

SPECIAL CONDITIONS

CONTENTS

These conditions amplify and supplement, if necessary, the general conditions governing the contract. Unless the special conditions provide otherwise, those general conditions remain fully applicable. The numbering of the articles of the special conditions is not consecutive but follows the numbering of the articles of the general conditions. In exceptional cases, and with the authorisation of the appropriate Commission departments, other clauses may be added to cover specific situations.

Article 2 Language of the contract

- 2.1 The language used shall be English.

Article 4 Communications

- 4.1 The designated contact person for communication is Daniela Simova. All communication between the Contracting Parties will be exclusively in writing form. The official contact address is str. Crvena Voda 37/1, 1000 Skopje, and she can be reached by phone at +389 70 266 746 or via email at daniela@redi-ngo.eu. To ensure clarity and traceability, all official documents and communications will be exchanged exclusively through email.

Article 7 Supply of documents

N/A

Article 8 Assistance with local regulations

In the case of a dispute with the supplier, the Law on Obligation Relations and the positive legal regulations of the Republic of North Macedonia will be applied.

Article 9 General obligations

- 9.1 The Contractor shall carry out all activities under this contract in full compliance with the latest version of the **Communication and Visibility Requirements for EU-funded External Actions**, as published by the European Commission.
- The Contractor shall ensure that all promotional materials and communication products produced under this contract appropriately acknowledge **EU financial support**.

9.2 Minimum Visibility Requirements

The Contractor shall implement the following minimum visibility actions:

- **Display of the EU emblem** on all printed materials, including:
 - Roll-up banners
 - Flyers
 - Brochures
 - Business cards (if applicable)
 - Certificates
 - Notebooks
 - File folders
 - Window film
 - Promotional pens
- The EU emblem shall:

- Be accompanied by the text: “*Funded by the European Union*” or the equivalent in Macedonian and Albanian.
- Be clearly visible, legible, and proportionate, following the European Commission’s graphic guidelines.
- Not be modified, distorted, or placed alongside other logos without equal prominence.

9.3. Communication Support

Where applicable, the Contractor may be required to support the Contracting Authority in implementing additional communication activities, such as:

- Preparing **photographic documentation** of promotional material production or installation
- Providing **high-resolution images** or mock-ups for social media or reporting purposes
- Assisting with brief input for visibility reports (e.g., number and type of items produced, beneficiaries reached)

9.4. Approval of Visibility Elements

All visibility components (logos, disclaimers, design layout, etc.) must be **submitted for review and written approval** by the Contracting Authority, prior to printing or dissemination. The Contracting Authority reserves the right to request changes to ensure compliance with EU visibility standards.

9.5. Compliance and Liability

Failure to comply with EU visibility requirements may result in:

- Reproduction of non-compliant materials at the Contractor’s own expense;
- Withholding of payment until compliance is demonstrated.

The Contractor is encouraged to consult the latest version of the guidelines available at: https://international-partnerships.ec.europa.eu/communication-and-visibility_en

Article 10 Origin

All goods purchased can originate in any country.

Article 11 Performance guarantee

No performance guarantee is required.

Article 12 Liabilities and insurance

12.1(a) The following requirements apply to liability for damage to the supplies: The contractor is responsible for taking all necessary measures to prevent damage to the delivered supplies. Any damage occurring during delivery is the responsibility of the contractor, and the supplier must promptly compensate for the damages. After delivery, any damage detected by the buyer must be reported to the contractor, and repair or replacement with new items may be requested. Under the terms of the contract, the contractor bears responsibility for damages arising from any defect or faulty delivery

12.1(b) The contractor shall be liable for any damages caused to the contracting authority during the execution of the contract. This includes, but is not limited to, any damage to property, financial loss, or reputational harm caused by the contractor’s actions or omissions. The contractor is responsible for promptly repairing, replacing, or compensating for any damages incurred. In case of breach of contract or failure to meet the agreed terms, the contracting authority has the right to seek compensation for any direct or indirect damages resulting from the contractor’s non-compliance or negligence.

12.2(a), paragraph 1

The proof of completion of adequate Guarantee must be provided before the commencement of the contract or as a condition for finalizing the agreement. The contractor is required to submit a copy of the valid insurance policy that meets the specified coverage criteria within 2 years after signing the contract. Failure to provide proof of Guarantee within the specified period may result in delays or termination of the contract.

12.2(a), paragraph 2

The requirements for communication of cover notes and/or guarantee certificates must be fulfilled before the commencement of the contract. The contractor is required to submit the cover notes and/or guarantee certificates within 2 years after signing the contract. These documents must be provided in writing and must clearly demonstrate that the necessary guarantee coverage is in place. Failure to submit these documents within the specified time frame may result in a delay or termination of the contract.

2(b), paragraph 3

The contractor shall be responsible for any damages that occur during the transport of supplies. The contractor must ensure that appropriate measures are taken to prevent damage during transportation and shall bear the liability for any damages incurred. The absence of a specific insurance policy for the transport does not relieve the contractor from this responsibility.

Article 13 Programme of implementation of tasks

13.2

Supply Period	Estimated Quantity (Monthly Basis)	Delivery Schedule
Monthly	Replenishment of promotional materials	Within 5 days of order placement
Ad-hoc	As-needed urgent supplies	Within 5 days of request

Article 14 Contractor's drawings

14.1 The Contractor shall submit design mock-ups and/or physical samples of the following items for approval prior to commencing full production:

- Roll-up banners (digital mock-up in each language)
- Flyer (1 printed sample or high-resolution proof)
- Brochure layout and design (digital version for content and structure)
- Business card layouts for each individual
- Certificate design
- Notebook cover and internal page layout
- File folder design
- Pen with logo (1 physical sample or high-quality image proof)
- Window film design (digital mock-up including scaled dimensions)

Article 15 Sufficiency of tender prices

15.1 N/A

Article 16 Tax and customs arrangements

16.1 The delivery conditions are DDP as mentioned in the general conditions.

The applicable tax and customs arrangements are the following:

In accordance with the Agreement concluded between the Government of Republic of Macedonia and The European Union, represented by the European Commission from 30 /10 /2007, as well as according to Article 2 paragraph 2 of the “Rulebook for implementing of procedure for tax exemption related to Value Added Tax (VAT) on goods and services intended for implementing a Project that has been financed with funds stemming from a framework Donor Agreement concluded between Republic of Macedonia and a foreign donor, where it has been stipulated that the donated funds shall not be used for paying taxes”, as issued by Ministry of Finance, ref.nr.20-21842/1 on June 27th 2014, published in “Official Gazzette of Republic of Macedonia” nr. 98/2014 on June 30th 2014, and based on the registration of the project in the Ministry for European Affairs no. CDAD 07/12-24/8938, all costs for supply of goods and services related to this project are a subject of exemption of payment of VAT.

Article 17 Patents and licences

17.1 No derogations from Article 17 of the general conditions.

Article 18 Commencement order

18.1 5 days after the submission of the purchase order is the deadline, End of business day

Article 19 Period of implementation of the tasks

- 15.08.2025-31.08.2027

Article 24 Quality of supplies

24.2 All visibility components (logos, disclaimers, design layout, etc.) must be **submitted for review and written approval** by the Contracting Authority, prior to printing or dissemination. The Contracting Authority reserves the right to request changes to ensure compliance with EU visibility standards

Article 25 Inspection and testing

25.2 N/A

Article 26 General principles for payments

26.1 Payments shall be made in MKD.

Pre-financing is not applicable to this contract.

26.3 Payments shall be authorised and made by ROMA ENTREPRENEURSHIP DEVELOPMENT INITIATIVE REDI SKOPJE will make the payment via bank transfer from its Stopanska Banka AD Skopje, accounts to the bank account specified by the awarded supplier

By derogation/ agreement of both parties, the final payment to the contractor of the amounts due shall be made within 10 days after receipt by the contracting authority of an invoice and of the application for the certificate of provisional acceptance

26.5 In order to obtain payments, the contractor must forward to the authority referred to in paragraph 26.1 above:

- a) By derogation from this article 26.5 of the general conditions, no pre-financing guarantee is required.
- b) For the 100 % balance the invoice(s) in triplicate together with the request for provisional acceptance of the supplies.

Article 28 Delayed payments

- 28.2 By derogation from Article 28.2 of the general conditions, once the deadline laid down in Article 26.3 has expired, the contractor shall, upon demand, be entitled to late-payment interest at the rate and for the period mentioned in the general conditions. The demand must be submitted within two months of receiving late payment.

Article 29 Delivery

- 29.3 The packaging shall become the property of the recipient subject to environmental considerations.
- 29.5/6/7 The products must be delivered with all the required transport documents, invoice and delivery note. The contractor shall be responsible for resolving any issues arising from missing documentation. The packaging must be unopened, undamaged, and include all necessary markings.

Article 40 Settlement of disputes

Any disputes arising out of or relating to this contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Republic of North Macedonia in accordance with the national legislation of the state of the contracting authority

Article 44 Data protection

1. Processing of personal data related to the implementation of the contract by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.
2. To the extent that the contract covers an action financed by the European Union, the Contracting Authority may share communications related to the implementation of the contract, with the European Commission. These exchanges shall be made to the Commission, solely for the purpose of allowing the latter to exercise its rights and obligations under the applicable legislative framework and under the financing agreement with the Partner country – contracting authority. The exchanges may involve transfers of personal data (such as names, contact details, signatures and CVs) of natural persons involved in the implementation of the contract (such as contractors, personnel, experts, trainees, subcontractors, insurers, guarantors, auditors and legal counsel). In cases where the contractor is processing personal data in the context of the implementation of the contract, he/she shall accordingly inform the data subjects of the possible transmission of their data to the Commission. When personal data is transmitted to the Commission, the latter processes them in accordance with Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC¹ and as detailed in the specific privacy statement published at ePRAG.

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¹ OJ L 205 of 21.11.2018, p. 39