



## DRAFT CONTRACT

### SUPPLY FRAMEWORK CONTRACT

#### Microsoft 365 Business and Adobe Acrobat licenses - 25 - PRO297LAD-2020

The Secretariat of the Union for the Mediterranean having its principal place of business at Palau Reial de Pedralbes, Pere Duran Farell, 11 Barcelona 08034, Spain, with VAT number V65362691, hereinafter referred to as “the contracting authority”, represented by Mr ....., Secretary General; one part,

and

<Full official Name of the Provider>, having its principal place of business at <Full official address>, with <VAT number>, hereinafter referred to as “the Contractor”, [individual] on his/her own name [company/entity] represented by [...], <Legal status/title>; of the other part,

have agreed as follows:

#### Article 1 Subject

1.1. The subject of this framework contract shall be supply of licenses of Microsoft 365 Business Basic and Standard, Creative Cloud for Teams and Adobe Pro DC.

The framework contract will be implemented by “orders”. i.e. whenever the contracting authority intends to acquire items pursuant to this framework contract, it shall send a “Order” to the Contractor, specifying the quantities of items to be supplied. Deliveries shall take place in accordance with the terms and conditions of the special and general conditions.

The quantities estimated and specified in ANNEX II +III are only indicative quantities and do NOT compel the contracting authority to buy any of them. The contracting authority may at its own discretion purchase fewer or more quantities than those estimated quantities per item. The overall financial ceiling being the maximum budget available for this framework contract as expressed in article 3.1 below.

The Contractor shall NOT be entitled to compensation and shall NOT be allowed to claim for changes of the unit prices, in case the contracting authority decides to purchase fewer or more quantities than the indicative ones specified per item in Annex II + III and/or in case the contracting authority decides NOT to purchase ANY of these quantities.

The place of acceptance of the supplies shall be the contracting authority, Barcelona, Spain, the time limits for delivery shall be 1 working day from the reception by the Contractor of a Order placed by the contracting authority and the Incoterm applicable shall be DDP (Delivered Duty Paid)<sup>1</sup>.

1.2. The Contractor shall comply strictly with the terms of the Special Conditions and the technical annex.

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<sup>1</sup> DDP (Delivered Duty Paid) - Incoterms 2010 International Chamber of Commerce - <http://www.iccwbo.org/incoterms/>



## Article 2 Origin

No rule of origin is applied, the supplies and materials can originate from any country.

## Article 3 Price

- 3.1. The price of the supplies shall be that shown on the financial offer (specimen in Annex IV). The sum of all payments shall not exceed 40,000.00 (VAT not included).  
The prices quoted will be updated once per year upon request of one party in accordance with Article 15.1 of the Special Conditions.
- 3.2. Payments shall be made in accordance with the general and/or special conditions (Articles 26 to 28).

## Article 4 Order of precedence of contract documents

The contract is made up of the following documents, in order of precedence:

- the framework contract agreement
- the special conditions
- the general conditions (Annex I)
- the technical specifications (Annex II [including clarifications before the deadline for submission of tenders])
- the technical offer (Annex III [including clarifications from the tenderer provided during tender evaluation])
- the budget breakdown (Annex IV)
- Specified forms and other relevant documents (Annex V)

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above.

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

### For the contractor

Name:

Title:

Signature:

Date:

### For the For the contracting authority

Name:

Mr .....

Title:

Secretary General

Signature:

Date: