary by administrative order the quantities specified for the items by +/- 100% at the time of contracting and during the validity of the Contract. The total value of the supplies may not rise or fall as a result of the variation of the quantities by more than 25% of the tender price. The unit prices quoted in the tender will be multiplied by the revised quantities procured under the variation.

Article 24 Quality of supplies

- 24.2 No preliminary technical acceptance is required.

Article 25 Inspection and testing

- 25.2 The supplies shall be packaged and provided by separate delivery to each location. The Contractor shall furnish, install and commission all equipment, fittings and fixings, including final installation and connection and all miscellaneous items of equipment, fixings and fittings in order that the supplies are left in place fully operational and ready for use. The cost of consumables used during installation and commissioning and for running time, before provisional acceptance, shall be borne totally by the Contractor.

The Contractor shall bring all services for electrical work from existing connections and installed in, on, through or adjacent to the equipment and fittings and finally connected as required to complete the installation.

The Contractor shall to the electrical work furnish, install and final connect all electrical service, conduit, wiring, fixtures, outlets, service and earthing strips, and all special equipment and accessories necessary for complete operational installation.

Such work shall include any special items required to meet local codes, and the cost of meeting such codes and licences to operate, even though not specifically mentioned in the specifications.

It shall be the sole responsibility of the Contractor to check all site dimensions for completeness and accuracy of placement of fixings and fittings before commencement of delivery and all occasions for delay.

The cost of these activities shall be contained in the overall price of the supplies.

The inspection and testing prior to the provisional acceptance will take place at the locations where the equipment is delivered, installed and put into operation.

The Contractor shall deliver, put into operation supplied equipment and other supplies, perform other related installation works as required by the Technical Specifications, load the software onto equipment, and carry out the necessary checks and tests to ensure that supplied equipment, hardware and software is fully operational.

During the inspection and testing procedure, the quantities, the technical performances, the technical specifications, and technical documentation will be verified. At least 2 (two) weeks before the end of the installation works, the supplier shall inform the Contracting Authority and the Beneficiary about the possible/proposed schedule for inspection and testing procedures.

Article 26 General principles for payments

26.1 Payments shall be made in euros.

Payments shall be authorised and made by the EU Delegation to the Republic of Serbia, Vladimira Popovica 40/V (Avenue 19a GTC Building), 11070 New Belgrade, Republic of Serbia.

26.5 In order to obtain payments, the Contractor must forward to the authority referred to in paragraph 26.1 above:

- a) if the pre-financing is requested and is equal or below EUR 300 000:
By derogation from article 26.5 of the General Conditions no pre-financing guarantee is required.
- b) For the 60% balance, the invoices in triplicate together with the request for provisional acceptance of the supplies.

26.9 This contract does not include a price revision clause

Article 29 Delivery

29.1 The Contractor shall bear all risks relating to the goods until provisional acceptance at destination. The supplies shall be packaged so as to prevent their damage or deterioration in transit to their destination.

29.3 Each packaged supply item must have on the outside a sticker label identifying: a) the Supply Item number, b) the delivery location in accordance with the delivery list provided.

In addition, all packages should be marked as follows:



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Contract No: 2014/XXX-XXX

The packaging will remain the property of the Contractor subject to environmental considerations.

29.4. The Contractor shall request from the Project Manager, 15 days prior to the delivery to the place of acceptance, permission to proceed with delivery. The request for approval must be accompanied by a copy of the Certificate of Origin and a copy of the detailed packing list. No shipment shall be shipped or delivered to the place of acceptance until the Contractor has received a delivery order from the Programme Manager, failure to respond shall be deemed to be approval.

29.5/7 Each delivery shall be accompanied by the following documents:

- a) User Manuals
- b) Packing list
- c) Warranty Certificate
- d) Copy of the Certificate of Origin
- e) Copy of the Invoice (commercial)

Article 31 Provisional acceptance

The Certificate of Provisional Acceptance must be issued using the template in Annex V.

The supplies shall be taken over by the Contracting Authority when they have been delivered in accordance with the Contract, have been installed or have been commissioned as the case may be, have satisfactorily passed the required tests, and a certificate of provisional acceptance has been issued or is deemed to be issued. The Contracting Authority may appoint its representative to perform provisional acceptance /inspection on its behalf.

As part of the formal application for provisional acceptance, the Contractor shall supply certificates of provisional acceptance (at least 4 originals) signed by the Contractor, the Beneficiary, and the external expert(s) which may be engaged by the Contracting Authority to assist in acceptance of the goods.

With provisional acceptance, the Beneficiary Institutions acquires full title and ownership to the goods supplied and the right to make full and unimpaired use of the supplies delivered.

Article 32 Warranty obligations

32.6 Where the commercial warranty issued/offered by the manufacturer of a particular item/product is longer than the below mentioned warranty of one year after provisional acceptance, the Contractor will deliver the related certificates/documents to the

Beneficiary and will provide complete support to the Beneficiary in contacting the manufacturer.

32.7 The warranty must remain valid for one year after provisional acceptance.

Article 33 After-sales service

33.1 Not applicable

Article 40 Settlement of disputes

40.4 Any disputes arising out of or relating to this Contract which cannot be settled amicably will be referred to the exclusive jurisdiction of the courts of Brussels, Belgium.