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

# DRAFT CONTRACT

SUPPLY CONTRACT FOR EUROPEAN

UNION EXTERNAL ACTIONS

No <Contract number>

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

The Ministry of Finance of Montenegro

Directorate for Finance and Contracting of the EU Assistance Funds

Stanka Dragojevića 2, 81 000 Podgorica, Montenegro

(‘The contracting authority’),

of the one part,

and

<Full official name of 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 Multi-Annual Action Programme for Montenegro on Employment, Education and Social Policies 2015-2017**

**CONTRACT TITLE Purchase of teaching aids and IT equipment for schools in Montenegro**

**Identification number: NEAR/TGD/2020/EA-LOP/0018**

**Article 1 Subject**

* 1. The subject of the contract shall be: the supply, delivery, installation, putting into operation, inspection, testing and warranty services of the following supplies:

|  |  |  |
| --- | --- | --- |
| Item | Description | Quantity |
| 1 | *Desktop computer* | 80 |
| 2 | *Laptop computer* | 80 |
| 3 | *Tablet* | 40 |
| 4 | *USB Keyboard with Keyguard* | 80 |
| 5 | *Large Trackball Computer Mouse* | 80 |
| 6 | *anReader software with HASP licence* | 40 |
| 7 | *Color Ink Tank CISS Printer with compatible waste ink tank* | 40 |
| 8 | *Set of 4 ink colour bottles* | 40 |
| 9 | *Binding Machine* | 40 |
| 10 | *Binding Covers Color* | 80 |
| 11 | *Binding Covers Transparent* | 80 |
| 12 | *Plastic Binding Combs d 10 mm* | 40 |
| 13 | *Plastic Binding Combs d 12mm* | 40 |
| 14 | *Plastic Binding Combs d 14mm* | 40 |
| 15 | *Laminating Machine* | 40 |
| 16 | *Laminating Pouches A4* | 40 |
| 17 | *Laminating Pouches A5* | 80 |
| 18 | *Laminating Pouches A6* | 160 |
| 19 | *Paper Trimmer* | 40 |

The place of acceptance of the supplies shall be as specified in Annex II+III: Technical Specifications + Technical offer, the time limits for delivery shall be 132 calendar days and the Incoterm applicable shall be DDP[[4]](#footnote-4). The implementation period of tasks shall run from the date stipulated in the Commencement Order until the day of issuance of the certificate of Provisional Acceptance.

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 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<insert price>

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 and minutes from the information meeting/site visit];
* 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 (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 <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>.

Done in English in four originals, one original being for the contracting authority, one original being for the European Commission, one original for the Project Implementation Unit (the Ministry of Education) and one original being for the contractor.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For the contractor** | | **For the contracting authority** | | |
| Name: |  | Name: | |  |
| Title: |  | Title: | |  |
| Signature: |  | Signature: | |  |
| Date: |  | Date: | |  |
| **Endorsed for financing by the European Union** | | | | |
| Name: |  |  |  | |
| Title: |  |  |  | |
| Signature: |  |  |  | |
| Date: |  |  |  | |

1. Where the contracting party is an individual. [↑](#footnote-ref-1)
2. Where applicable. For individuals, mention their ID card or passport or equivalent document – number. [↑](#footnote-ref-2)
3. Except where the contracting party is not VAT registered. [↑](#footnote-ref-3)
4. DDP (Delivered Duty Paid) - Incoterms 2020 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/> [↑](#footnote-ref-4)