

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

DRAFT CONTRACT

SUPPLY CONTRACT

No <Contract number>

Regional School of Public Administration (ReSPA),

whose headquarters are situated at
Branelovica
81410 Danilovgrad, Montenegro
(‘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: PROVISION OF VISIBILITY MATERIALS

Identification number: RESPA/EC/SUP/02-23

Article 1 Subject

1.1 The subject of the contract shall be:

the supply and delivery of the following supplies:

- 500 A6 notebooks
- 200 A5 notebooks
- 200 White wooden pencils
- 400 White plastic snap pens
- 350 Bluetooth speakers
- 300 USB cables 3 in 1
- 250 Cotton promo-bags

The place of acceptance of the supplies shall be ReSPA office located in Branelovica bb, 81410 Danilovgrad, Montenegro. The time limits for delivery shall be from 7 to 10 calendar days after both parties sign a contract. The Incoterm

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.

applicable shall be DDP⁴. The implementation period of tasks shall run for one month after contract signing.

- 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.

When required, 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 and/or suspension of payment.

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 EUR <amount>.
- 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);
- the provisional acceptance form (Annex V).

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.

Article 5 Other specific conditions applying to the contract

For the purpose of Article 44 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 [https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA\(Ch.2\):General](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General)

⁴ DDP (Delivered Duty Paid) - Incoterms 2020 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/>

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

For the contractor

Name:

Title:

Signature:

Date:

For the contracting authority

Name: Maja Handjiska Trendafilova

Title: Director

Signature:

Date: