

Contract No. ►	BH 8710/2020/1
Project ID / Sector ►	BH 8710 Combating violence against children in the Republic of Moldova
Council of Europe contact point ►	Victoria Fonari victoria.fonari@coe.int +373 888 893



ACT OF ENGAGEMENT

(Competitive bidding procedure / Framework contract)

This Act of Engagement lays down the terms and conditions of the framework contract between the Provider (as described below), and the Council of Europe¹ for the provision of production, printing and publishing services in the framework of the project "Combating violence against children in the Republic of Moldova". The Provider may be invited to supply the same type of services in the framework of similar projects under the terms of this contract.

The signature of this Act of Engagement by the tenderer alone shall not constitute or imply any sort of contractual commitment on the part of the Council of Europe. This Act shall become contractually binding only **upon signature by a Council of Europe authorised staff member** (see Section B).

Tenderers shall:

1. Fill in the below sections **Contact details of the Provider** and **Bank details**. Ensure that the "Name" of the Provider and the "Account holder" are the same.
2. Fill in the column "Unit fee" of the table of fees (See Section A);
3. Sign the Act of Engagement (See Section B) and send a signed and scanned copy to the Council, together with the other supporting documents (if any – see Tender File Section F).

Contact details of the Provider	Name and address ►			
	Representative ►			
	Contact person ►			
	VAT n° (if any) ►			
	Country and registration n° (if any) ►			
	Email (Contact person) ►			
	Phone number (Contact person) ►			
Bank details	Account holder ►			
	IBAN n° (if available) ►	EUR MDL	Full bank account n° (for non-IBAN countries only) ►	EUR MDL
	Bank name and Branch ►	EUR MDL	BIC/SWIFT Code ►	EUR MDL
	Bank Address ►	EUR MDL	Account currency ►	EUR MDL

¹ Which has its seat Avenue de l'Europe, 67075 Strasbourg Cedex, France

A. Terms of reference/Table of unit fees

The Council of Europe is currently implementing a number of projects, including on combating violence against children in the Republic of Moldova in the framework of the [Council of Europe Action plan for the Republic of Moldova](#). The project builds on the results of the previous CoE project [Protecting children from sexual exploitation and sexual abuse in the Republic of Moldova \(2018-2020\)](#) and aims to support the Moldovan authorities, professionals and civil society in further strengthening the country's child protection framework and judicial system. Project activities will focus on the protection of children against violence, including notably sexual exploitation and abuse, as well as promotion of child-friendly justice practices and the rights of the child in the digital environment. The project duration is 21 months with the implementation period of 1 April 2020 - 31 December 2021.

In that context, it is looking for Provider(s) (see below) for the provision of production, printing and publishing services to be requested by the Council on an as needed basis, in compliance with the ordering procedure defined below.

In terms of the scope of this Framework Contract, it covers production/publication/printing/visibility materials, which are to be produced on the territory of the Republic of Moldova by the Council of Europe projects.

Each time an order form is sent, the selected Provider undertakes to take all the necessary measures to send it signed to the Council within 2 (two) working days after its reception.


Ranking

Orders, under each lot, will be addressed in priority to the first Provider on the ranking list of the tender. If this Provider is unable to take the Order or if no reply is given on his behalf within the above deadline, the Council may call on the second Provider on the ranking list of the tender, and so on down the list.

Lots

The Tenderer declares that they submit a tender for the following lot/s:

Tenderers shall tick the box(es) corresponding to the lot(s) they tender for. They can tender for one, several or all lots.



	Lots	Maximum number of Provide(s) to be selected
<input type="checkbox"/>	Lot 1: Layout and publishing	3
<input type="checkbox"/>	Lot 2: Printing of documents/materials	3
<input type="checkbox"/>	Lot 3: Design and production of visibility materials	3

Fees

The fees indicated below will be applicable throughout the duration of the Framework Contract. Prices are indicated in Euros and MDL with and without VAT. For the VAT regime to be mentioned on the invoice(s), please refer to Article 4.2 of the Legal Conditions (See Section C. below).

The Provider shall indicate its proposed fee(s) in the box(es) below.

Lot 1: Layout and publishing services

Type(s) of Units ▼	Days for execution ▼	MDL*		EUR*	
		Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼	Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼
1. a) Lay-out and pdf-version of the publication for the website (InDesign files to be transferred for lay-out in Romanian/Russian) b) Printing of A6-size booklets of <u>max 70 pages</u> , glued cover spine, colour cover&inside, cover 270g, inside 120g - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					
2. a) Lay-out and pdf-version of the publication for the website (InDesign files to be transferred for lay-out in Romanian/Russian) b) Printing of A5-size booklets of <u>max 30 pages</u> , 2 staples-binding, colour cover&inside, 200g cover&inside - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					
3. a) Lay-out and pdf-version of the publication for the website (InDesign files to be transferred for lay-out in Romanian/Russian) b) Printing of B5-size booklets of <u>max 110 pages</u> , glued cover spine, colour cover&inside, glossy cover 250g, inside 90g - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					
4. a) Lay-out and pdf-version of the publication for the website (InDesign files to be transferred for lay-out in Romanian/Russian/English) b) Printing of B5-size booklets of <u>max 70 pages</u> , glued cover spine, Cover: 300g, 4+0, matte coated, lamination 1+0. Inside: 90g, 4+4, matte coated - up to 200 copies - up to 500 copies					
5. a) Lay-out and pdf-version of the publication for the website (InDesign files to be transferred for lay-out in Romanian/Russian) b) Printing of square (24,5x24,5) booklets of <u>max 20 pages</u> with insert, 2 staples-binding, colour cover&inside, cover 350g, inside 170g - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies - up to 1 000 copies					
6. a) Lay-out and pdf-version of the materials (folder and fact-sheets) for the website (InDesign files to be transferred for lay-out in Romanian/Russian) b) Printing of <u>FOLDER</u> : A4 format integral embossing and assemblage, full colour printing, double coated paperboard 270 g/m2 Printing of <u>FACTSHEETS</u> : six factsheets, A4 format, colour printing 4+4, matte coated cardboard, 300g/m2 - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					

Type(s) of Units ▼	Days for execution ▼	MDL*		EUR*	
		Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼	Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼
7. a) Lay-out and pdf-version of the report for the website (InDesign files to be transferred for lay-out in Romanian/Russian/English) b) Printing of A4-size reports of <u>max 90 pages</u> , 2 staples- binding, colour cover&inside, cover 200g, matte laminated, coated, inside 90g - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					
8. a) Lay-out and pdf-version of the report for the website (InDesign files to be transferred for lay-out in Romanian/Russian/English) b) Printing of A4-size reports of <u>max 200 pages</u> , colour cover&inside, cover 200g, matte laminated, coated, inside 90g - up to 100 copies - up to 200 copies - up to 400 copies					
9. a) Lay-out and pdf-version of the publication for the website (InDesign files to be transferred for lay-out in Romanian/Russian/English) b) Tilt and Turn printing (Romanian and Russian), A4-size reports of <u>max 150 pages</u> , colour cover&inside, cover 300g, matte laminated, coated, inside 90g - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					
10. a) Lay-out and pdf-version of the leaflet for the website (InDesign files to be transferred for lay-out in Romanian/Russian) b) Printing of A5-size folding leaflets of <u>max 8 pages</u> , colour cover&inside, 200g cover&inside - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					
11. a) Lay-out and pdf-version of the leaflet for the website (InDesign files to be transferred for lay-out in Romanian/Russian) b) Printing of A4-size folding leaflets of <u>max 8 pages</u> , colour cover&inside, 200g cover&inside - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					
12. a) Lay-out and pdf-version of the publication for the website (InDesign files to be transferred for lay-out in Romanian/Russian) b) Printing of A4-size sectional print-outs of <u>max 200 pages</u> , 2 staples-binding, 4-holepunched, colour cover&inside, cover 200g, inside 80g - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					
13. a) Lay-out and pdf-version of the poster for the website (InDesign files to be transferred for lay-out in Romanian/Russian/English) b) Printing of A4 posters, 200g/m2, matte coated, 4+0 - up to 200 copies - up to 500 copies - up to 2 500 copies					

Type(s) of Units ▼	Days for execution ▼	MDL*		EUR*	
		Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼	Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼
14. a) Lay-out and pdf-version of the poster for the website (InDesign files to be transferred for lay-out in Romanian/Russian/English) b) Printing of A3 posters, 200g/m2, matte coated, 4+0 - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies - up to 2 500 copies					
15. a) Lay-out and pdf-version of the poster for the website (InDesign files to be transferred for lay-out in Romanian/Russian/English) b) Printing of A2 posters, matte coated, 200g/m2, 4+0 - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					
16. Card-board folder * a) Lay-out of the folder (InDesign files to be transferred for lay-out in Romanian) b) Printing of A4 cardboard folders, with a folding page inside, integral embossing and assemblage, full colour printing, double coated paperboard 270 g/m2 - 200 copies - 250 copies - 500 copies <i>* Delivered in assembled form</i>					
17. Postcard a) Lay-out of the postcard (InDesign file to be transferred for lay-out in Romanian) b) Printing of A5-size postcards, colour recto-verso, 300g - up to 50 copies - up to 100 copies - up to 200 copies - up to 500 copies					

This Framework Contract for this lot takes effect as from the date of its signature by both parties is concluded until	31/12/2020
The Framework Contract may be renewed annually. It shall be renewable until the end date of: (or until the end of the project duration if longer).	31/12/2021

Possible publications to be produced and printed are listed in the Annex I.

The Provider shall indicate its proposed fee(s) in the box(es) below.

Lot 2: Printing of documents/materials

Type(s) of Units ▼	Days for execution ▼	MDL*		EUR*	
		Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼	Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼
1. Printing (black and white, A4, 80 gr offset, double sided, stapled): - up to 200 copies (unit fee per page) - up to 500 copies (unit fee per page) - up to 1 000 copies (unit fee per page) - up to 3 000 copies (unit fee per page) - up to 7 000 copies (unit fee per page)					

Type(s) of Units ▼	Days for execution ▼	MDL*		EUR*	
		Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼	Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼
2. Printing (black and white, A4, 80 gr offset, one sided, stapled): - up to 200 copies (unit fee per page) - up to 500 copies (unit fee per page) - up to 1 000 copies (unit fee per page) - up to 3 000 copies (unit fee per page) - up to 7 000 copies (unit fee per page)					
3. Printing (colour, A4, 80 gr offset, double sided, stapled): - up to 200 copies (unit fee per page) - up to 300 copies (unit fee per page) - up to 500 copies (unit fee per page) - up to 1 000 copies (unit fee per page) - up to 3 000 copies (unit fee per page)					
4. Printing (colour, A4, 80 gr offset, one sided, stapled): - up to 200 copies (unit fee per page) - up to 300 copies (unit fee per page) - up to 500 copies (unit fee per page) - up to 1 000 copies (unit fee per page) - up to 3 000 copies (unit fee per page)					
5. Printing stickers: - 7cm x 3.5cm, colour printing, 2 colours – up to 100 copies - 16cm x 10cm, colour printing, 2 colours – up to 100 copies - 2cm x 2cm (round), colour printing, 2 colours – up to 200 copies					
6. Printing table nametags (21cm x 7.5cm, black and white printing) – unit fee per nametag					
7. Printing table nametags (21cm x 7.5cm, colour printing) – unit fee per nametag					

This Framework Contract for this lot takes effect as from the date of its signature by both parties is concluded until	31/12/2020
The Framework Contract may be renewed annually. It shall be renewable until the end date of: (or until the end of the project duration if longer).	31/12/2021

The Provider shall indicate its proposed fee(s) in the box(es) below.

LOT 3. Design and production of visibility materials

Type(s) of Units ▼	Days for execution ▼	MDL*		EUR*	
		Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼	Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼
1. Re-Pen a. Design and lay-out of the printing section					
b. Re-Pen (recyclable, button mechanism, blue ink, in light green/orange/blue/green/violet, colour double printing) - 200 units					
- 250 units					
- 500 units					
2. Wooden housing USB a. Design and lay-out of the printing section					
b. Wooden 16Gb USB, full colour printing - 100 units					
- 200 units					
- 500 units					

Type(s) of Units ▼		Days for execution ▼	MDL*		EUR*	
			Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼	Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼
3.	Notebook a. Design and lay-out of the notebook b. 190x250mm, vertical opening. Soft cover, light/dark green/orange/blue/violet, 4+0, inner block in square, lines and/or empty, offset 80g/m2. Printing on the covers. - 200 copies - 250 copies - 500 copies					
4.	Notebook a. Design and lay-out of the notebook b. A5 format, vertical opening. <u>Cover</u> : coated paperboard 300 – 350 gr/m2, matte laminated, light green/dark green/orange/blue/violet, 4+4, with elastic band and band for pen. <u>Inside</u> : 2 - 4 information pages, 250g/m2, square, lines and/or empty, offset 80g/m2. Printing of photo+text+logo on the cover. - 200 copies - 250 copies - 500 copies					
5.	Roll-up a. Lay-out of the roll-up (InDesign files to be transferred for lay-out in Romanian) b. Roll-up (2m x 0.80m, Frontlit 340g (H), matte, colour printing (text and photo), retaining pockets, support for banner, roll up mechanism)					
6.	Banner a. Lay-out of the banner (InDesign files to be transferred for lay-out in Romanian) b. Banner (2m x 3m, 550 g/m2, colour printing, aluminium/plastic support for banner, bag for storing and transporting the stand)					
7.	Ecological cup a. Design and lay-out of the printing section b. Wheat straw cup/ bamboo fiber/ biodegradable, 350 ml, light green/orange/blue/green/violet, printing					
8.	Privacy camera blocker a. Design and lay-out of the blocker b. White/light green/orange/blue/green/violet colours, colour printing + text					
9.	Hardboard poster a. Design and lay-out of the poster b. 2,20mx1m, plywood, 1,5 cm thick, colour printing, fixing mechanism on the wall (metal plates)					
10.	Bag a. Lay-out of the printing section (InDesign files to be transferred for lay-out in Romanian) b. Cotton/ecological bag with handles and drawstring which can be carried as tote or backpack, light green/beige/orange/blue/green/violet, 150 - 250g/m2, at least 38cm x 42cm. One side colour printing of photos and text					
11.	Bookmark a. Lay-out of the bookmark (InDesign files to be transferred for lay-out in Romanian) b. Colour wood/cardboard bookmarks. Printing text on both sides.					
12.	Vest a. Lay-out of the printing section (InDesign files to be transferred for lay-out in Romanian) b. Adult vest. Blue/green/yellow/black colours, polyester, with pockets. Printing text on both sides.					

Type(s) of Units ▼	Days for execution ▼	MDL*		EUR*	
		Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼	Costs per unit excl. VAT ▼	Costs per unit incl. VAT ▼
13. Pencil case					
c. Lay-out of the printing section (InDesign files to be transferred for lay-out in Romanian)					
d. Cork or wood pencil case. Printing text on both sides.					

This Framework Contract for this lot takes effect as from the date of its signature by both parties is concluded until	31/12/2020
The Framework Contract may be renewed annually. It shall be renewable until the end date of: (or until the end of the project duration if longer).	31/12/2021

Please note that the Order Forms will be issued in MDL, VAT included, until the project(s) will be registered and included in the list of projects benefiting from tax exemptions (Government Decision No.246/08.04.2010 related to tax exemptions of foreign assistance projects). After the amendment of the decision, with reference to the project, the Order Forms will be issued in EUR without VAT.

B. Declaration of Agreement and Signature

I, the undersigned, acting on my own behalf or as a representative of the Provider indicated below, hereby:

- Declare having the authority to represent the Provider;
- Declare that the information provided to the Council under this procedure is complete, correct and truthful.
- Acknowledge, in signing this document, that I have been notified that if any of the statements made or information provided prove to be false, the Council reserves the right to exclude the tender concerned from the procedure or to terminate any existing contractual relations related to the latter;
- Express consent to any audit or verification that the Council may initiate by any means on the information provided under this procedure;
- Declare that neither I or the Provider I represent is in any of the situations listed in the exclusion criteria as reproduced in the Tender File;
- Declare that neither I, nor the Provider I represent, are in a situation of a conflict of interests or a potential conflict of interest in relation to this procedure. I have been notified and understand that a conflict of interests may arise, in particular, from economic interests, political or national affinities, emotional or family ties or any other type of shared relationship or interest;
- Declare (where applicable) that I am the only owner of the moral rights in any creations of the company under my sole proprietorship or equivalent and that I am individually liable for all obligations undertaken under this contract by me or by the company under my sole proprietorship or equivalent;
- Undertake to update the Council with significant information changes within a reasonable time. Significant information changes include, but are not limited to change of legal status, ownership, name and address, loss of licence of registration, filing bankruptcy, suspension or debarment by any national or local governmental agency or assimilated;
- Accept without any derogation all the terms of the Legal Conditions as reproduced in the present document and understand that its signature **shall constitute signature of the contract** with the Council subject to the selection of the tender by the Council and the signature of this Act by a representative of the Council.

Tenderers shall **fill in this part, print the document, sign in the last box below and send a scan copy of the document** to the email address indicated on the 1st page of the Tender file.

For the Provider ▼		For the Council of Europe ² ▼			
Signature	Provider ►				
	Signatory ►	Giulia Re Deputy Head of the Office in Chisinau			
	Place of signature ►	In Chisinau			
	Date of signature ►	___ / ___ / ____			
	Signature ►	Signature			
		Selection and Ranking (if applicable)	Lot 1	<input type="checkbox"/>	___ out of ___
			Lot 2	<input type="checkbox"/>	___ out of ___
			Lot 3	<input type="checkbox"/>	___ out of ___

² On behalf of the Secretary General of the Council of Europe.

C. Legal Conditions

ARTICLE 1 – GENERAL PROVISIONS

- 1.1 The Provider undertakes, on the conditions and in the manner laid down by common agreement hereafter excluding any accessory verbal agreement, to provide the list of Deliverables reproduced in the Terms of reference (see Section A above) related to the present contract and in the tender submitted by the Provider.
- 1.2 The present contract is composed, by order of precedence, of:
 - a) the Act of Engagement, in its entirety (cover page, Sections A and B and the present Legal Conditions) and any subsequent Order; and
 - b) the tender submitted by the Provider.
- 1.3 Any general purchasing terms and conditions of the Provider shall never prevail over these legal conditions. Any provision proffered by the Provider in its documents (general conditions or correspondence) conflicting with the clauses of these legal conditions shall be deemed void, except for any clauses which may be more favourable to the Council.
- 1.4 For the purposes of this Contract:
 - a) "Contract" shall refer to the documents described in 1.2, above;
 - b) "Council" shall mean the Council of Europe;
 - c) "Deliverables" shall mean the services or goods as described in the Terms of reference;
 - d) "Parties" shall mean the Council and the Provider;
 - e) "Provider" shall mean the legal or physical person selected by the Council for the provision of the Deliverables. This person may equally be referred to as the "Service Provider" or the "Consultant".

ARTICLE 2 – DURATION

The contract is concluded until the day specified in Section A of this Act of Engagement and takes effect as from the date of its signature by both parties. The Deliverables shall be executed in accordance with the timeframe indicated in the Terms of reference and in any subsequent Order form.

ARTICLE 3 – OBLIGATIONS OF THE PROVIDER

3.1 General obligations

- 3.1.1. The Provider bears sole responsibility for all the decisions made and the human, technical, logistic and material resources used in the context of the Contract in order to provide the Deliverables, with due respect for the Council of Europe's needs and constraints, as contractually defined.
- 3.1.2. The Provider recognises that it is subject to a general obligation to provide advice, including, but not limited to, an obligation to provide any relevant information or recommendations to the Council. In this context, the Provider shall supply to the Council all the advice, warnings and recommendations necessary particularly in terms of quality of Deliverables, security and compliance with professional standards. The Provider also undertakes to inform the Council as soon as it becomes aware, during the execution of the Contract, of any initiatives and/or adopted laws and regulations, policies, strategies or action plans or any other development related to the object of the Contract.

3.2 Intellectual services

- 3.2.1. The provisions of Articles 3.2.2 to 3.2.10 shall apply insofar as the contract concerns the provision of intellectual services.
- 3.2.2. Unless agreed otherwise by the Parties, any written documents prepared by the Provider under the contract shall be written in English and produced on a word processing file. In case the Parties agree that a written document shall be prepared in a language other than English or French, a summary in English or French shall be included in the said document.
- 3.2.3. Unless agreed otherwise by the Parties, all written documents of more than 1,500 words shall be preceded or accompanied by a text summarising the subject and main conclusions and shall not, unless specifically required, exceed 5,000 words.
- 3.2.4. The Provider guarantees that the Deliverables conform to the highest academic standards.
- 3.2.5. The Provider cedes irrevocably and exclusively to the Council throughout the entire world and for the entire period of copyright protection, all rights on the Deliverable(s) produced as a result of the execution of the present contract. Such rights shall include in particular the right to use, reproduce, represent, publish, adapt, translate and distribute – or to have used, reproduced, represented, published, adapted, translated and distributed – in any country, in any language, in any form and on any kind of support, including on a CD-ROM or the Internet, the said Deliverables, or any part thereof.
- 3.2.6. The Council reserves the right to exercise the above-mentioned rights for any purpose falling within its activities.
- 3.2.7. The Provider guarantees that use by the Council of the Deliverable(s) produced as a result of the execution of the present contract will not infringe the rights of third parties. However, should the Council incur liability as the result of any such infringement; the Provider will compensate it in full for any damage it may suffer in consequence.
- 3.2.8. Notwithstanding the provision in Article 3.2.5 above, the Council may, on prior application by the Provider, authorise the Provider to use the Deliverable(s) referred to above. When giving the Provider such authority, the Council will inform the Provider of any conditions to which such use may be subject.
- 3.2.9. Any intellectual property rights of the Provider over methods, knowledge and information which are in existence at the date of the conclusion of the Contract and which are comprised in or necessary for or arising from the performance of the Contract shall remain the property of the Provider. However, in consideration of the fees payable pursuant to the Contract the Provider hereby grants the Council a non-exclusive and free licence for the entire world and for the entire period of protection by the applicable intellectual property rights law for the use of such methods, knowledge and information insofar as they are an integral part of the Deliverable(s).

- 3.2.10. If the Deliverable(s) result(s) in the provision of a training session, and provided the training materials are not the property of the Council, the Provider shall grant the participants in the training a non-exclusive licence for the entire world and for the entire period of protection by the applicable intellectual property rights law for their own professional use of those training materials.

3.3 Health and social insurance of the Provider or its employees

The Provider shall undertake all necessary measures to arrange for health and social insurance during the entire contract. The Provider acknowledges and accepts in this regard that the Council shall not assume any responsibility for any health and social risks concerning illness, maternity or accident which might occur during the performance of work under the contract.

3.4 Fiscal obligations

The Provider undertakes to inform the Council about any change of its status with regard to VAT, to observe all applicable rules and to comply with its fiscal obligations in:

- a) submitting a request for payment, or an invoice, to the Council in conformity with the applicable legislation;
- b) declaring all fees received from the Council for tax purposes as required in his/her/its country of fiscal residence.

3.5 Loyalty and confidentiality

- 3.5.1. In the performance of the present contract, the Provider will not seek or accept instructions from any government or any authority external to the Council. The Provider undertakes to comply with the Council's directives for the completion of the Deliverables and to refrain from any word or act that may be construed as committing the Council.
- 3.5.2. The Provider shall observe the utmost discretion in all matters concerning the contract, and particularly any matters or data that have been or are to be recorded that come to the Provider's attention in the performance of the contract. Unless obliged to do so under the terms of the contract, or expressly authorised to do so by the Secretary General of the Council, the Provider shall refrain at all times from communicating to any person, legal entity, government or authority external to the Council any information which has not been made public and which has come to the Provider's notice as a result of dealings with the Council. Nor shall the Provider seek to gain private benefit from such information. Neither the expiry of the contract nor its termination by the Council shall lift these obligations.

3.6 Disclosure of the terms of the contract

- 3.6.1. The Provider is informed and gives an authorisation of disclosure of all relevant terms of the contract, including identity and price, for the purposes of internal and external audit and to the Committee of Ministers and to the Parliamentary Assembly of the Council with a view to these latter discharging their statutory functions, as well as for the purpose of meeting the publication and transparency requirements of the Council of Europe or its donors. The Provider authorises the publication, in any form and medium, including the websites of the Council of Europe or its donors, of the title of the contract/projects, the nature and purpose of the contract/projects, name and locality of the Provider and amount of the contract/project.
- 3.6.2. Whenever appropriate, specific confidentiality measures shall be taken by the Council to preserve the vital interests of the Provider.

3.7 Use of the Council of Europe's name

The Provider shall not use the Council's name, flag or logo without prior authorisation of the Council.

3.8 Data Protection

- 3.8.1. Without prejudice to the other provisions of this contract, the Parties undertake, in the execution of this contract, to comply at all times with the legislation applicable to each of them concerning the processing of personal data.
- 3.8.2. Where the Provider, pursuant to its obligations under this contract, processes personal data on behalf of the Council, it shall:
 - i. Process personal data only in accordance with written instructions from the Council;
 - ii. Process personal data only to the extent and in such manner as is necessary for the execution of the contract, or as otherwise notified by the Council;
 - iii. Implement appropriate technological measures to protect personal data against accidental loss, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful processing, accidental loss, destruction, or damage while having regard to the nature of the personal data which is to be protected;
 - iv. Take reasonable steps to ensure the reliability of the Provider's employees having access to the personal data and to ensure that they have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality and thus agree to comply with the data protection obligations set out in this contract;
 - v. Obtain written consent from the Council prior to any transfer of possession or responsibility for the personal data to any subcontractors. If the Council chooses to authorise subcontracting, the same data protection obligations as set out in this contract shall be imposed on the subcontractor by way of a contract. The Provider shall remain fully liable to the Council for the performance of that subcontractor's obligations.
 - vi. Notify the Council within five working days if it receives:
 - a. a request from a data subject to have access (including rectification, deletion and objection) to that person's personal data; or
 - b. a complaint or request related to the Council's obligations to comply with the data protection requirements.

- vii. Provide the Council with full assistance in relation to any such request or complaint and assist the Council to fulfil its obligation to respond to the requests for rectification, deletion and objection, to provide information on data processing to data subjects and to notify personal data breaches;
- viii. Allow for and contribute to checks and audits, including inspections, conducted or mandated by the Council or by any authorised third auditing person. The Provider shall immediately inform the Council of any audit not conducted or mandated by the Council;
- ix. Not process nor transfer personal data outside the jurisdiction of a Council of Europe Member State without the prior authorisation of the Council and provided that an adequate level of protection is guaranteed by law or by ad hoc or approved standardised safeguards (such as binding corporate rules) in the jurisdiction of the recipient;
- x. Make available to the Council all information necessary to demonstrate compliance with the obligations under the contract in connection with the processing of personal data and the rights of data subjects;
- xi. Upon the Council's request, delete or return to the Council all personal data and any existing copies, unless the applicable law requires storage of the personal data.

3.9 Parallel Activities

Where the Provider is a natural person who is employed in parallel to this Contract, they hereby confirm that they:

- a) have been granted approval from their employer to perform paid services for the Council under this Contract, and/or
- b) have been granted leave during the performance of their obligations under this Contract.

3.10 Other obligations

- 3.10.1. In the performance of the present contract, the Provider undertakes to comply with the applicable principles, rules and values of the Council.
- 3.10.2. The Staff Regulations and the rules concerning temporary staff members shall not apply to the Provider.
- 3.10.3. Nothing in this contract may be construed as conferring on the Provider the capacity of a Council of Europe staff member or employee.

ARTICLE 4 – FEES, EXPENSES AND MODE OF PAYMENT

4.1 Ordering

- 4.1.1. Each time an Order Form is sent, the selected Provider undertakes to take all the necessary measures to send it **signed** to the Council within the deadline indicated in the Tender File. If this Provider is unable to take the Order or if no reply is given on his behalf within that deadline, the Council may call on another Provider, if any, in accordance with the terms of the Tender File.
- 4.1.2. An Order Form is considered to be legally binding when the Order, signed by the Provider, is approved by the Council, by displaying a Council's Purchase Order number on the Order, as well as by signing and stamping the Order concerned. Copy of each approved Order Form shall be sent to the Provider, to the extent possible on the day of its signature.
- 4.1.3. In return for the fulfilment by the Provider of its obligations under each Order, the Council undertakes to pay the Provider the fees as indicated in the relevant Order Form, in the currency specified in the Table of fees.
- 4.1.4. Amounts/Fees indicated in this Contract and in each Order are final and not subject to review.

4.2 VAT

- 4.2.1. Should the Provider not be subject to VAT, the amount invoiced shall be net fixed amount. Should the Provider be subject to VAT, the amount shall be invoiced as indicated in Articles 4.2.2 to 4.2.5.
- 4.2.2. Should the deliverables be taxable in France, the amount invoiced shall be VAT inclusive.
- 4.2.3. Should the deliverables be taxable in another EU country, and unless otherwise agreed between the Parties, the Council will provide the Provider with an exemption certificate prior to the signature of the contract. The exemption certificate sent by the Council of Europe should be retained by the Provider and presented to the relevant tax authorities to justify tax-free invoicing. In accordance with Article 2 b) of Council Directive 2001/115/EC, the following should be stated in the invoice: "*Intra-Community sale/service to an exempted organisation: Articles 143 and 151 of Council Directive 2006/112/EC*" and should indicate the final total amount excluding VAT. In case the CoE will not be in a position to provide the said certificate, the Council will pay the invoice with VAT included.
- 4.2.4. Should the deliverables be taxable in a non-EU country, the amount invoiced will not include VAT if the local (national) legislation allows for it, or if the Council of Europe enjoys tax exemption through other means in the country concerned. Otherwise, it shall include VAT.
- 4.2.5. For the provision of "online services", should the Provider be established either in an EU country (other than France) or in a non-EU country, the invoiced amount shall include French VAT at the applicable rate. The invoice shall indicate the total amount without taxes, the rate and the amount of the VAT and the total amount 'all tax included'. The invoice shall also stipulate the following statement: "*Intra-community sale/service: French VAT collected by the Provider and paid to the Mini One-Stop shop in [Address/Country]*".

4.3 Invoicing and payment

- 4.3.1. For each Order completed, and upon acceptance of the Deliverable(s) by the Council, the Provider shall submit an invoice or a request for payment in triplicate and in the currency specified in the Table of fees, in conformity with the applicable legislation.

- 4.3.2. Before accepting the Deliverable(s), the Council reserves the right to ask the Provider to submit any other document or information that may serve the purpose of establishing that the Contract has been duly executed.
- 4.3.3. In the case of event organisation, the Provider shall in any case submit any document that proves that the event took place, including but not limited to an attendance sheet broken down into half days specifying the location, date(s) and time(s) of the event(s) or activity(ies), to be individually signed by each participant and the Provider.
- 4.3.4. The payment for the Deliverables to be paid by the Council shall be made within 60 calendar days of submission of the invoice described in Article 4.3.1, subject to the submission of the Deliverable(s) described in the Terms of reference and its/their acceptance by the Council.
- 4.3.5. Advance payments are subject to a written agreement between the parties, on an order by order basis, and should be paid within 60 calendar days upon signature of the Order concerned.

4.4 Other expenses

4.4.1 In the event of the Provider being required to travel for the purposes of the contract, and provided the Terms of reference do not stipulate that the fees already include travel and subsistence expenses, the Council undertakes, subject to its prior agreement, to reimburse travel and subsistence allowances in compliance with the Council's applicable Rules.

4.4.2 Travel expenses referred to under 4.4.1 will be reimbursed on the basis of the rail fare (first class) or air fare (tourist class) upon presentation of an invoice on the letterhead of the relevant vouchers. Subsistence expenses (including travel expenses within the locality visited) will be reimbursed at the applicable daily rate.

4.4.3 In the event of the Provider being required to travel for the purposes of the contract, the duration of the Provider's travel and stays will be covered by an insurance policy with the insurers CHARTIS (Policy No. 2.004.761). A telephone helpline is available in case of emergency (+ 32 (0)3 253 69 16). The said insurance will cover specific risks related to travel and stay of the Provider (including medical costs related to unforeseen illness or accident, repatriation, death, cancellation of journey or flight, theft or loss of personal possessions). The insurance policy does not cover persons over 75 years of age.

ARTICLE 5 - BREACH OF CONTRACT

- 5.1. In the event that the Provider does not satisfy the conditions laid down in this contract or those resulting from any modifications duly accepted in writing by both parties, in accordance with the provisions of Article 6 below, or the Deliverables provided as referred to under Article 1.1 do not reach a satisfactory level, the Council shall consider there to have been a breach of contract and may consequently refuse to pay to the Provider the amounts referred to in Article 4.1 above.
- 5.2. In the cases described in paragraph 5.1 above, the Council reserves further, at any moment and further to prior notification to the Provider, the right to terminate the contract in all or in part. In case of termination, the Council shall pay only the amount corresponding to the deliverables actually and satisfactorily provided at the time of termination of the contract and shall request reimbursement of the sums already paid for Deliverables not provided. In case of partial termination, the obligations of the parties shall endure for all deliverables which are not subject of the notification of termination.
- 5.3. The outstanding sums shall be paid to the Council's bank account within 60 calendar days from the notification in writing by the Council to the Provider regarding the outstanding sums to be paid.

ARTICLE 6 - MODIFICATIONS

- 6.1. The provisions of this contract cannot be modified without the written agreement of both parties. This agreement may take the form of an exchange of emails provided it is done using the contact details specified in Article 8.
- 6.2. Any modification shall not affect elements of the contract which may distort the initial conditions of the tendering procedure or give rise to unequal treatment between the tenderers.
- 6.3. This contract may not be transferred, in full or in part, for money or free of charge, without the Council's prior authorisation in writing.
- 6.4. The Provider may not subcontract all or part of the Deliverables without the written authorisation of the Council.

ARTICLE 7 - CASE OF FORCE MAJEURE

- 7.1. In the event of force majeure, the parties shall be released from the application of this contract without any financial compensation. Force majeure is defined as including the following: major weather problems, earthquake, strikes affecting air travel, attacks, a state of war, health risks or events that would require the Council or the Provider to cancel the contract.
- 7.2. In the event of such circumstances each party shall be required to notify the other party accordingly in writing, within a period of 7 calendar days.

ARTICLE 8 - COMMUNICATION BETWEEN THE PARTIES

- 8.1. The Contact point within the Council of Europe is indicated on the cover page of the Act of Engagement (See page 1 above).
- 8.2. The Provider can be reached through the means indicated in the Act of Engagement (see page 1 above).
- 8.3. Any communication is deemed to have been made when it is received by the receiving party, unless the Contract refers to the date when the communication was sent.
- 8.4. Electronic communication is deemed to have been received by the receiving party on the day of successful dispatch of that communication, provided that it is sent to the addressees listed in paragraphs 1 and 2 above. Dispatch shall be deemed unsuccessful if the sending party receives a message of non-delivery. In this case, the sending party shall immediately send again such communication to any of the other addresses

listed in paragraphs 1 and 2 above. In case of unsuccessful dispatch, the sending party shall not be held in breach of its obligation to send such communication within a specified deadline, provided the communication is dispatched by another means of communication without further delay.

- 8.5. Mail sent to the Council using the postal services is considered to have been received by the Council on the date on which it is registered by the department identified in paragraph 1 above.
- 8.6. Formal notifications made by registered mail with return receipt or equivalent, or by equivalent electronic means, shall be considered to have been received by the receiving party on the date of receipt indicated on the return receipt or equivalent.

ARTICLE 9 – ACCEPTANCE

The provision of Deliverables referred to in this contract shall be the subject of a written acceptance procedure. If acceptance is refused, the Council shall inform the Provider accordingly, giving reasons, and may set new modalities for the provision of the Deliverables. If acceptance is refused again, the Council may terminate the Contract in whole or in part without previous notice and without paying any financial compensation.

ARTICLE 10 – CHANGES IN THE PROVIDER'S SITUATION OR STANDING

- 10.1. The Provider shall inform the Council without delay of any changes in their address or legal domicile or in the address or legal domicile of the person who may represent them.
- 10.2. The Provider shall also inform the Council without delay:
 - a) if they are involved in a merger, takeover or change of ownership or there is a change in their legal status;
 - b) where the Provider is a consortium or similar entity, if there is a change in membership or partnership.
 - c) if they are sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
 - d) if they are in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or are not subject to a procedure of the same kind;
 - e) if they have received a judgment with *res judicata force*, finding an offence that affects their professional integrity or serious professional misconduct;
 - f) if they do not comply with their obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of their country of legal domicile;
 - g) If they are or are likely to be in a situation of conflict of interests.

ARTICLE 11 - DISPUTES

- 11.1. Any dispute regarding this Contract shall - failing a friendly settlement between the Parties - be submitted to arbitration.
- 11.2. The Arbitration Board shall be composed of two arbitrators each selected by one of the parties, and of a presiding arbitrator, appointed by the other two arbitrators; in the event of no presiding arbitrator being appointed under the above conditions within a period of six months, the President of the Tribunal de Grande Instance of Strasbourg shall make the appointment.
- 11.3. Alternatively, the parties may submit the dispute for decision to a single arbitrator selected by them by common agreement or, failing such agreement, by the President of the Tribunal de Grande Instance of Strasbourg.
- 11.4. The Board referred to in paragraph 2 of this Article or, where appropriate, the arbitrator referred to in paragraph 3 of this Article, shall determine the procedure to be followed.
- 11.5. If the parties do not agree upon the law applicable the Board or, where appropriate, the arbitrator shall decide *ex aequo et bono* having regard to the general principles of law and to commercial usage.
- 11.6. The arbitral decision shall be binding upon the parties and there shall be no appeal from it.

ARTICLE 12 - ADDRESSES AND BANK DETAILS OF THE PARTIES

The bank details of the Provider are indicated in the Act of Engagement. The bank details of the Council of Europe are the following:

EUR

Bank address: F-67075 Strasbourg Cedex, France
 Bank name: Société Générale Strasbourg
 Code IBAN: FR76 30003 02360 001500 1718672
 SWIFT Code: SOGEFRP

MDL

Bank address: 33 Ismail Street, Chisinau, Republic of Moldova
 Bank name: BC „EuroCreditBank” SA, Chişinău
 Code IBAN: MD51EC000000225177162190
 SWIFT Code: ECBMMD2X