



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

## CONTRACT FOR PROVISION OF SERVICES No.

PROJECT/SUB-PROJECT AND TASK CODE:

PROJECT ARCHIVE REGISTRATION NO.:

PROJECT MANAGER:

This Contract for Provision of Services, consisting of the Special Conditions and the Annexes set out below, contains the terms and conditions on which International IDEA has requested and the Contractor has agreed to provide the Services further defined below.

### SPECIAL CONDITIONS

[Where the articles in these Special Conditions (SC) refer to specific articles in the General Conditions (GC), the referred articles are mentioned in parenthesis in the title of the article.]

1. THE PARTIES:	(1) <b>The International Institute for Democracy and Electoral Assistance</b> , hereinafter referred to as " <b>International IDEA</b> ", and  (2) _____, hereinafter referred to as " <b>the Contractor</b> ".
2. TITLE OF THE SERVICES (GC 2.1):	The Contractor undertakes to perform the services entitled: _____ (hereinafter called "the Services"), as described in Annex B to the Contract - Terms of Reference.
3. PERFORMANCE PERIOD (GC 2.2):	(1) Date of commencement of Services:  (2) Date of completion of Services:
4. PERSONNEL (GC 2.3):	The Contractor shall assign the following Personnel to perform the Services:  • [name] _____ [title];
5. CONTRACT PRICE (GC 3.1):	<input type="checkbox"/> (1) <u>Global Price Contracts</u>  As full compensation for the Services, International IDEA shall pay the Contractor a lump sum not to exceed _____ (hereinafter called "Contract Price")  or <input type="checkbox"/> (2) <u>Fee-based Price Contracts</u> :  The Contractor shall be entitled to fees not to exceed _____ and to reimbursement for incidental expenses up to the amount of _____, as per the breakdown provided in Annex C – Budget for the Services. In total, payments under the Contract shall not exceed: _____ (hereinafter called "Contract Price").
6. SCHEDULE OF PAYMENTS (GC 3.4):	(1) <u>Global Price Contracts</u> :  Subject to the provisions of Article 3.4 in the GC, payments under this Contract will be made as per the following schedule:  (i) intermediate payment(s) to the amount of [amount in figures and words], upon receipt and acceptance by International IDEA of [deliverable] accompanied by a valid invoice from the Contractor [please insert one line for each intermediate payment or delete if not applicable];  (ii) final payment to the amount of [amount in figures and words], upon receipt and acceptance by International IDEA of [deliverables and/or final report] accompanied by a valid invoice.  (2) <u>Fee-based Price Contracts</u> :  Subject to the provisions of Article 3.4 in the GC, payments under this Contract will be made as per the following schedule:  (i) intermediate payment(s) will be made [insert periodicity if applicable] upon receipt and acceptance by International IDEA of [progress report and/or deliverable] and corresponding invoice [please insert one line for each intermediate payment or delete if not applicable];  (ii) final payment, upon receipt and acceptance by International IDEA of [final report and deliverables] accompanied by a valid invoice.

7. BANK DETAILS (GC 3.4):	<p>International IDEA will transfer the funds to the Contractor's following bank account:</p> <p>Bank:  Bank Address:  Country:  Telephone/ fax number:  Account number / IBAN:  Currency of the account:  Name of the account holder:  Address of the account holder:  Swift/ABA/Sort Code:</p> <p>Any changes to the bank information during the period of the contract are subject to an addendum signed by both parties.</p>		
8. AUTHORIZED REPRESENTATIVES (GC 1.4):	<p>(1) The representatives of the Parties duly authorized to sign the Contract and any future amendments to the Contract shall be:</p> <ul style="list-style-type: none"> <li>▪ for International IDEA: _____ in his capacity as _____</li> <li>▪ for the Contractor: _____ in his capacity as _____ ,</li> </ul> <p>or their designated representatives.</p> <p>(2) For matters regarding the implementation of the Services, the authorized representatives of the Parties shall be: _____ for International IDEA and _____ for the Contractor, or their designated representatives.</p>		
9. COMMUNICATION BETWEEN THE PARTIES (GC 1.5):	<p>Any communication between the Parties shall be made at the following addresses:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b><u>International IDEA:</u></b>  Address: Strömsborg, SE - 103 34  Stockholm, Sweden  Telephone: +46 8 698 37 00  Telefax: +46 8 20 24 22,  E-mail: info@idea.int</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b><u>The Contractor:</u></b>  Address:  Telephone:  Telefax:  E-mail:</p> </td> </tr> </table>	<p><b><u>International IDEA:</u></b>  Address: Strömsborg, SE - 103 34  Stockholm, Sweden  Telephone: +46 8 698 37 00  Telefax: +46 8 20 24 22,  E-mail: info@idea.int</p>	<p><b><u>The Contractor:</u></b>  Address:  Telephone:  Telefax:  E-mail:</p>
<p><b><u>International IDEA:</u></b>  Address: Strömsborg, SE - 103 34  Stockholm, Sweden  Telephone: +46 8 698 37 00  Telefax: +46 8 20 24 22,  E-mail: info@idea.int</p>	<p><b><u>The Contractor:</u></b>  Address:  Telephone:  Telefax:  E-mail:</p>		
10. ANNEXES:	<p>The following documents attached hereto shall be deemed to form an integral part of this Contract:</p> <ol style="list-style-type: none"> <li>1. Annex A: General Conditions for Contracts for Provision of Services – September 2009</li> <li>2. Annex B: Terms of Reference</li> <li>3. Annex C: Budget for the Services</li> <li>4. Annex D: Contractor's Proposal</li> </ol> <p>In the event of a conflict between the provisions of the different documents which form part of the Contract, the Special Conditions shall take precedence over the Annexes, and Annex A shall take precedence over the other Annexes.</p>		
11. GENERAL CONDITIONS:	<p>The following amendments to the articles in the GC are hereby agreed and shall apply:</p> <p>11.1 By derogation from Article ...</p>		

IN WITNESS THEREOF, the undersigned, being duly authorized, have signed this Contract in duplicate on behalf of the Parties on the date and at the place indicated below:

THIS DONE AND SIGNED AT \_\_\_\_\_

THIS DONE AND SIGNED AT \_\_\_\_\_

ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

ON THIS THE \_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_

For and on behalf of **International IDEA:**

For and on behalf of **the Contractor:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Please note that the Contract cannot be executed until the Contractor has delivered and International IDEA has received the original signed by both Parties.