**Contract for Local Venue Support Services**

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| --- |
| Please return a scanned signed copy of this contract to IBF per email before the starting date of the event. This requirement is an important precondition for payment of your invoice. |

**IBF International Consulting sa**

TAIEX Logistics Services

Avenue Louise 209A

B-1050 Brussels

Belgium

(Referred to as "the Contracting Authority"),

on the one part,

and

Congress Service Centre

Admirala Geprata 6  
RS - 11 000 Belgrade, Serbia

E-mail:

Telephone:   
Fax:

(Referred to as "the Service Provider")

on the other part,

have agreed as follows:

1. **Subject**

The subject of this contract is **provision of venue local support(LVS) services for the following TAIEX event:**

|  |  |
| --- | --- |
| Event ID | AGR - 67400 |
| Event Name | TAIEX Workshop on Strategic communication on Serbia-s EU integration |
| Event Date | 17/10/2018 - 18/10/2018 |
| Event Location | Belgrade |
| Terms of reference | See event agenda and Framework Agreement (FA) with annexed Terms of Reference which form an integral part of this contract. |

|  |  |
| --- | --- |
| Fee per day(as per FA) | 65.00 € |
| Duration of contract | 2.0 days |
| Number of LVS experts | 1 |
| Total price | 130.00 € |

1. **Service Price and Duration**

All prices are in Euro and exclude VAT.

1. **Invoicing and payments**

3.1. IBF International Consulting is a private company with a valid VAT number for intra-community services (BE 0417 827 795) and therefore it is subjected to the VAT laws that apply in the country of the Service Provider, even though the Contracting Authority is acting on behalf of the European Commission.

3.2. The amounts on the invoice need to be in Euro and excluding VAT and any other taxes and duties. Taxes, customs and import duties shall not be financed out of the CEC Grant, conforming to the agreement between the European Commission and each individual country. Any taxes and/or duties added and shown on the invoice will be deducted from the final payment.

3.3. The following information has to be shown on the invoice:

* Invoice issue date
* Service Provider’s name, full registered address, phone and fax numbers, VAT number and registration number
* Event reference (event ID, event name, event date, event location)
* Services and/or items supplied
* Bank details: name, full address, bank account number (in IBAN format), SWIFT or BIC code and complete bank references
* The Contracting Authority’s VAT number (BE 0417 827 795)

In case you do not have your own invoice template, please use the attached template (Annex I).

3.4. The original invoice needs to be sent to the Contracting Authority together with the relevant event report and the original attendance lists (as specified in the FA) within 5 calendar daysfrom the conclusion of the event both by email to the event organiser in charge of the event as well as by mail to:

IBF International Consulting sa

TAIEX Accounts Team

Avenue Louise 209 A

B-1050 Brussels (Belgium)

VAT No: BE 0417.827.795

3.5. Payments will be executed only after receipt of the original invoice and approval of delivered services.

3.6. The payments will be made in Euro and will be carried out at the latest within 30 calendar days from the end of the month in which the invoice has been issued.

1. **Applicable conditions**

IBF General Conditions for Service Contracts apply to this Contract, available at:

<http://www.ibf.be/public/taiex/General_Conditions.pdf>. By signing this contract they are considered accepted

by the Service Provider.

1. **Other arrangements**

The Service Provider confirms that only the LVS experts previously approved by the Contracting Authority will be assigned to accompany the event.

Non applicable

1. **Confidentiality**

6.1. The Service Provider will assure that confidentiality about all operations and communications taking place in relation to the provided service is guaranteed at any time. The Contractor shall abstain from any local or international media contacts.

6.2. The Service Provider shall treat all documents and information received in relation with the service contract as private and confidential and shall not save, in so far as may be necessary for the purposes of the performance thereof, publish or disclose any details of the contract without the prior consent in writing of the Contracting Authority (IBF). If any disagreement arises as to the necessity for any publication or disclosure for the purpose of the Contract, the decision of IBF shall be final

6.3. It is understood and agreed that all the information (written and oral) related to the event will be kept confidential. Moreover all written information should be thrown away or given to the Event Organiser/Local Venue Support (LVS) or Local Co-Organiser (LCO) at the event and cannot be taken away.

*Done in English in two originals, one original being for the Contracting Authority and one original being for the Service Provider.*

|  |  |  |
| --- | --- | --- |
| **Congress Service Centre**  LVS Service Provider | **Veronique Poot**  Logistics Manager | **Damla Oztan**  IBF Event Organiser |

**Signatures**

**06/04/2020**

**Annex I: Invoice Template**

To:

**IBF International Consulting sa**

TAIEX Accounts Team

Avenue Louise 209A

B-1050 Brussels

Belgium

VAT No: BE 0417.827.795

**INVOICE No.**

|  |  |
| --- | --- |
| Event ID | AGR - 67400 |
| Event Name | TAIEX Workshop on Strategic communication on Serbia-s EU integration |
| Event Date | 17/10/2018 - 18/10/2018 |
| Event Location | Belgrade |

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Quantity** | **NET price per unit EUR** | **Total NET amount in EUR** |
| E.g. LVS Daily Fee |  |  |  |
| … |  |  |  |
| **Total NET (excluding VAT)** |  |  |  |

\* In case VAT applies, the VAT should be clearly added, after the net amount.