**DRAFT CONTRACT**

**SERVICE CONTRACT FOR EUROPEAN UNION EXTERNAL ACTIONS**

**No. HUSRB/23R/21/046-5/Training materials, Conduction of courses and Strategy**

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

**University of Novi Sad**

**Faculty of Technology Novi Sad**

**Bulevar cara Lazara 1**

**21000 Novi Sad**

**Official registration number: 08055203**

**VAT number:** **100721916**

(‘the contracting authority’),

of the one part,

and

<Full official name of the 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** **Feeding the Future: Empowering Food Science Professionals through Lifelong Learning for Bridging Borders** and ref. no. **HUSRB/23R/21/046**

**CONTRACT TITLE Training materials, Conduction of Courses and Preparation of Strategy of Modern Food Sector for the project FeedingFuture**

**Identification number HUSRB/23R/21/046-5/Training materials, Conduction of courses and Strategy**

(1) Subject

1.1 The subject of this contract is **Training materials, Conduction of Courses and Preparation of Strategy of Modern Food Sector for the project FeedingFuture** done in **Novi Sad** with identification number **HUSRB/23R/21/046-5/Training materials, Conduction of courses and Strategy** (‘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 RSD, is a global price contract. The contract value is RSD <amount>.

(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 three originals, two original for the contracting authority and one original for the contractor.

|  |  |  |  |
| --- | --- | --- | --- |
| **For the Contractor** | | **For the Contracting Authority** | |
| Name: |  | Name: | Prof. dr Zita Šereš |
| Title: |  | Title: | Acting Dean |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

**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**

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, the following contact details of the Project Manager shall be used:

Contact name: **Prof. dr Zita Šereš, Acting Dean**

Address: **University of Novi Sad, Faculty of Technology Novi Sad**

**Bulevar cara Lazara 1, 21000 Novi Sad**

E-mail: **zitas@tf.uns.ac.rs**

For the Contractor, the following contact details shall be used:

Contact name:

Address:

E-mail:

**Article 7 General obligations**

7.8 The Contractor has to comply with the minimum obligation toward visibility. These activities must comply with the rules lay down in the Communication and Visibility Manual for EU External Actions published on the EuropeAid Website: [https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external](https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external%0dactions_en) [actions\_en](https://ec.europa.eu/europeaid/funding/communication-and-visibility-manual-eu-external%0dactions_en)

Furthermore, provisions of the Interreg-IPA CBC Hungary – Serbia programme Guidelines for Implementation of Information and Publicity Measures for Projects – updated Guidelines.

**Article 12 - Liabilities**

12.2 No liability/insurance measures are required.

**Article 19 Implementation of the tasks and delays**

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

19.2 The period for implementing the tasks is 1**2 months** from the start date.

**Article 26 Interim and final reports**

The contractor shall submit progress reports as specified in the terms of reference.

**Article 27 Approval of reports and documents**

27.5 The contracting authority shall, within 45 days of receipt, notify the contractor of its decision concerning the documents or reports 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 45 days of the receipt of the report.

**Article 29 Payment and interest on late payment**

29.1 Payments will be made in accordance with the following the option:

|  |  |  |
| --- | --- | --- |
| **Month** |  | **RSD** |
| **3** | **1st Interim payment after approval of 1st Interim report** | 27,59 % of the contract value |
| **6** | **2nd Interim payment after approval of 2nd Interim report** | 31,03 % of the contract value |
| **9** | **3rd Interim payment after approval of 3rd Interim report** | 27,59 % of the contract value |
| **12** | **Balance payment after approval of Final report** | 13,79 % of the contract value |
|  | **Total** | <Total contract value> |

By derogation, the payments to the Contractor of the amounts due under interim and final payments shall be made within 45 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 shall, upon demand, be entitled to late-payment interest at the rate and for the period mentioned in the General Conditions. The demand must be submitted within two months of receiving late payment.

29.5 Payments shall be made in RSD 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 **Commercial Court in Novi Sad** 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/EC[[4]](#footnote-4) and as detailed in the specific privacy statement published at ePRAG.

\* \* \*

1. Where the contracting party is an individual. [↑](#footnote-ref-1)
2. Where applicable. For individuals, mention their ID card, passport or equivalent document number. [↑](#footnote-ref-2)
3. Except where the contracting party is not VAT registered. [↑](#footnote-ref-3)
4. OJ L 205 of 21.11.2018, p. 39. [↑](#footnote-ref-4)