

SERVICE CONTRACT

OP/EUI/REFS/2021/002

Open call for tender for the entrusting of insurance services for the European University Institute

The European University Institute (hereinafter referred to as “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. R. Dehousse, for the purposes of the signature of this contract, or by Secretary General Marco Del Pantà by delegation or sub-delegation

on the one part,

and

[Full official name]

[Official legal form]

[Statutory registration number]

[Full official address]

[VAT registration number]

(Hereinafter referred to as “the contractor” or “the company”), represented for the purposes of the signature of this 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 contract.

on the other part,

HAVE AGREED

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

Annex I Tender Specifications (**OP/EUI/REFS/2021/002**)

Annex II Contractor's tender including:

- Economic offer (Annex II - H)
- Self-Declaration (Annex II - F)

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

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 contract.
- 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 contract 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 contract 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 Contract is the provision for the entrusting of insurance services for the European University Institute

I.1.2 The place of execution of the contractual services will be the premises of the European University Institute.

I.1.3 The contractor shall execute the tasks assigned to it in accordance with the tender specifications annexed to the contract (Annex I).

ARTICLE I.2 - ENTRY INTO FORCE AND DURATION

I.2.1 The contract shall enter into force on the date on which it is signed by the last party.

I.2.2 Under no circumstances may performance commence before the date on which the contract enters into force.

I.2.3 The duration of the execution of the tasks shall not exceed 60 (sixty) consecutive months. Unless otherwise specified, all periods outlined in the contract are calculated in calendar days.

Execution of the tasks shall start from **01/07/2021**.

I.2.4 The Contractor is subject to a probationary period of 6 (six) months. If during this period, the execution of the service does not correspond to the requirements of the tender specifications, or to any improvements offered in the tender by the contractor, the Institute shall be entitled to terminate the contract by serving a notice of thirty (30) days by registered mail.

I.2.5 Where at the end of the natural term of the contract, the contracting authority has not yet awarded a contract for the service covering the immediately following period, the contractor shall be obliged to continue providing the service(s) for a period not exceeding six (6) months under the same terms and conditions in force at the expiration date.

ARTICLE I.3 – PRICES

I.3.1 The maximum total amount to be paid by the contracting authority under the contract shall be **€ 278.500,00** excluding VAT, covering all services/tasks executed (including charges).

It is agreed that the charges include all other expenditure that may be incurred by the contractor in performance of this contract, including travel, subsistence or any other related expenses.

The Institute is exempt from payment of value added tax for services and purchases under the normal course of business for amounts exceeding €300.00 (pursuant to Article 72-paragraph 1-e) and paragraph 2 of Presidential Decree 633 of 26/10/1972 and subsequent amendments).

The economic offer of the contractor is provided in Annex II - D.

I.3.2 Price revision

Not applicable

ARTICLE I.4 - PAYMENT ARRANGEMENTS

I.4.1 Payment

The contracting Authority shall make payment in accordance with the terms of the individual policy specifications.

I.4.2 Pre-financing

Not applicable

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 Real Estate and Facilities Service, represented by its Director Mrs. Kathinka España.

Any notice or other communication relating to the contract shall be made in writing, shall bear the contract 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:

European University Institute
Real Estate and Facilities Service
Via dei Roccettini, 9 – 50014 San Domenico (FI)
E-mail address: RealEstateAndFacilitiesService@EUI.eu

Contractor:

Name and surname:	
Function:	
Company name:	
Full official address:	
Email:	
Certified e-mail (PEC)	

ARTICLE I.7 - APPLICABLE LAW AND SETTLEMENT OF DISPUTES

I.7.1 The contract 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 CONTRACT

Not applicable

ARTICLE I.9 - TERMINATION BY EITHER PARTY

Termination rules are provided in the general conditions of each policy specification

ARTICLE I.10 - MECHANISM OF SANCTIONS AND PENALTIES

Not applicable

ARTICLE I.11 - PROVISIONS RELATING TO SAFETY

Not applicable

ARTICLE I.12 – CONTRACTUAL FEES

If applicable, any consequential contract costs (fixed-fee registration), will be paid by the contractor without the right of recourse against the contracting authority.

ARTICLE I.13 OTHER SPECIAL CONDITIONS

Due to the specific characteristics of the services provided within this contract, the following General Conditions are not applicable:

Article II.3.6 – Insurance policy

Article II.11 – Penalty

Article II.12 – Suspension of the performance of the contract

Article II.14.3 - Invoices and VAT

Article II.14.4 - Suspension of the time allowed for payment

Article II.14.5 - Performance guarantees

Article II.15 – Reimbursements

Article II.16– Recovery

Article II.17 – Checks and audits

SIGNATURES

For the Contractor,

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

For the Institute,

Marco Del Panta,
Secretary General

Signature/s: _____

Signature/s: _____

In duplicate in English

II – GENERAL CONDITIONS FOR SERVICE CONTRACTS

ARTICLE II.1 – PERFORMANCE OF THE CONTRACT

II.1.1 The contractor shall perform the contract according to the highest professional standards.

II.1.2 The contractor shall be solely responsible for taking the necessary steps to obtain any permit or licence required for performance of the contract under the laws and regulations in force at the place where the assigned tasks are to be executed.

II.1.3 Without prejudice to Article II.4, any reference made to the contractor's personnel in the contract shall relate exclusively to individuals involved in the performance of the contract.

II.1.4 The contractor must ensure that the personnel performing the contract possesses the professional qualifications and experience required for the execution of the tasks assigned to it.

II.1.5 The contractor shall neither represent the contracting authority nor behave in any way that would give such an impression.

II.1.6 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:

- a. personnel executing the tasks assigned to the contractor may not be given orders directly by the contracting authority;
- b. the contracting authority may not under any circumstances be considered to be the employer of the personnel referred to in point (a) and the personnel shall undertake not to invoke against the contracting authority any right arising from the contractual relationship between the contracting authority and the contractor.

II.1.7 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 contract, the contractor shall replace him without delay. The contracting authority shall have the right to make a reasoned request for the replacement of any such personnel. The replacement personnel must have the necessary qualifications and be capable of performing the contract 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.

II.1.8 Should the execution of the tasks be directly or indirectly hampered, either partially or totally, by any unforeseen event, action or omission, the contractor shall immediately and on 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 contract. In

such an event the contractor shall give priority to solving the problem rather than determining liability.

II.1.9 Should the contractor fail to perform its obligations under the contract, the contracting authority may -without prejudice to its right to terminate the contract- 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 art. II.12 and/or any penalties indicated in the tender specifications.

ARTICLE II.2 – MEANS OF COMMUNICATION

II.2.1 Any communication relating to the contract or to its performance shall be made in writing and shall bear the contract number. Any communication is deemed to have been made when it is received by the receiving party unless otherwise provided for in this contract.

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 responsible service 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 to it.

II.3.2 The contracting authority shall not be held liable for any claim, loss, cost or expense or other 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 contract, 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 contract, 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 contract]. 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 conduct of the contractor or by its employees, and for death caused by negligence or wilful conduct of its employees.

II.3.4 In addition, the contractor shall, in the execution of service, comply with all procedures and precautions that apply to prevent the possibility of damage to property of the contracting authority and third parties, and especially of injury to persons engaged in the service and third parties, in compliance with the provisions of applicable law. Any liability, in the event of accidents, for damages caused by the contractor's staff will fall, therefore, upon the contractor, thus relieving the contracting authority.

II.3.5 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 contract. In the event of any action brought by a third party against the contracting authority in connection with the performance of the contract, the contractor shall assist the contracting authority.

II.3.6 The contractor shall take out an insurance policy against risks and damage relating to the performance of the contract. 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 INTEREST

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 contract 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 contract shall be notified to the contracting authority in writing without delay. In the event of any such conflict, 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 contract.

II.4.4 In compliance with the EUI's Staff Regulations, in particular Article 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 contract 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 contract including subcontractors.

Without prejudice to Article II.1 the contractor shall replace, immediately and without compensation from the Institute, any member of the contractor's staff faced with or brought into such a situation.

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 contract and identified in writing as confidential.

II.5.2 The contractor shall:

- a. not use confidential information and documentation for any purpose other than fulfilling its obligations under the contract without prior written agreement of the contracting authority;
- b. ensure the protection of such confidential information and documentation 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 documentation 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 contract 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 via breach of the confidentiality obligations, 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 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 contract, 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 contract shall be processed by the Institute in accordance with the EUI's Data Protection Policy pursuant to the <http://www.eui.eu/About/DataProtection>

at the EUI. Such data shall be processed by the data controller solely for the purposes of the performance, management and monitoring of the contract 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 queries related to the processing of its personal data to the Data Controller indicated in Article I.6.

II.6.3 The contractor shall have the right of recourse at any time to the Real Estate and Facilities Service's Director, Mrs. Kathinka España, by simultaneous notification to the Data Protection Officer (dpo@eui.eu).

II.6.4 Where the contract requires the processing of personal data by the contractor or any of its subcontractors, 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 its 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 Data Protection Directive (95/46/EC) 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 contract.

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 nor cause the contract to be *de facto* performed by third parties.

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 regulations. In the case of subcontracting occurring during the period of validity of the contract 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 where the contracting authority authorises the contractor to subcontract to third parties, the contractor shall remain bound by its obligations to the Institute under this contract and shall guarantee the provision of the Services and be solely liable for the proper performance of the contract 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 contract 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 contract 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 contract which might call into question the decision awarding the contract 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 contract, 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 - FORCE MAJEURE

II.10.1 '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 contract, 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.10.2 A party faced with force majeure shall formally notify the other party without delay, stating the nature, likely duration and foreseeable effects.

II.10.3 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.10.4 The parties shall take all the necessary measures to limit any damage due to force majeure.

ARTICLE II. 11 – PENALTY

Not applicable

ARTICLE II.12 – SUSPENSION OF THE PERFORMANCE OF THE CONTRACT

II.12.1 Suspension by the contractor

The contractor may suspend the performance of the contract 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 contract.

Once the circumstances allow resuming performance, the contractor shall inform the contracting authority immediately, unless the contracting authority has already terminated the contract.

II.12.2 Suspension by the contracting authority

The contracting authority may suspend the performance of the contract or any part thereof:

- (a) if the contract award procedure or the performance of the contract 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 service suspended or inform the contractor that it is proceeding with the termination of the contract. The contractor shall not be entitled to claim compensation on account of suspension of the contract or of part thereof.

ARTICLE II. 13 - TERMINATION OF THE CONTRACT

The termination rules are those set out in the general conditions of each policy.

ARTICLE II. 14 - REPORTING AND PAYMENTS

II.14.1 Date of payment

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

II.14.2 Currency

The contract shall be in euro (€).

Payments shall be executed in euro (€).

II.14.3 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 identification details of the contractor, the amount, currency and date, as well as the reference to the contract, purchase order or specific contract.

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.

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 contract are exempt from taxes and duties, including VAT exemption.

II.14.4 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 contract, 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 contract in accordance with Article II.14.1 (c).

II.14.5 Performance guarantees

Performance guarantees shall cover performance of the service in accordance with the terms set out in the tender specifications until its final acceptance by the contracting authority. The amount of a performance guarantee shall not exceed the total price of the contract. The guarantee shall provide that it remains in force until final acceptance. The contracting authority shall release the guarantee within a month following the date of final acceptance.

Where, in accordance with Article I.4, a financial guarantee is required for the payment of pre-financing, or as performance guarantee, it shall fulfil the following conditions:

- a. the financial guarantee is provided by a bank or an approved financial institution or, at the request of the contractor and agreement by the contracting authority, by a third party;
- b. the guarantor stands as first-call guarantor and does not require the contracting authority to have recourse against the principal debtor (the contractor).

The cost of providing such guarantee shall be borne by the contractor.

ARTICLE II.15 – REIMBURSEMENTS

II.15.1 Where provided by the special conditions or by the tender specifications, the contracting authority shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets, or failing that, on production of copies or scanned originals, or on the basis of flat rates.

II.15.2 Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary and the minimum number of nights necessary for overnight stay at the destination.

II.15.3 Travel expenses shall be reimbursed as follows:

- a. travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
- b. travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
- c. travel by car must be authorized by the contracting authority and shall be reimbursed on the basis of a Kilometre allowance, currently fixed at Euro 0,22 per kilometre. Other expenses (motorway tolls, ferry crossings, etc.) can also be reimbursed on presentation of the corresponding supporting documents.

II.15.4 Subsistence expenses shall be reimbursed up to Euro 175 per day as follows:

- a. for journeys of less than 80 km for a return trip, no subsistence allowance shall be payable;
- b. daily subsistence allowance shall be payable only on receipt of supporting documents proving that the person concerned was present at the destination;
- c. daily subsistence allowance is paid as a flat-rate and is considered to cover the hotel or other related cost (if applicable) breakfast and the two main meals, local travel, the cost of telecommunications, including fax and internet, and all other sundries;
- d. Taxi expenses are reimbursed up to a maximum of € 70 per visit.

Parking expenses (airports only) are reimbursed up to a maximum of 4 days per visit.

All supporting documents (duly completed) must always be attached to the statement of expenses;

II.15.5 Conversion between the euro and another currency shall be made monthly applying the market rates for the penultimate day of the previous month quoted by the European Central Bank or, depending on availability, provided by the delegations or other appropriate sources close to that date.

ARTICLE II.16– RECOVERY

II.16.1 If an amount is to be recovered under the terms of the contract, 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.16.2 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 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.16.3 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.17 – CHECKS AND AUDITS

II.17.1 The contracting authority may check or have an audit on the performance of the contract. 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 contract 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.17.2 The contractor, during the lifetime of the contract 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 contract.

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.17.3 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 contract 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.17.4 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.