***Instructions:***

***- Text/clauses preceded by ‘<OPTIONAL>’ are optional.***

***- Where ‘OR’ is stated between the clauses, choose one of the options and delete the other(s).***

***- For notes on applying article 7.7 of this agreement, see the internal instructions for the use of the Model Public Service Contract (notes on article 6.12).***

***- For notes on applying article 4.9 of this agreement, see the internal instructions for the use of the Model Public Service Contract (notes on article 3.7).***

***Please note, with regard to the Assessment of Employment Status (Deregulation) Act (DBA): if this model agreement is used to hire a self-employed person without employees, an assessment must be carried out beforehand as to whether the contractual relationship that the parties are entering into qualifies as employment. If so, the Contracting Authority must withhold salaries tax and social insurance contributions from the salary of the self-employed person without employees and remit these to the Tax and Customs Authority, as it does for staff employed on the basis of a permanent or temporary appointment. For more information, see the instructions to the public service contract.***

***NB: Delete these instructions before using the agreement.***

(Date: May 2018)

**Framework Agreement (ARVODI 2018) relating to hiring**

**The undersigned:**

1. The State of the Netherlands, which has its seat in The Hague,

represented by the [*Minister of / State Secretary for* *…*],

legally represented in this matter by

[*signatory’s name and position*],

hereinafter referred to as the Contracting Authority

and

2. [*Contractor’s full name and legal form*],

which has its registered office in …,

legally represented in this matter by

............... [*and* ...] [*signatory’s name*],

hereinafter referred to as the Contractor,

**WHEREAS:**

1. The Contracting Authority wishes, in relation to the performance of Services in the area of ..........., to agree fixed terms for a certain period with [*... enter number of Framework Contractors*] service providers;

2. To this end the Contracting Authority wishes to conclude a Framework Agreement having a term of […] year(s) / […] year(s) with [*number*] optional extension(s) of […] year(s) (**Instruction:** *the total term of the Framework Agreement including any extensions must not exceed four years*)*,* hereafter referred to as ‘the Framework Agreement’*,* laying down the conditions applicable to all contracts for the performance of Services to be awarded by the Contracting Authority during the said term;

3. An EU contract award procedure for the selection of parties to this Framework Agreement has been conducted on the basis of the Descriptive Document and subject to the Public Procurement Act 2012;

**OR**

3. A contract award procedure for the selection of parties to this Framework Agreement has been conducted on the basis of the Descriptive Document to which, under sections 2.38 and 2.39 of the Public Procurement Act 2012, the ‘light regime’ applies;

4. The Contracting Authority has judged the Contractor’s bid, and those of [*enter number of other Framework Contractors*] other parties, to offer [the best price-quality ratio *or* the lowest price *or* the lowest costs];

5. This Framework Agreement lays down the conditions that apply to all contracts for the performance of Services that the Contracting Authority intends to award during the term of this Framework Agreement and that may or may not be awarded to the Contractor after competition between the Framework Contractors based on the award criterion of [the best price-quality ratio *or* the lowest price *or* the lowest costs];

6. The Contracting Authority will enter into agreements similar to the present Agreement with the [*enter number of other Framework Contractors*] other Framework Contractors.

**AGREE AS FOLLOWS:**

A number of terms in this Framework Agreement are written with initial capitals. These terms are defined in article 1 of the General Government Terms and Conditions for Public Service Contracts 2018 (ARVODI 2018). The following differing and additional definitions apply to this Framework Agreement:

Descriptive Document: the Contracting Authority’s document dated ……., ref. ………, which describes and explains participation in the Framework Agreement relating to the performance of Services for a certain period, the tender procedure to be followed and the selection and award criteria.

Services: the work the Contractor is to perform for the Contracting Authority under the terms of a Call-off Contract concluded on the basis of this Framework Agreement in the area of [*lot x as defined in the tender documentation*].

Tender: the tender dated ..., ref. ..., submitted by the Contractor on the basis of the Descriptive Document in the context of the EU contract award procedure dated …, ref. ….

Call-off Contract: the call-off contract between the Contracting Authority and the Contractor drawn up in accordance with the model attached as Schedule 3 to this Framework Agreement on the basis of which the Contracting Authority may award the Contractor contracts for the performance of Services during the term of this Framework Agreement.

Quotation: an offer to perform Services submitted by the Contractor to the Contracting Authority in response to a Request for Quotations under this Framework Agreement.

Request for Quotations: an invitation by the Contracting Authority under this Framework Agreement to all Framework Contractors to submit a Quotation for a public service contract.

Framework Contractor: a tenderer selected to be party to the Framework Agreement relating to the performance of Services in the area of [*lot x as defined in the tender documentation*].

**1. Object of the Framework Agreement**

1.1 During the term of this Framework Agreement the Contracting Authority may issue Requests for Quotations for contracts to perform Services. The Contractor must submit a Quotation in response to the Request for Quotations that is not less favourable than the Tender submitted by the Contractor. If the contract for the performance of Services referred to in the Request for Quotations is awarded by the Contracting Authority to the Contractor on the basis of the award criteria for the specific award stipulated in the Descriptive Document, the Contractor must perform that contract for the performance of Services in accordance with the conditions of this Framework Agreement. To this end, the Contractor must in that case conclude a Call-off Contract with the Contracting Authority.

1.2 The following documents together form the Framework Agreement. In the event of inconsistencies, a higher ranked document takes precedence over a lower ranked document:

1. this document;

2. the ARVODI 2018;

3. the Descriptive Document;

4. the Tender;

5. the job profiles and maximum rates;

6. the time sheet.

1.3 The Contracting Authority is entitled but not obliged to award contracts for the performance of Services during the term of this Framework Agreement. The Contractor cannot therefore claim any right whatsoever to be awarded contracts for the performance of Services during the term of this Framework Agreement.

1.4 The terms and conditions of this Framework Agreement apply in full to all Call-off Contracts that are concluded during the term of this Framework Agreement between the Contracting Authority and the Contractor concerning contracts for the performance of Services specified in a Request for Quotations, unless a Call-off Contract expressly deviates from this Framework Agreement.

1.5 A Call-off Contract states the specific Services to which it relates and its duration.

**2. Duration of the Framework Agreement**

2.1 This Framework Agreement enters into force on the date that it is signed by both Parties. It has a term of […] year(s) [, **<OPTIONAL>** with the option of extension by [*period of extension*] under the same conditions to be exercised unilaterally by the Contracting Authority]. (**Instruction:** *The total term of the Framework Agreement including any extensions may not exceed four years.*) [**<OPTIONAL>** The Contracting Authority must notify the Contractor in writing no later than … months before the expiry of the initial / then applicable term of the Framework Agreement if it intends to exercise its option to extend the Framework Agreement. If the Contracting Authority does not exercise its option to extend the Framework Agreement, it will end automatically upon expiry of the term referred to in the first sentence of this article / of the term applicable at that time*.*] [**Instruction***: include only if the option to extend the Framework Agreement is included.*]

* 1. Termination of this Framework Agreement for whatever reason does not affect rights and obligations resulting from (a) Call-off Contract(s). The terms of this Framework Agreement continue to apply to all Call-off Contracts remaining in force after this Framework Agreement has expired.

2.3 The duration of any Call-off Contract(s) awarded to the Contractor under this Framework Agreement will be stipulated in the individual Call-off Contract(s) for the performance of Services.

2.4 **<OPTIONAL>** If the Services have not been performed in full in accordance with the Contract within the agreed or extended term, the Contractor will immediately pay a penalty of 0.1% of the total or maximum price specified in the Contract for each day that it fails to perform the Services as agreed, up to a maximum of 10% thereof. If, other than through force majeure, the Contractor is permanently unable to perform the Services as agreed, the penalty will be immediately payable in full.

The penalty will be payable to the Contracting Authority, without prejudice to all other rights and claims, including:

1. the right to demand that the Services be performed as agreed;
2. the right to damages.

The penalty will be set off against amounts payable by the Contracting Authority regardless of whether the right to such amounts has been assigned to a third party.

**3. Further award**

**Instruction***: This model presupposes a Framework Agreement with several service providers where the public service contracts based on the Framework Agreement are awarded by reopening competition between the parties to the Framework Agreement. This situation is the most common. Check whether the Descriptive Document, in relation to the further award, does in fact indicate that reopening competition between the parties has been opted for in accordance with the provisions of section 2.47, subsection 2 of the Public Procurement Act 2012.* **Instructions*:*** *delete these instructions before using the agreement.*

3.1 The Contractor must submit a Quotation, having regard to the provisions of this Framework Agreement, within [...] working days of receipt of a standard Request for Quotations [*and … working day(s) in the case of an urgent request from the Contracting Authority*]. The Contracting Authority will not be required to pay to obtain a Quotation.

3.2 In Requests for Quotations, the Contracting Authority indicates the job profiles (Schedule 6 to this Framework Agreement), qualifications and/or specific knowledge and experience that the Contractor’s Staff must possess for the performance of the Services under the Call-off Contract.In the Quotation submitted on the basis of the Request for Quotations, the Contractor will indicate which members of its Staff may be employed for the performance of the Services under the Call-off Contract. The Contractor will send the CVs of the Staff concerned as an annexe to the Quotation.

3.3 At the Contracting Authority’s request, selection interviews will be held with the Contractor’s Staff referred to in article 3.2 of this Framework Agreement.

3.4 The Contractor’s Staff selected by the Contracting Authority must be available within [20] working days of the Request for Quotations in the case of standard requests [*and [three] working days in the case of urgent requests*].

3.5 The Quotation, including the fee, must comply with and may not be less favourable than the Tender submitted.

**4. Price and other financial provisions**

4.1 Schedule 6 to this Framework Agreement fixes the maximum fee, by job profile, payable by the Contracting Authority for the Contractor’s Staff’s being made available.

4.2 The Contractor may invoice monthly for Services performed under a Call-off Contract that have been accepted by the Contracting Authority. The invoice amount is based on the number of [days/hours] per month actually worked and the [daily/hourly] rate stipulated in the Call-off Contract. **<OPTIONAL>** All Call-off Contracts will provide that the Contractor guarantees that the maximum total price cited in the Call-off Contract for the performance of the Services will not be exceeded.

4.3 It is expressly agreed that if the Contractor does not charge VAT but some or all of the Services are not exempt from VAT, the Contracting Authority will not be liable to pay the VAT in question.

4.4 The price referred to in article 4.2 of this Framework Agreement relates to all Services to be performed by the Contractor under the Call-off Contract in question. It includes the cost of any materials needed in the performance of the Services, any travel and accommodation costs, any additional costs and all premiums payable by the Contractor. It does not include VAT.

4.5 The agreed maximum and other rates are fixed and invariable for the duration of this Framework Agreement and Call-off Contracts concluded on the basis of this Framework Agreement.

**OR**

4.5 After [*date*], the rates may be adjusted once a year as of [*day month*] in line with the price index published by Statistics Netherlands for hourly rates of pay including special remuneration established under collective labour agreements in the business services sector. For this purpose, the figure for the preceding month ([*month*]) will be used, with the index for [*month year*] being set at 100%.

4.6 The Contractor must submit invoices electronically in the manner prescribed in the Request for Quotations.

**OR**

4.6 **<OPTIONAL>** Notwithstanding the provisions of article 17.1 of the ARVODI 2018 on electronic invoicing, the Contractor will send the invoice(s) to the Contracting Authority on paper. The Contractor will send the invoice(s), quoting the above-mentioned contract number and commitment number / purchase order number / resource expenditure number [*delete as appropriate*]……, to:

Ministry of …

(Directorate-General for …)

… Department, room …

Postbus ...

… Den Haag

4.7 Immediately after the signing of this Framework Agreement and once per calendar year thereafter, the Contractor must submit, at the Contracting Authority’s request, a statement from the Inspector of Direct Taxes and the industrial insurance board regarding its payment record which establishes that the Contractor has deducted the required taxes and social insurance contributions from its Staff’s pay.

4.8 Payment will be made once the Services performed in accordance with a Call-off Contract have been received and accepted.

4.9 **<OPTIONAL>** The Contractor will claim expenses which are eligible for reimbursement under the Contract, less the VAT it has already paid on those expenses. The Contractor may charge the applicable VAT rate on that net amount to the Contracting Authority.

**5. Contacts / Project managers**

5.1 The Contracting Authority’s contact is ... . The Contractor’s contact is ... .

5.2 At least […] per year, the contacts of the two Parties will hold consultations on the way in which this Framework Agreement is being implemented (interim evaluation(s)).

5.3***<*OPTIONAL*>*** *The Contracting Authority’s project manager is ... . The Contractor’s project manager is ... .*

5.4***<*OPTIONAL*>*** *Notwithstanding the provisions of article 10.2 of the ARVODI 2018, the contacts cannot make legally binding agreements on the Parties’ behalf.*

**6. Time and place**

6.1 The work relating to the Services specified in a Call-off Contract will be carried out at (a) place(s) stipulated in the Call-off Contract.

6.2 Each party undertakes to give the other party’s Staff access to the place where the work relating to the Services specified in the Call-off Contract must be performed and also to enable such Staff to perform the work in working conditions that reflect that party’s usual practice and in normal office hours. The parties undertake to instruct their Staff to abide by the internal rules applicable at the place where the work is to be carried out.

**7. Other Terms and Conditions**

7.1 This Framework Agreement and Call-off Contracts for the performance of Services are governed exclusively by the General Government Terms and Conditions for Public Service Contracts 2018 (ARVODI 2018) [(*Schedule ...*) */* (*already in the Parties’ possession*)], in so far as this Framework Agreement does not contain any provisions to the contrary. Any general and special terms and conditions drawn up by the Contractor do not apply to this Framework Agreement.

7.2***<*OPTIONAL*>*** Notwithstanding the provisions of article … of the ARVODI 2018, the following provision applies to ...: .......

7.3***<*OPTIONAL*>*** If the duty of confidentiality imposed on the Contractor and its Staff under article 13 of the ARVODI 2018 is breached, the Contractor will be liable to pay a penalty of €………. per event.

7.4***<*OPTIONAL*>*** Notwithstanding article 21.3 of the ARVODI 2018, a Party that imputably fails to discharge its obligations to the other Party is liable for any damage incurred by the other Party.

**OR**

7.4 **<OPTIONAL>** Notwithstanding article 21.3 of the ARVODI 2018, the liability referred to in that article is limited to €……… per event and €…… for each year or part of a year that the Contract has been in force.

7.5 **<OPTIONAL>** Notwithstanding the provisions of article 26.1 of the ARVODI 2018, at the Contracting Authority’s first request the Contractor will take out and retain insurance that is appropriate and customary by prevailing standards in respect of the following risks: ………..

7.6***<*OPTIONAL*>*** In addition toarticle 21 of the ARVODI 2018, the Contractor indemnifies the Contracting Authority against any claims for damages brought by third parties as a result of its failure to discharge its obligations as referred to in article 21.3 of the ARVODI 2018. The liability amounts set out in article 21.3 of the ARVODI 2018 apply *mutatis mutandis*.

7.7 ***<*OPTIONAL*>*** In addition to the provisions of article 22 of the ARVODI 2018, the Contracting Authority may cancel this Contract forthwith out of court by registered letter, without giving any warning or notice of default, in the following cases:

1. if the Contractor has been convicted, by final and unappealable judgment, of discrimination within the meaning of articles 137c to 137g and article 429 quater of the Criminal Code; or
2. if a member of the Contractor’s Staff has been convicted, by final and unappealable judgment, of discrimination within the meaning of articles 137c to 137g and article 429 quater of the Criminal Code and that staff member is on the Contractor’s executive, management or supervisory board or has representative, decision-making or audit powers.

In the cases set out under (a) and (b) the right to cancellation expires three years after the judgment becomes unappealable.

7.8 ***<*OPTIONAL*>*** Articles 6.1 and 6.2 of the ARVODI 2018 do not apply. The Contractor may replace persons charged with implementing the Contract. The Contracting Authority may not refuse the replacement staff.

7.9 **<OPTIONAL>** The Parties agree, as the occasion arises, to exclude application of the deemed employment relationship of homeworkers or persons treated as such as referred to in articles 2b and 2c of the Salaries Tax Implementation Decree 1965 and articles 1 and 5 of the Working Relationship (Designation as Employment) Decree (Decree of 24 December 1986, Bulletin of Acts and Decrees 1986, no. 655).

**8. Declaration of integrity**

The Contractor affirms that it has not offered or given members of the Contracting Authority’s Staff any benefit in order to be selected to be party to this Framework Agreement or in order to obtain Call-off Contracts for the performance of Services, nor arranged for them to be offered or given any such benefit, nor will it offer or give any such benefit or arrange for any such benefit to be offered or given. It undertakes not to do so in the future with a view to inducing any members of the Contracting Authority’s Staff to perform or refrain from performing any act.

**9. Final provisions**

9.1 Any derogations from this Framework Agreement or a Call-off Contract are binding only if they have been expressly agreed by the Parties in writing.

9.2 Any written or oral agreements previously made by the Parties about the award of contracts for the performance of Services, whether under a Call-off Contract or not, are nullified by the signature of this Framework Agreement.

Done on the later of the two dates stated below and signed in duplicate.

The Hague, … ......... ........, .. .........

For the Minister of / State Secretary for ……….. For [*Contractor’s name*]

[*signatory’s name*] [*signatory’s name*]

[*signatory’s position*] [*signatory’s position*]

[*Schedule(s):*]