

**DRAFT SPECIFIC AGREEMENT No XXXX/BXXXX.EEA.XXXXX**

**FRAMEWORK CONTRACT No. XXXX/BXXXX.EEA.XXXXX**

The European Environment Agency, hereinafter called “the Agency”,  
whose official address and contact person are:

- Kongens Nytorv 6, DK-1050 Copenhagen K, Denmark,
- ..... [Name of the contact person]

which, for the purpose of the signature of this agreement, is represented by Mr Colin Martin,  
Acting Programme Manager acting pursuant to a delegation of the Executive Director of the  
Agency,

of the one part,

and ..... [Name of the contractor]

hereinafter referred to as “the contractor”,

whose official address is: .....

whose bank account no is: .....

with: ...[bank name and address].....

- bank identification code: ...
- IBAN number: .....
- BIC code: .....

VAT registration number:.....

represented by: ..... [Name of the signatory] , .....  
..... [Position of the signatory],

of the other part,

have agreed as follows:

### Article 1 – Subject

Pursuant to the terms of the framework contract, and in accordance with the terms and conditions set out in this specific agreement and its annexes, which form an integral part of this said agreement, the contractor hereby undertakes to perform the tasks specified in Annex I.

### Article 2 – Duration

This specific agreement is awarded, as from the date it is signed by both parties, for a period of **xx** months.

### Article 3 – Reports

In case the specific agreement requires the submission of reports or time sheets, the specifications of these requirements are described in Annex .....

### Article 4 - Financial provisions

1. In consideration of the services performed under this agreement, the Agency shall pay to the contractor a sum of up to a maximum of EURO .....**[Amount in figures]** (**[Amount in words]** .....) (VAT excluded) covering all expenses incurred in the course of execution of this agreement, including all travel and subsistence expenses.
2. Payments shall be made as follows:
  - a) Concerning the sums agreed in paragraph 1;
 

EURO .....**[Amount in figures]**, payable within 30 calendar days upon receipt by the Agency of a request for pre-financing following the signature of the contract (40 %),

EURO .....**[Amount in figures]** payable within 30 calendar days upon approval by the Agency of the final report, subject to the acceptance of the invoice and, where appropriate, of the other documents accompanying the final payment request (60 %)

The time allowed for approval of the reports may not exceed 45 days as from the date of their receipt by the Agency.
  - b) Invoices shall indicate the specific agreement number and shall be sent to the Agency at the address and to the contact person as referred above.
3. Payments shall be made to the contractor into the bank account mentioned above.

Article 5 – Annexes

The following are annexes to this specific agreement:

- |           |                              |
|-----------|------------------------------|
| Annex I   | Description of work          |
| Annex II  | General Terms and Conditions |
| Annex III | VAT exemption form           |

For the contractor:

For the Agency:

\_\_\_\_\_  
.....

\_\_\_\_\_  
Jeffrey Huntington  
Acting Programme Manager

Signed in duplicate in English  
in

Signed in duplicate in English  
in Copenhagen

Date:

Date: