



CONTRACT

Broj: 01-584/28

Datum: 15.06.2020.

SERVICE CONTRACT FOR EUROPEAN UNION EXTERNAL ACTIONS

No: Due Mari 03-2020

FINANCED FROM THE GENERAL BUDGET OF THE UNION

Ministry of Sustainable Development and Tourism
IV Proleterske brigade 19
Podgorica, Montenegro
(‘the contracting authority’),

of the one part,

and

IQ Consulting
Ulcinjaska 1
81000 Podgorica, Montenegro
VAT: 30/31-18439-7
(‘the contractor’)

of the other part,

have agreed as follows:

PROJECT: Due Mari – next generation tourism development, Interreg IPA CBC Italy-Albania-Montenegro Programme 2014-2020, Thematic projects, Project no. ITALMNE 358, Ref: Due Mari, Internal Reference:

CONTRACT TITLE: Technical assistance related to project management, financial management, administration and communication for the project Due Mari – next generation tourism development, Interreg IPA CBC Italy-Albania-Montenegro Programme 2014-2020, Thematic projects, Project no. ITALMNE 358

Identification number: Due Mari 03-2020, Internal reference: 021-584/13

(1) Subject

- 1.1 The subject of this contract is providing service for technical assistance related to project management, financial management, administration and communication for the project Due Mari – next generation tourism development done in Podgorica, Montenegro with identification number 03-2020 (‘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 Euro, is a global price contract. The contract value is EUR 160.000,00

(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 [including clarification before the deadline for submitting tenders and minutes of the information meeting/site visit] (Annex II)
- the organisation and methodology [including clarification from the tenderer provided during tender evaluation] (Annex III);
- 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

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

For the contractor

Name:

Aleksandra Orović



Title: Director

Signature:

Date: 15.06.2020.

For the contracting authority

Name:

Dragana Čenić

Title: State Secretary

Signature:

Date: 15.06.2020.

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 All communication related to the contract should be in written, shall state the contract title and identification number, and be submitted to:

For the contracting authority

Ms Maja Kovacevic
Ministry of Sustainable Development and Tourism
IV proleterske brigade 19
Podgorica, MNE
E-mail: maja.kovacevic@mrt.gov.me

For the Contractor:

Ms Ivana Ostoic
IQ Consulting
Ulcinjaska 1, Podgorica, MNE
e-mail: ivana.ostoic@iqconsulting.eu

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 comply with the latest Project Brand and Visibility Guidelines published at Interreg IPA CBA Italy-Albania Montenegro Programme 2014-2020. Site: <https://www.italy-albania-montenegro.eu>

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 160.000,00 EUR.

Article 19 Implementation of the tasks and delays

19.1 The start date for implementation shall be date of signature of the contract by both parties.

19.2 The period for implementing the tasks is until 31.12.2021. or in case project is prolonged due to "force majeure" until project officially ends.

Article 26 Interim and final reports

The contractor shall submit final report as specified in the terms of reference.

Article 27 Approval of reports and documents

27.5 The contracting authority shall, within 5 days of receipt, notify the contractor of its decision concerning the documents or report 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 5 days of the receipt of the report.

Article 28 Expenditure verification

28.2 By derogation from article 28 the verification will be made by the contracting authority and all references to an expenditure verification report will not be applicable.

Article 29 Payment and interest on late payment

29.1 Payments of the Contractor will be made as follows:

1st payment 25% of contract value by 30.06.2020.

2nd payment 25% of contract value by 31.12.2020.

3rd payment 16,66 % of contract value by 30.07.2021.

4th payment 16,66% of contract value by 31.12.2021.

Final payment 16,66 % of contract value by 31.12.2021.

By derogation, the payments to the contractor of the amounts due shall be made within 15 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 Court in Podgorica applying the national legislation of the contracting authority.

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/EC¹ and as detailed in the specific privacy statement published at ePRAG.

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¹ OJ L 205 of 21.11.2018, p. 39