

FRAMEWORK CONTRACT

Supply of Books to the Library of the European University Institute

REF: OP/EUI/LIB/2019/001

The European University Institute (hereinafter referred to as the “the Institute”, “the EUI” or “the Contracting Authority”), established in San Domenico di Fiesole, via dei Roccettini 9, Firenze, Italy, CF 80020410488, represented by its President, Prof. Renaud Dehousse, for the purposes of the signature of this Framework Contract by Dr. Vincenzo Grassi, Secretary General, *[or authorising officer by delegation]*

on the one part,

and

[Full official name]

*[Official legal form]*¹

*[Statutory registration number]*²

[Full official address]

[VAT registration number]

(Hereinafter referred to as “the Contractor” or the “company”), represented for the purposes of the signature of this Framework Contract by Mr/Ms *[forename, surname and function]*

[The parties identified above and hereinafter collectively referred to as “the Contractor” shall be jointly and severally liable vis-à-vis the Contracting Authority for the performance of this framework contract.]

on the other part,

¹ Delete if contractor is a natural person or a body governed by public law.

² Delete if contractor is a body governed by public law. For natural persons, indicate the number of their identity card, or failing that, of their passport of equivalent.

HAVE AGREED

to the **special conditions**, the **general conditions for public framework contracts**, as well as to the following Annexes:

Annex I Tender specifications (Annex I) (OP/EUI/LIB/2019/001 of [*insert date*])

Annex II Contractor's tender (OP/EUI/LIB/2019/001 of [*insert date*]) including:

- Technical offer [*insert date*]
- Economic offer [*insert date*]
- Supporting documents:
 - Declaration on honour;
 - Certificate of enrolment in commercial register;

which form an integral part of this Framework Contract (hereinafter referred to as “the FWC”).

In the event of any conflict herein,

- The terms set out in the Special Conditions shall take precedence over those in the other parts of the FWC.
- The terms set out in the General Conditions shall take precedence over those in the Annexes.
- The terms set out in the Tender specifications (Annex I) shall take precedence over those in the tender (Annex II).

For the avoidance of doubt, the Contractor acknowledges and agrees that the terms of the FWC shall apply to the exclusion of the Contractor’s standard terms and conditions and or any conditions which might be implied by trade custom, practice or other course of dealing.

Subject to the above, the several instruments forming part of the FWC are to be taken as mutually explanatory. Ambiguities or discrepancies within or between such parts shall be explained or rectified by a written instruction issued by the Institute, subject to the rights of the Contractor under Article I.7 should it dispute any such instruction.

I - SPECIAL CONDITIONS

ARTICLE I.1 – SUBJECT MATTER

I.1.1 The subject matter of the FWC is the supply of books to the Library of the European University Institute.

I.1.2 [NOT APPLICABLE]

I.1.3 The Contractor shall supply or manage the supply of the books and shall provide the services related to them in accordance with the Tender specifications annexed to the Contract (Annex I).

I.1.4 Signature of the FWC imposes no obligation on the Contracting Authority to purchase. Only performance of the FWC through order forms or specific contracts is binding on the Contracting Authority.

I.1.3 Multiple framework contract³

The Contractor is selected for a multiple FWC in cascade in [*complete*] position.

ARTICLE I.2 - ENTRY INTO FORCE AND DURATION

I.2.1 The FWC shall enter into force on the date on (.....INSERT DATE) if it has been signed by both parties.

I.2.2 Under no circumstances may performance commence before the date on which the FWC enters into force. Execution of the tasks may under no circumstances begin before the date on which the order form or specific contract enters into force.

I.2.3 The FWC is concluded for a period of sixty (60) months with effect from the date on which it enters into force. Unless otherwise specified, all periods specified in the FWC are calculated in calendar days. Delivery of supplies [and provision of related services] shall take place [insert date or indicate period] [immediately after the entry into force of the FWC]. Unless otherwise specified, all periods specified in the FWC are calculated in calendar days.

I.2.4 The specific contracts shall be signed by both parties before the FWC expires. The supplies shall be delivered at European University Institute – The Library – Acquisitions – Via

³ Provision to be deleted when having a single contractor. If multiple contractors, select first option in the case of multiple “cascade” framework contracts, indicating if contractor is first, second...on the list, or second option in the case of multiple framework contracts with reopening of competition, indicating the total number of contractors.

dei Roccettini, 9 - I-50014 San Domenico di Fiesole (FI) – Italy or to Historical Archives of the European Union - Villa Salviati, Via Bolognese 156 – I-50139 Firenze, according to the instructions.

I.2.5 FWC renewal⁴ [NOT APPLICABLE]

ARTICLE I.3 - PRICES

I.3.1 .The price will be determined according to the Contractor’s tender – Technical Specifications – Economic offer (Annex II)

The Institute is exempt from payment of value added tax for services and purchases under the normal course of business as specified in Article II.15.3

The economic offer of the Contractor is provided in Annex II.

I.3.2 Price revision [Not applicable]

I.3.3 Reimbursement of expenses [Not applicable]

ARTICLE I.4 - PAYMENT ARRANGEMENTS AND PERFORMANCE OF THE FRAMEWORK CONTRACT

I.4.1 Multiple framework contract in cascade

Within five (5) working days of an order form or a request for services being sent by the Contracting Authority to the Contractor, the Contracting Authority shall receive a confirmation in written, duly signed and dated.

Should the Contractor be unavailable, it shall give reasons for refusal within the same period and the Contracting Authority shall be entitled to send the order form or request for services to the next Contractor on the list. In the event of failure to observe this deadline, the Contractor shall be considered unavailable.

The period allowed for the execution of the tasks shall start to run on the date indicated in the specific contract / order.

I.4.2 Payment

Payment of the amounts due and charges under the FWC shall be made only if the Contractor has fulfilled all its contractual and legal obligations by the date on which the invoice is correctly submitted.

To obtain payment, the Contractor will follow the analytical procedures required by the Institute in terms of invoicing, issuing upon request specific invoices for each cost/activity reported.

The Contracting Authority shall make the payment within sixty (60) days from receipt of the invoice.

The specific disciplines are outlined in Article II.15 – Reporting and Payments and clauses II.15.3 - Invoices and VAT of the General Conditions.

Deductions resulting from economic penalties for non-compliance referred to in Section B.1.19 of the Tender specifications (Annex I) or reimbursement of expenses will be compensated simultaneously with the payment of invoices for the period of reference.

I.4.3 Performance guarantee [Not applicable]

ARTICLE I.5 - BANK ACCOUNT

Payments shall be made to the Contractor's bank account denominated in Euro (€) and identified as follows:

Name of Bank:	
Branch address in full:	
Exact designation of account holder:	
IBAN code:	
SWIFT code:	

ARTICLE I.6 – COMMUNICATION DETAILS AND DATA CONTROLLER

For the purposes of Article II.6, the Data Controller shall be the European University Institute Library, represented by its Director Josep Torn.

Any notice or other communication relating to the FWC shall be made in writing, shall bear the FWC number and shall be sent to the appropriate address or email address set out below (or such other address or person as the relevant party may notify to the other):

Contracting Authority:

<p>European University Institute</p> <p>Library – Acquisitions</p> <p>Via dei Roccettini, 9 - 50014 San Domenico di Fiesole (FI)</p> <p>E-mail address: martine.daalder@eui.eu ; library@eui.eu</p>

Contractor:

Name and surname:	
Function:	
Company name:	
Full official address:	
Email:	

ARTICLE I.7 - APPLICABLE LAW AND SETTLEMENT OF DISPUTES

I.7.1 The FWC shall be governed by the EUI’s relevant regulatory acts (e.g. the EUI’s regulation on Public Procurement & the EUI’s Financial Rules), complemented, where necessary by the law of Italy.

I.7.2 Any dispute arising in relation to the present Contract shall be submitted in good faith by either party to mediation under the [International Mediation Rules of the Milan Chamber of Arbitration](#) by filing a written request with the Secretariat of the Milan Chamber of Arbitration.

I.7.3 If for any reason the dispute remains unsettled 60 days after the request for mediation, it shall be subject to arbitration under the [Rules of the Milan Chamber of Arbitration](#). The seat of the arbitration shall be Milan and the language of the arbitration shall be English. The award shall be final and binding.

The arbitral tribunal shall apply the EUI's relevant regulatory acts, including the EUI's regulation on Public Procurement and the EUI's Financial Rules, complemented, where necessary, by the law of Italy.

ARTICLE I.8 - EXPLOITATION OF THE RESULTS OF THE FWC [NOT APPLICABLE]

ARTICLE I.9 - TERMINATION BY EITHER PARTY

Either party may, unilaterally and without being required to pay compensation, terminate the FWC by formally notifying the other party by giving six (6) months' notice. Should the Contracting Authority terminate the FWC the Contractor shall only be entitled to payment corresponding to part-performance of the FWC before the termination date (e.g. payment corresponding to the Services which are the subject of valid Purchase Orders before the date termination is notified to become effective ("Termination Date"). The first paragraph of Article II.14.3 shall apply.

On receipt of such notice from the Institute, the Contractor shall take all appropriate measures to minimise costs, prevent damage, and cancel or reduce its commitments in relation to the Institute. It shall draw up any documents required by the FWC and its Annexes for the Services provided up to the Termination Date, within a period not exceeding sixty days from the Termination Date.

ARTICLE I.10 - MECHANISM OF SANCTIONS AND PENALTIES

The carrying out of the service by non-regular or unsatisfactory means in the opinion of the Contracting Authority, shall incur the application of penalties pursuant to Section B.1.19 of the Tender specifications (Annex I).

The non-regular and unsatisfactory provision of the service(s) will be notified in writing to the Contractor who shall respond in any case with its comments in writing within five (5) days from the dispute. If said response is not acceptable according to the appreciation of the Contracting Authority or if there is no answer or the same is not received within the time specified, the Contracting Authority will apply the penalties referred to in Section B.1.19 of the Tender specifications (Annex I), from the date of the commencement of the poor performance.

The request and/or payment of penalties shall not discharge the Contractor under any circumstances from performance of the obligations for which they are currently responsible.

ARTICLE I.11 - PROVISIONS RELATING TO SAFETY [NOT APPLICABLE]

ARTICLE I.12 – CONTRACTUAL FEES

All consequential contract costs (fixed-fee registration), will be paid by the Contractor without the right of recourse against the Contracting Authority.

SIGNATURES

For the Contractor,

*[Company Name/name & surname of
representative /function]*

Signature/s: _____

Signed in [Insert place], on _____

For the Contracting Authority,

[Name/surname /function]

Signature/s: _____

Signed in Florence, on _____

In duplicate in English

II – GENERAL CONDITIONS FOR SUPPLY FRAMEWORK CONTRACTS

ARTICLE II.1 – PERFORMANCE OF THE FWC

II.1.1 Delivery

Delivery should be performed according to the Tender specifications (Annex I) and the Technical offer of the supplier (B.1.4 and B.1.7)

Each delivery shall be accompanied by a consignment note/invoice or its carrier, giving the order number and particulars of the supplies delivered.

II.1.2 Certificate of conformity [Not applicable]

II.1.3 Conformity of the supplies delivered with the contract

- (a) The supplies delivered by the Contractor to the Contracting Authority must be in conformity in quantity, quality, price and packaging with this FWC.
- (b) The supplies delivered must:
 - (i) correspond to the description given in the Tender specifications (Annex I) and possess the characteristics of the supplies provided by the Contractor to the Contracting Authority as a sample or model;
 - (ii) be fit for any specific purpose required of them by the Contracting Authority and made known to the Contractor at the time of conclusion of this FWC and accepted by the Contractor;
 - (iii) be fit for the purposes for which supplies of the same type are normally used;
 - (iv) demonstrate the quality and performance which are normal in supplies of the same type and which the Contracting Authority can reasonably expect, given the nature of the supplies and taking into account any public statements on the specific characteristics of the supplies made by the Contractor, the producer or its representative, particularly in advertising or on labelling;
 - (v) be packaged according to the usual method for supplies of the same type or, failing this, in a way designed to preserve and protect them.

II.1.4 Remedy

- (a) The Contractor shall be liable to the Contracting Authority for any lack of conformity which exists at the time the supplies are verified.
- (b) In case of lack of conformity, without prejudice to Article II.12 regarding liquidated damages applicable to the total price of the supplies concerned, the Contracting Authority shall be entitled:
 - (i) either to have the supplies brought into conformity, free of charge, by repair or replacement;
 - (ii) or to have an appropriate reduction made in the price.
- (c) Any repair or replacement shall be completed within two months and without any significant inconvenience to the Contracting Authority, taking account of the nature of the supplies and the purpose for which they are required by the Contracting Authority.
- (d) The term ‘free of charge’ in paragraph (b) refers to the costs incurred to bring the supplies into conformity, particularly the cost of postage, labour and materials.

II.1.5 Assembly

If required by Article I.1.3, the Contractor shall assemble the supplies delivered within a period of one month unless otherwise specified in the special conditions or in the Tender specifications (Annex I).

Any lack of conformity resulting from incorrect installation of the supplies delivered shall be deemed to be equivalent to lack of conformity of the supplies if installation forms part of this FWC and the supplies were installed by the Contractor or under its responsibility. This shall apply equally if the product was to be installed by the Contracting Authority and was incorrectly installed owing to a shortcoming in the installation instructions.

II.1.6 Services provided to supplies

If required by Article I.1.3 or by the Tender specifications (Annex I), or by the supplier’s Technical proposal, specific services to supplies, such as bibliographic services, platform management, reports, electronic invoicing, e-books activation, etc., shall be provided accordingly.

II.1.7 General Provisions concerning supplies

(a) Packaging

The supplies shall be packaged in strong boxes or crates or in any other way that ensures that the contents remain intact and prevents damage or deterioration.

Unless otherwise specified in the special conditions or in the Tender specifications (Annex I) (Annex I), pallets shall be considered as one-way packaging and shall not be returned. Each box shall be clearly labelled with the following information:

- (i) name of Contracting Authority and address for delivery;
- (ii) name of Contractor;
- (iii) description of contents;
- (iv) date of delivery;
- (v) EC code number of article.

(b) Guarantee

The supplies shall be guaranteed against all defects in manufacture or materials for two years from the date of delivery, unless provision is made for a longer period in the Tender specifications (Annex I).

The Contractor shall guarantee that any permits and licences required for manufacturing and selling the supplies have been obtained.

The Contractor shall replace at its own expense, within a reasonable time limit to be determined by agreement between the parties, any items which become damaged or defective in the course of normal use during the guarantee period.

The Contractor is responsible for any conformity defect which exists at the time of delivery, even if this defect does not appear until a later date.

The Contractor is also responsible for any conformity defect which occurs after delivery and is ascribable to non-compliance with its obligations, including failure to provide a guarantee that, for a certain period, supplies used for the purposes for which they are normally used or for a specific purpose will preserve their qualities or characteristics as specified.

If part of an item is replaced, the replacement part shall be guaranteed under the same terms and conditions for a further period of the same duration as that specified above.

If a defect is found to originate in a systematic flaw in design, the Contractor must replace or modify all identical parts incorporated in the other supplies that are part of the FWC, even though they may not have been the cause of any incident. In this case, the guarantee period shall be extended as stated above.

II.1.8 General Provisions on performance of the FWC

- (a) The Contractor shall perform the FWC to the highest professional standards.
- (b) The Contractor shall be solely responsible for taking the necessary steps to obtain any permit or licence required for performance of the FWC under the laws and regulations in force at the place where the tasks assigned to it are to be executed.
- (c) Without prejudice to Article II.5 any reference made to the Contractor's personnel in the FWC shall relate exclusively to individuals involved in the performance of the FWC.
- (d) The Contractor must ensure that any personnel performing the FWC possesses the professional qualifications and experience required for execution of the tasks assigned to it.
- (e) The Contractor shall neither represent the Contracting Authority nor behave in any way that would give such an impression. The Contractor shall inform third parties that it does not belong to the European public service.
- (f) The Contractor shall be solely responsible for the personnel who executes the tasks assigned to the Contractor.

The Contractor shall stipulate the following employment or service relationships with its personnel:

- (i) personnel executing the tasks assigned to the Contractor may not be given orders directly by the Contracting Authority;
 - (ii) the Contracting Authority may not under any circumstances be considered to be the employer of the personnel referred to in point (i) and the personnel shall undertake not to invoke against the Contracting Authority any right arising from the FWCual relationship between the Contracting Authority and the Contractor.
- (g) In the event of disruption resulting from the action of one of the Contractor's personnel working on the Contracting Authority's premises or in the event that the expertise of a member

of the Contractor's personnel fails to correspond to the profile required by the FWC, the Contractor shall replace him without delay. The Contracting Authority shall have the right to make a reasoned request for the replacement of such personnel. The replacement personnel must have the necessary qualifications and be capable of performing the FWC under the same contractual conditions. The Contractor shall be responsible for any delay in the execution of the tasks assigned to it resulting from the replacement of personnel.

- (h) Should the execution of the FWC be directly or indirectly hampered, either partially or totally, by any unforeseen event, action or omission, the Contractor shall immediately and at its own initiative record it and report it to the Contracting Authority. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the Contractor to ensure full compliance with its obligations under this FWC. In such an event the Contractor shall give priority to solving the problem rather than determining liability.
- (i) Should the Contractor fail to perform its obligations under the FWC, the Contracting Authority may - without prejudice to its right to terminate the FWC - reduce or recover payments in proportion to the scale of the unperformed obligations. In addition, the Contracting Authority may claim compensation or impose liquidated damages in accordance with Article II.12

ARTICLE II.2 – MEANS OF COMMUNICATION

- II.2.1** Any communication relating to the FWC or to its performance shall be made in writing and shall bear the EUI Library order number. Any communication is deemed to have been made when it is received by the receiving party unless otherwise provided for in this FWC.
- II.2.2** Electronic communication shall be deemed to have been received by the parties on the day of dispatch of that communication provided it is sent to the addressees listed in Article I.6. Without prejudice to the preceding, if the sending party receives a message of non-delivery to or of absence of the addressee, it shall make every effort to ensure the actual receipt of such communication by the other party.

Electronic communication shall be confirmed by an original signed paper version of that communication if requested by any of the parties provided that this request is submitted

without unjustified delay. The sender shall send the original signed paper version without unjustified delay.

II.2.3 Mail sent using the postal services is deemed to have been received by the Contracting Authority on the date on which it is registered by the department responsible referred to in Article I.6.

Any formal notification shall be made by registered mail with return receipt or equivalent, or by equivalent electronic means.

ARTICLE II.3 - LIABILITY

II.3.1 The Contractor shall be solely responsible for complying with any legal obligations incumbent on it.

II.3.2 The Contracting Authority shall not be held liable for any damage caused or sustained by the Contractor, including any damage caused by the Contractor to third parties during or as a consequence of performance of the FWC, except in the event of wilful misconduct or gross negligence on the part of the Contracting Authority.

II.3.3 The Contractor shall be held liable for any loss or damage, cost (including legal and other professional fees) or expenses sustained by the Contracting Authority but caused by the Contractor in performance of the FWC, including in the event of subcontracting, and for any claim by a third party, but only to an amount not exceeding three times the total amount of the FWC. The Contractor shall remain liable without any limitation as to the amount if the damage or loss is caused by the gross negligence or wilful misconduct of the Contractor or by its employees, and for death caused by negligence or wilful misconduct of its employees.

II.3.4 The Contractor shall indemnify and hold the Institute harmless for all damages and costs incurred due to any claim. The Contractor shall provide compensation in the event of any action, claim or proceeding brought against the Contracting Authority by a third party as a result of damage caused by the Contractor during the performance of the FWC. In the event of any action brought by a third party against the Contracting Authority in connection with the performance of the FWC, the Contractor shall assist the Contracting Authority. Such expenditure incurred by the Contractor may be borne by the Contracting Authority.

II.3.5 The Contractor shall take out an insurance policy against risks and damage relating to the performance of the FWC, if required by the relevant applicable legislation. It shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to the Contracting Authority should it so request.

ARTICLE II.4 - CONFLICT OF INTERESTS

II.4.1 The Contractor shall take all the necessary measures to prevent any situation of conflict of interest. Such situation arises where the impartial and objective performance of the FWC is compromised for reasons involving economic interest, political or national affinity, family or emotional ties, or any other shared interest.

II.4.2 Any situation constituting or likely to lead to a conflict of interest during the performance of the FWC shall be notified to the Contracting Authority in writing without delay. The Contractor shall immediately take all the necessary steps to rectify the situation. The Contracting Authority reserves the right to verify that the steps taken are appropriate and may require that additional steps be taken within a specified deadline.

II.4.3 The Contractor declares that it has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain and has not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, when such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, in so far as it serves as an incentive or reward relating to the performance of the FWC.

II.4.4 In compliance with the EUI's Staff Regulations, in particular Art. 11, EUI's staff members shall not without the permission of the Appointing Authority, accept any gift, directly or indirectly connected with their own work activities. The Contractor confirms acknowledgement of this rule and the consequent termination of the FWC in case of non-conformity.

II.4.5 The Contractor shall pass on all the relevant obligations in writing to its personnel and to any natural person with the power to represent it or take decisions on its behalf and ensure that it is not placed in a situation which could give rise to conflicts of interest. The

Contractor shall also pass on all the relevant obligations in writing to third parties involved in the performance of the FWC including Subcontractors.

ARTICLE II.5 – CONFIDENTIALITY

II.5.1 The Contracting Authority and the Contractor shall treat with confidentiality any information and documents, in any form, disclosed in writing or orally in relation to the performance of the FWC and identified in writing as confidential.

II 5.2 The Contractor shall:

- (a) not use confidential information and documents for any purpose other than fulfilling its obligations under the FWC without prior written agreement of the Contracting Authority;
- (b) ensure the protection of such confidential information and documents with the same level of protection it uses to protect its own confidential information, but in no case any less than reasonable care;
- (c) not disclose directly or indirectly confidential information and documents to third parties without prior written agreement of the Contracting Authority.

II.5.3 The confidentiality obligation set out in Article II.5.1 shall be binding on the Contracting Authority and the Contractor during the performance of the FWC and for five years starting from the date of the payment of the balance unless:

- (a) the disclosing party agrees to release the other party from the confidentiality obligation earlier;
- (b) the confidential information becomes public through other means than in breach of the confidentiality obligation through disclosure by the party bound by that obligation;
- (c) the disclosure of the confidential information is required by law.

II.5.4 The Contractor shall obtain from any natural person with the power to represent it or take decisions on its behalf, as well as from third parties involved in the performance of the FWC, an undertaking that they will comply with the confidentiality obligations set out in Article II.5.1.

ARTICLE II.6 – PROCESSING OF PERSONAL DATA

- II.6.1** Any personal data included in the FWC shall be processed by the Institute in accordance with the EUI's Data Protection Policy, pursuant to the EUI's Presidential Decree No.10/2019 regarding Data Protection at the EUI. Such data shall be processed by the Data Controller solely for the purposes of the performance, management and monitoring of the FWC without prejudice to its possible transmission to the bodies charged with monitoring or inspection tasks in application of relevant EU and national law.
- II.6.2** The Contractor shall have the right of access to its personal data and the right to rectify any such data. The Contractor should address any concerns related to the processing of its personal data to the Data Controller indicated in Art. I.6.
- II.6.3** The Contractor shall have the right of recourse at any time to the [Service's Director] by simultaneous notification to the Data Protection Officer (dpo@eui.eu).
- II.6.4** Where the FWC requires the processing of personal data by the Contractor, the Contractor may act only under the supervision of the Data Controller, in particular with regard to the purposes of the processing, the categories of data which may be processed, the recipients of the data and the means by which the data subject may exercise their rights. In that respect, the Contractor shall be bound by the relevant provisions of the EUI's President's Decision No. 10/2019 as well as by the General Data Protection Regulation (GDPR) (EU) 2016/679 and all applicable national laws and regulations of the country where it is established regarding to the processing of personal data and privacy.
- II.6.5** The Contractor shall grant its personnel access to the data only to the extent strictly necessary for the performance, management and monitoring of the FWC.
- II.6.6** The Contractor undertakes to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned in order to:
- (a) prevent any unauthorised person from gaining access to computer systems processing personal data, and especially:
 - (i) unauthorised reading, copying, alteration or removal of storage media;

- (ii) unauthorised data input, as well as any unauthorised disclosure, alteration or erasure of stored personal data;
- (iii) unauthorised use of data-processing systems by means of data transmission facilities;
- (b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- (c) record which personal data has been communicated, when and to whom;
- (d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the Contracting Authority;
- (e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- (f) design its organisational structure in such a way that it meets data protection requirements.

ARTICLE II.7 – SUBCONTRACTING

II.7.1 The Contractor shall not subcontract without prior written authorisation from the Contracting Authority.

II.7.2 The request for subcontracting must be accompanied by a clear indication of the activities that will be subcontracted, and must necessarily satisfy the requirements of the current Contract and any applicable [Italian/national] regulations. In the case of subcontracting occurring during the period of validity of the FWC resulting from this procedure, the Contractor must submit all required documentation to the Institute and await its prior authorisation before making it indispensable, effective and operational.

II.7.3 Even when the Contracting Authority is authorised to award a subcontract to third parties, the Contractor shall nevertheless remain bound to contractual obligations and shall guarantee the provision of the Services and be solely liable for the proper performance of the FWC as if it was performing the Services itself.

II.7.4 The Contractor shall ensure that the subcontract does not affect rights and guarantees which the Contracting Authority has by virtue of this FWC and agrees to indemnify the Contracting

Authority against any claim, loss, cost or expenses awarded against, suffered, incurred, or agreed to be paid by the Contracting Authority as a consequence thereof.

ARTICLE II.8 - AMENDMENTS

II.8.1 Any amendment to the FWC shall be made in writing before fulfilment of any new contractual obligations and in any case before the date of payment of the balance.

II.8.2 The amendment may not have the purpose or the effect of making changes to the FWC which might call into question the decision awarding the FWC or result in unequal treatment of tenderers.

ARTICLE II.9 – ASSIGNMENT

II.9.1 The Contractor shall not assign the rights, including claims for payments, and obligations arising from the FWC, in whole or in part, without prior written authorisation from the Contracting Authority.

II.9.2 In the absence of such authorisation, or in the event of failure to observe the terms thereof, the assignment of rights or obligations by the Contractor shall not be enforceable against the Contracting Authority and shall have no effect on it.

ARTICLE II.10 – OWNERSHIP OF THE RESULTS - INTELLECTUAL AND INDUSTRIAL PROPERTY RIGHTS [NOT APPLICABLE]

ARTICLE II.11– FORCE MAJEURE

II.11.1 'Force majeure' means any unforeseeable and exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under the FWC, which was not attributable to error or negligence on their part or on the part of Subcontractors and which proves to be inevitable in spite of exercising due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure, as well as labour disputes, strikes or financial difficulties, cannot be invoked as force majeure.

II.11.2 A party faced with force majeure shall formally notify the other party without delay, stating the nature, likely duration and foreseeable effects.

II.11.3 The party faced with force majeure shall not be held in breach of its contractual obligations if it has been prevented from fulfilling them by force majeure. Where the Contractor is unable to fulfil its contractual obligations owing to force majeure, it shall have the right to remuneration only for the tasks actually executed.

II.11.4 The parties shall take all the necessary measures to limit any damage due to force majeure.

ARTICLE II.12 – LIQUIDATED DAMAGES

The Contracting Authority may impose liquidated damages should the Contractor fail to complete its contractual obligations, also with regard to the required quality level, according to the Tender specifications (Annex I).

Should the Contractor fail to perform its contractual obligations within the time-limits set by the FWC, then, without prejudice to the Contractor's actual or potential liability or to the Contracting Authority's right to terminate the FWC, the Contracting Authority may impose liquidated damages for each and every calendar day of delay.

The Contractor may submit arguments against this decision within 30 days of receipt of the formal notification. In the absence of a reaction on its part or of written withdrawal by the Contracting Authority within 30 days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable.

The parties expressly acknowledge and agree that any sums payable under this article are in the nature of liquidated damages and not penalties, and represent a reasonable estimate of fair compensation for the losses incurred due to failure to fulfil obligations which may be reasonably anticipated.

ARTICLE II.13 – SUSPENSION OF THE PERFORMANCE OF THE FWC

II.13.1 Suspension by the Contractor

The Contractor may suspend the performance of the FWC or any part thereof if a case of force majeure makes such performance impossible or excessively difficult. The Contractor shall inform the Contracting Authority about the suspension without delay, giving all the necessary reasons and details and the envisaged date for resuming the performance of the FWC.

Once the circumstances allow resuming performance, the Contractor shall inform the Contracting Authority immediately, unless the Contracting Authority has already terminated the FWC.

II.13.2 Suspension by the Contracting Authority

The Contracting Authority may suspend the performance of the FWC or any part thereof:

(a) if the FWC award procedure or the performance of the FWC prove to have been subject to substantial errors, irregularities or fraud;

(b) in order to verify whether presumed substantial errors, irregularities or fraud have actually occurred.

Suspension shall take effect on the day the Contractor receives formal notification, or at a later date provided in the notification. The Contracting Authority shall give notice as soon as possible to the Contractor to resume the suspended delivery or provision of related services or inform the Contractor that it is proceeding with the termination of the FWC. The Contractor shall not be entitled to claim compensation on account of suspension of the FWC or of part thereof.

ARTICLE II. 14 - TERMINATION OF THE FWC

II.14.1 Grounds for termination

Notwithstanding any other term of this FWC, the Contracting Authority may terminate the FWC,:

- a. if a change to the Contractor's legal, financial, technical or organisational or ownership situation is likely to affect the performance of the FWC substantially or calls into question the decision to award the FWC;
- b. if the execution of the tasks of the FWC has not actually commenced within three months of the date foreseen, and the new date proposed, if any, is considered unacceptable by the Contracting Authority;
- c. if the Contractor does not perform the FWC as established in the Tender specifications (Annex I), the request for services or fails to fulfil any other substantial contractual obligation;
- d. in the event of force majeure notified in accordance with Article II.11 or if the performance of the FWC has been suspended by the Contractor as a result of force majeure, notified in accordance with Article II.11, where either resuming performance is impossible or the modifications to the FWC might call into question the decision awarding the FWC or result in unequal treatment of tenderers;
- e. if the Contractor is declared bankrupt, is being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations.

- f. if the Contractor or any natural person with the power to represent it or take decisions on its behalf has been found guilty of professional misconduct proven by any means;
- g. if the Contractor is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the applicable law of this FWC or those of the country where the FWC is to be performed;
- h. if the Contracting Authority has evidence that the Contractor or natural persons with the power to represent it or take decisions on its behalf have committed fraud, corruption or any other illegal activity detrimental to the financial interests of the EUI, or has evidence or seriously suspects that they are involved in a criminal organisation or money laundering;
- i. if the Contracting Authority has evidence that the Contractor or natural persons with power to represent or take decisions on its behalf have committed substantial errors, irregularities or fraud in the award procedure or the performance of the FWC, including the case of submission of false information;
- j. if the Contractor is unable, through its own fault, to obtain any permit or license required for the performance of the FWC;
- k. in the presence of serious misconduct by employees, duly reported in writing by the Contracting Authority and which are not promptly handled by replacement of personnel in question.

II.14.2 Procedure for termination

Whereby the Contracting Authority intends to terminate the FWC, it shall formally notify the Contractor of its intention, specifying the grounds thereof. The Contracting Authority shall invite the Contractor to make any observations and, in the case of point II.14.1, point c) to inform the Contracting Authority about the measures taken to continue the fulfilment of its contractual obligations, within 30 days from receipt of the notification.

If the Contracting Authority does not confirm acceptance of these observations by giving written approval within 30 days of receipt, the termination procedure shall proceed. In any case of termination, the Contracting Authority shall formally notify the Contractor about its decision to terminate the FWC.

In the cases referred to in points a), b), c), e), g) and j) of Article II.14,1 the formal notification shall specify the date on which the termination takes effect.

In the cases referred to in points d), f), h) and i) and k) of Article II.14.1 the termination shall take effect on the day following the date on which notification is received by the Contractor.

II.14.3 Effects of termination

In the event of termination, the Contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the notification of termination, the Contractor shall take all the appropriate measures to minimise costs, prevent damages, and cancel or reduce its commitments. The Contractor shall have 60 days from the date of termination to draw up the documents required by the special conditions for the tasks already executed on the date of termination and produce an invoice if necessary. The Contracting Authority may recover any amounts paid under the FWC.

The Contracting Authority may claim compensation for any damage suffered in the event of termination.

On termination the Contracting Authority may engage any other Contractor to execute or complete the services. The Contracting Authority shall be entitled to claim from the Contractor all extra costs incurred in this regard, without prejudice to any other rights or guarantees it may have under the FWC.

ARTICLE II.15 – REPORTING AND PAYMENTS

II.15.1 Date of payment

Payments shall be deemed to be effected on the date when they are debited to the Contracting Authority's account.

II.15.2 Currency

The Agreement is entered in euro.

Payments shall be made in euro.

II.15.3 Invoices and VAT

The Institute is a teaching and research centre which uses a decentralised administrative structure and which manages, in addition to the different internal projects, several activities which are externally financed by both public and private sponsors. The Contractor undertakes to follow the analytical invoicing procedures requested by the Institute, issuing on demand specific invoices for each cost centre/activity identified.

Invoices shall show the details of the Contractor, the amount, currency and date, as well as the reference details of the FWC and reference to the purchase order number.

The EUI is, as a rule, exempt from payment of Value Added Tax (VAT) pursuant to art. 151, para 1 (b) and para 2 of Council Directive 2006/112/EC, as last amended by Council Directive 2009/162/UE (in Italy pursuant to Article 72-paragraph 1-e and paragraph 2 of Presidential Decree 633 of 26/10/1972 and subsequent amendments).

This exemption applies to goods imported and services provided for the Institute's official activities for amounts exceeding €300.00 (three hundred/00).

The EUI is exempt from customs duties and direct taxes within the terms of Articles 4 and 5 of the "Protocol on the Privileges and Immunities of the European University Institute".

The Contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that supplies and services required for the performance of the FWC are exempt from taxes and duties, including VAT exemption.

II.15.4 Suspension of the time allowed for payment

The Contracting Authority may suspend the payment periods at any time by notifying the Contractor that its invoice cannot be processed, either because it does not comply with the provisions of the FWC, or because the appropriate documents have not been produced.

The Contracting Authority shall inform the Contractor in writing as soon as possible of any such suspension, giving the reasons for it.

Suspension shall take effect on the date the notification is sent by the Contracting Authority. The remaining payment period shall start to run again from the date on which the requested information or revised documents are received or the necessary further verification, including on-the-spot

checks, is carried out. Where the suspension period exceeds two months, the Contractor may request the Contracting Authority to justify the continued suspension.

Where the payment periods have been suspended following rejection of a document and the new document produced is also rejected, the Contracting Authority reserves the right to terminate the FWC.

II.15.5 [Pre-financing and] performance guarantees [Not applicable]

ARTICLE II.16 – REIMBURSEMENTS [NOT APPLICABLE]

ARTICLE II.17 – RECOVERY

II.17.1 If an amount is to be recovered under the terms of the FWC, the Contractor shall repay the Contracting Authority the amount in question according to the terms and by the date specified in the debit note.

II.17.2 If the obligation to pay the amount due is not honoured by the date set by the Contracting Authority in the debit note, the amount due shall bear interest at the rate applied by the European Central Bank for its main refinancing operations in Euros (the reference rate) plus 3,5%. The reference rate shall be the rate in force on the first day of the month in which the payment period ends, as published in the C series of the Official Journal of the European Union.

Interest on late payments shall cover the period from the day following the due date for payment, up to and including the date when the Contracting Authority receives the full payment of the amount owed.

Any partial payment shall first be entered against charges and interest on late payment and then against the principal amount.

II.17.3 If payment has not been made by the due date, the Contracting Authority may, after informing the Contractor in writing, recover the amounts due by offsetting them against any amounts owed to the Contractor by the Institute.

ARTICLE II.18 – CHECKS AND AUDITS

II.18.1 The Contracting Authority may check or have an audit on the performance of the FWC. It may be carried out either directly by its own staff or by any other outside body authorised to do so on its behalf

Such checks and audits may be initiated during the performance of the FWC and during a period of five years which starts running from the date of the payment of the balance.

The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the Contracting Authority. Audits shall be carried out on a confidential basis.

II.18.2 The Contractor, during the lifetime of the FWC shall, or shall procure that its Subcontractors shall gather, compile, correlate, collect and otherwise maintain all relevant accounts, records, books and other information in documentary form or on easily accessible electronic media (“Records”), arising in connection with the performance of the FWC.

The Contractor shall keep all original documents stored on any appropriate medium, including digitised originals when they are authorised by national law and under the conditions laid down therein, for a period of five years which starts running from the date of payment of the balance.

II.18.3 The Contractor shall allow the Contracting Authority's staff and outside personnel authorised by the Contracting Authority the appropriate right of access to sites and premises where the FWC is performed and to all the information, including information in electronic format, needed in order to conduct such checks and audits. The Contractor shall ensure that the information is readily available at the moment of the check or audit and, if so requested, that information be handed over in an appropriate form.

II.18.4 On the basis of the findings made during the audit, a provisional report shall be drawn up. It shall be sent to the Contractor, which shall have 30 days following the date of receipt to submit observations. The final report shall be sent to the Contractor within 60 days following the expiry of that deadline.

On the basis of the final audit findings, the Contracting Authority may recover all or part of the payments made and may take any other measure which it considers necessary.

SPECIFIC CONTRACT No [complete]

Implementing Framework contract No [complete]

The European University Institute (hereinafter referred to as "the EUI"), represented by the [XXX] (hereinafter referred to as "the Contracting Authority"), represented for the purposes of the signature of this specific contract by [forename, surname, function, department]⁵,

on the one part,

and

[full official name]

[official legal form]⁶

[statutory registration number]⁷

[full official address]

[VAT registration number]

(hereinafter referred to as "the Contractor"), [represented for the purposes of the signature of this specific contract by [forename, surname and function,]]

[The parties identified above and hereinafter collectively referred to as 'the Contractor' shall be jointly and severally liable vis-à-vis the Contracting Authority for the performance of this specific contract.]

on the other part,

⁵ The signatory must be an authorising officer (by delegation or subdelegation) designated in accordance with Note No 60008 of 22 February 2001 "Mise en place de la Charte des ordonnateurs".

⁶ Delete if contractor is a natural person or a body governed by public law.

⁷ Delete if contractor is a body governed by public law. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

HAVE AGREED

Article III.1: Subject matter

III.1.1 This specific contract implements Framework Contract (FWC) No [complete] signed by the Contracting Authority and the Contractor on [complete date].

III.1.2 The subject matter of this specific contract is the supply of to the Library of the European University Institute. This specific contract relates to lot [complete] of the FWC.

III.1.3 The Contractor undertakes, in accordance with the terms set out in the FWC and in this specific contract and the annexes thereto, which form an integral part thereof, to perform the tasks specified in Annex I and Annex II.

Article III.2: Entry into force and duration

III.2.1 This specific contract shall enter into force [on the date on which it is signed by the last party] [on [insert date] if it has already been signed by both parties].

III.2.2 The duration of the contract shall not exceed 60 months. Execution of the tasks shall start from [the date of entry into force of this specific contract] [insert date].

The period of execution of the tasks may be extended only with the express written agreement of the parties before such period elapses.

Article III.3: Price

III.3.1 The price will be determined according to the Contractor's tender – Technical Specifications – Economic offer (Annex II)

Article III.4: Performance guarantee [Not applicable]

Article III.5: Exploitation of the results [Not applicable]

Annexes

Request for service

Contractor's specific tender (No [complete]⁸ of [insert date])

List of titles to be supplied by the Contractor

⁸ Number to be inserted in case of competitive multiple framework contract.

Signatures

For the Contractor,

For the Contracting Authority,

[*Company name/forename/surname/function*]

[*forename/surname/function*]

signature[s]: _____

signature[s]: _____

Done at [insert name of city], [date]

Done at [insert name of city], [date]

In duplicate in English