

Open Call for Tender

for a Project Leader for the development of a standardized method and the elaboration of a European Standard on sampling of organic and organo-mineral fertilizers within the scope of Working Group CEN/TC 260/WG 1 “Sampling”

Starting date: 2023-09-22

Deadline for tenders: 2023-10-31

I Introduction

I.1 General

A project of CEN/TC 260/WG 1 “Sampling” is subject to this call for tender. A detailed overview of the project is presented in Annex B. The project requires the development and testing of a standardized sampling methods. The method will form the basis for the drafting of a European Standard (EN).

For this project, a project leader will be contracted to develop and test the method and draft the European Standard.

I.2 Context

With Standardization Request (SReq) M/564 of February 2020, its first amendment of January 2022 and the second amendment (in development), the European Commission (EC) charged the European Committee for Standardization (CEN) to elaborate harmonized European Standards and European standardization deliverables in the framework of the [Regulation \(EU\) 2019/1009 on fertilising products](#).

The new Regulation creates a level playing field for all fertilizing products. At the same time, new common requirements for quality, safety and labelling will allow European farmers to make informed choices, contributing to making food production more cost and resource effective. The harmonized standards will help economic operators and competent authorities to verify the compliance of CE-marked fertilizing products against the legal requirements.

The aim of the SReq is to develop methods on sampling and analysis of fertilizing products. The establishment of standardized methods of analysis is of utmost importance to guarantee a uniform application and control of the European legislation in all Member States. Standardized methods of analysis are an indispensable element in increasing the quality and safety for fertilizing products for the benefit of farmers. In this perspective, validated modern analytical methods are a prerequisite for reliable analytical results.

In accordance with Article 13(2) of Regulation (EU) 2019/1009, tests for verifying the conformity of EU fertilizing products with the requirements set out in Annexes I, II and III to that Regulation which are in conformity with harmonized standards or parts thereof, the references of which have been published in the Official Journal of the European Union, are to be presumed to be reliable and reproducible to the extent that the tests are covered by those standards or parts thereof.

Harmonized standards help ensuring a high level of protection of human, animal and plant health and of the environment throughout the European Union and contribute to the free movement of quality EU fertilizing products in the Union. Given that such standards are technology-neutral and performance-based, they also contribute to ensuring equal conditions of competition among relevant economic operators dealing with EU fertilizing products, in particular small and medium-sized enterprises. Harmonized standards help manufacturers in proving the conformity of their products with the relevant requirements set out in Union harmonization legislation.

II Objectives

The objective of CEN/TC 260 “Fertilizers and liming materials” is the elaboration of harmonized standardized methods for sampling and analysis of fertilizers and liming materials. The secretariat is held by the German Institute for Standardization (DIN). Since 1995, about 100 European Standards, 8

Technical Specifications and 6 CEN-Reports were adopted by CEN/TC 260 in the frame of three EU Mandates as M/335, M/418 and M/455.

The elaboration of the elements requested in SReq M/564 and its amendments will be realized within CEN/TC 260 and its 5 Working Groups:

CEN/TC 260/WG 1 "Sampling" (Secretariat held by DIN, Germany);

CEN/TC 260/WG 3 "Liming materials" (Secretariat held by DIN, Germany);

CEN/TC 260/WG 5 "Chelating and complexing agents" (Secretariat held by UNE, Spain);

CEN/TC 260/WG 7 "Inorganic fertilizers and inhibitors" (Secretariat held by DIN, Germany);

CEN/TC 260/WG 8 "Organic and organo-mineral fertilizers" (Secretariat held by BN FERTI on behalf of AFNOR, France).

According to the Standardization Request M/564 and its amendments in support of Regulation (EU) 2019/1009, the resulting work programme for CEN/TC 260 comprises the drafting of about 78 European Standards of which 45 will be preceded by a CEN Technical Specification published in 2022.

These standardization deliverables will cover fertilizing products under the following Product Function Categories:

PFC 1 Fertilizers

PFC1/A Organic fertilizers

PFC 1/B Organo-mineral fertilizers

PFC 1/C Inorganic fertilizers

PFC 2 Liming materials

PFC 5 Inhibitors

PFC 7 Fertilizing product blends,

and the following Component Material Categories (CMCs):

CMC 1 Virgin material substances and mixtures

CMC 8 Nutrient Polymers.

Furthermore, other CMCs will be addressed in the standardization deliverables if relevant for the fertilizing products of CEN/TC 260.

The work is carefully coordinated together with CEN/TC 223 'Soil improvers and growing media' (internal liaison) and CEN/TC 455 'Plant biostimulants' (internal liaison). Where possible, work will be coordinated with ISO/TC 134 'Fertilizers, growing media and beneficial substances'.

The project subject to this call (see Annex B) is allocated to CEN/TC 260/WG 1 "Sampling".

III Execution

III.1 General tasks of Project Leaders

The project leader will be responsible for the execution of the project including the development and validation of the test method, which involves the following tasks:

- monitor and coordinate the progress of the project;
- establish the range of organic and organo-mineral fertilizers (as defined in Regulation (EU) 2019/1009) currently on the European market
- establish and provide details of sampling methods currently used by industry and compliance authorities when taking samples of these categories of fertilizing products;
- prepare a protocol taking into account the preliminary work undertaken by CEN/TC 260/WG 1 as well as the technical requirements of Regulation (EU) 2019/1009 and submit the protocol to CEN/TC 260/WG 1 for approval;
- find producers of the target fertilizing products and organize necessary facilities for test sampling;
- organise and supervise sampling trials, including analysis of samples and evaluation of results, according to the agreed protocol, on three target products (target products in agreement with CEN/TC 260/WG 1);
- establish whether existing sampling methods will produce a representative sample of the target products for physical, chemical and microbiological testing, paying particular attention to product stored in bulk heaps;

- if existing methods are found to be inadequate, investigate any alternative methods and test and validate if found acceptable;
- prepare the draft for the European Standard based on the agreed protocol and test results in cooperation with CEN/TC 260/WG 1 (the draft must be approved by CEN/TC 260/WG 1 and CEN/TC 260 whereupon the formal CEN-procedure starts);
- inform CEN/TC 260/WG 1 "Sampling" of the progress of the project and take part in discussions on progress, test results and EN draft at its meetings where this specific project is on the agenda (estimated at three meetings per year including web meetings);
- discuss results of the work/drafts within CEN/TC 260/WG 1 at least at every meeting and at the end of each stage (1st working draft, finalisation of Enquiry draft and Formal Vote draft);
- prepare progress reports to be submitted to CEN/TC 260/WG 1 including interim and final reports, which will be submitted to the European Commission.
- evaluate and advise on technical comments given during meetings/by correspondence of CEN/TC 260/WG 1 and CEN/TC 260 and during the voting periods of the EN drafts (first working draft, enquiry and, if necessary, formal vote); and comments of the Harmonised Standards (HAS) consultant(s) at any stage (1st working draft, Enquiry draft and Formal Vote);
- invite a nominated member of WG 1 to observe any practical sampling work carried out under this project.

III.2 Timeframe

The service contract shall enter into force on the date on which it is signed by the last contracting party. The contracts with the selected technical project leader will be signed following the signature of the contract between CEN and EC/EFTA. The below target dates and timeframe are a realistic estimation but may still change as they have not yet been approved by the EC.

The European Standard corresponding to the project subject to this call for tender shall be finalized by 1 July 2027 at the latest. Maximum target dates for the project are as follows:

Step 1: Approval of work programme, protocol and draft sampling method by CEN/TC 260/WG 1	1 January 2024
Step 2: Circulation of 1st Working Draft (stage 20.60)	1 August 2024
Step 3: Interim report on the status of the project	1 July 2025
Step 4: prEN Enquiry Draft (stage code 30.99)	1 January 2026
Step 5: FprEN Formal Vote Draft (stage code 45.99)	1 January 2027
Step 6: Final report	1 July 2027

The project leader shall respect the deadlines of the deliverables. If deadlines are not kept, EC is entitled to withhold payment. If documents pass through one or more stages earlier than indicated, the Secretariat of CEN/TC 260 aims to implement subsequent target dates earlier as well. This will involve consultation with the project leader. The project leader is obliged to start the work accordingly earlier. The minimum intervals between target dates will be respected. After activation of the respective deliverable, the target dates specified in the CEN/CENELEC Internal Regulations must also be respected by the project leader (see <https://boss.cen.eu/developingdeliverables/pages/en/pages/>).

IV Financial support

The European Commission and EFTA have decided to provide financial support to the test method development, the test method validation and the standardization work. The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in MGA N°2021-04 and also in compliance with [EC Financial Regulation](#), and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the MGA N°2021-04, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts & invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices for any consumables, purchase orders, etc...).

Costs incurred before the Grant Agreement is signed (unless, exceptionally differently agreed with the EC) and before the selection procedure is finalized, will not be considered as eligible for EU financial support.

V Selection criteria

The applicants shall comply with the following requirements:

1. Financial and economic capacity to execute the project
 - Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract.
 - Sufficient financial capacity to cover all pre-financing foreseen under the contract.
2. Technical and professional capacity
 - access to a laboratory (preferably ISO/IEC 17025 accredited) including the necessary equipment to effectively carry out the project and with an established analytical quality system;
 - at least 3 years experience with comparable projects in the development and testing of sampling methods;
 - significant experience in the representative sampling of fertilizing products or similar type products;
 - sound educational qualifications, and further qualifications / significant experience in the area of quality assurance, sampling and agricultural fertilizers (of the relevant personnel involved);
 - at least 2 years of experience in European and/or International standardization of the relevant personnel involved;
 - ability to collate data and results and write comprehensive reports with conclusions and recommendations as required;
 - a good knowledge/qualification (or access to) for the statistical interpretation of measurement data;
 - knowledge of relevant European legislation;
 - communication skills and proficiency in English.

VI Award criteria

The selection of the most suitable candidate will be made on the basis of the following criteria.

- a) Documented experience (maximum **40 points**):
 - experience with comparable projects on the development and testing of sampling methods;
 - experience in European and/or International standardization work;
 - experience as project leader for projects in standardization;
 - adequate industrial and academic background;
 - general project management and communication skills including proficiency in English.
- b) Organisation (demonstration of the ability to carry out the project, maximum **30 points**):
 - planning/organisation of the development and validation of sampling methods;
 - infrastructure (access to a laboratory, equipment, etc.);
 - established analytical quality system;
 - ability to submit agreed deliverables at or before specified dates;
 - ability to submit detailed cost estimations.

- c) Price (maximum **30 points**)

The candidate who will reach the highest scores according to the below formula will be considered as the best value for money offer and hence should be the candidate selected to perform the expected activities (unless force majeure).

Score for tender X = (points awarded for documented experience) + (points for organisation) + $30 \left(\frac{\text{cheapest price}}{\text{price of tender X}} \right)$

Scores from 0 to x are possible. Tenders scoring less than 65 % of the overall total points or less than 50 % of the points awarded for a single criterion (criterion a) and b), respectively) will be excluded from the remaining assessment procedure.

VII Eligibility criteria

The following candidates will be excluded:

- Candidates who were the subject of a non-likely judgment of recourse for a professional infringement
- Candidates who are in an irregular tax situation or in an irregular special taxation situation
- Candidates who provide incomplete or erroneous information.
- Candidates who submit their application after the submission deadline.
- Candidates with any conflict of interest.

VIII Tenders

Tenders shall be sent to Dr. Sophie Dithmer, secretary of CEN/TC 260, as soon as possible, to be received at the latest by 2023-10-31. Tenderers must place a bid inside a sealed envelope clearly marked CONFIDENTIAL, placing the sealed envelope in a second envelope which is posted to the address indicated.

The tender shall be in English and contain:

- Application form in Annex C;
- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise for the position as project leader;
- Any required accreditation certificates;
- A schedule and a description of the execution of the tasks which will be carried out in the project as such;
- A table in the format given in Annex A with detailed information on the costs;
- Appropriate documentation to prove the economic and financial capacities;
- Any further documents to prove the qualification required in the above Clauses on Selection and Award criteria;
- A signed declaration, (see Annex C) by which the candidate(s) certifies not to be subject to one of the exclusion criteria as described in Clause "Eligibility criteria" and the veracity of the adjoining documents.

Please note that, to ensure equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. Therefore, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also that proposals deviating from the technical specifications may be rejected for non-conformity.

Candidates may apply for more than one role. In case of multiple applications candidates shall state their priorities.

Tenders should be sent by legal representative, i.e. to be considered, any possible association has to be formalized according to the local legislation before submitting the tender. Working teams, partnerships and other groups of people, particularly under the aegis of an institute qualify as contractors for the service contracts awarded in the course of this CfT (Call for Tender). Partnerships or joint ventures and other legally binding co-operations regardless of their organizational form qualify as well, provided they are recognized entities under the applicable national laws. Potential candidates may come from the public sector as well as from the private industry. It is essential however that the qualifications and experience of the individual fulfilling the tasks are properly described.

It is possible to apply for a work package as a consortium. If a consortium is formed, one institute needs to be identified as the leader of the consortium and the division of labour between the consortium members should be clearly described and justified. In this case, only the leader of the consortium would sign the contract with the contractor and ensure that all tasks are fulfilled and is responsible for the justifications and expenses of the consortium members. It is essential however that all members of the consortium are properly identified within the offer.

Regarding question concerning the information provided in this call for tender or in case of need for clarification or additional information please contact Dr. Sophie Dithmer (for contact details please see below).

If due to queries or other reasons supplementary information to this call for tender is required, this will be published on the website of DIN: <https://www.din.de/de/mitwirken/ausschreibungen>.

Your application shall be sent in a sealed envelope clearly marked CONFIDENTIAL, placing the sealed envelope in a second envelope to

DIN Deutsches Institut für Normung e. V.
Frau Dr. Sophie Dithmer
Burggrafenstraße 6
10787 Berlin
Germany

For questions, please use the following email address:

E-Mail: Sophie.Dithmer@din.de

Annex A

Table with detailed information on the costs

The following table shall be used in the tender to give detailed information on the costs regarding the work of 'Advertised position'.

Organisation / Staff level	Daily rate	Number of person-days	Total	Travel budget	Others (such as supplies, consumables)	Total cost
	0,00	0	0,00	0,00	0,00	0,00
	0,00	0	0,00	0,00	0,00	0,00
	0,00	0	0,00	0,00	0,00	0,00

Annex B

Further details of the project

<i>Fertilizers, liming materials and inhibitors — Sampling and sample preparation — Sampling of organic and organo-mineral fertilizers</i>

Note 1: Organic and organo-mineral materials in a static heap should be tested by comparing the method in EN 1482-3 with the in-motion method in EN 1482-1 to make a recommendation whether current methods can be applied. It might be possible that a new part 5 of the EN 1482 series has to be developed.

Note 2: 3 materials shall be tested: one single ingredient organic material + two blends of different compositions and different ingredients (e.g., one pelleted and one non pelleted).

Note 3: Tenders should indicate the quantity of the materials to be subject to test and the parameters the samples will be tested for.
--

Note 4: The products could be moved by conveyor belt to produce a static heap samples being taken from or at the end the conveyor and then from the heap built up. It is suggested that two different sampling officers undertake the sampling process producing two results.

Annex C

Application to a Call for Tender process in compliance with SMP Single Market Programme Regulation (and its financing decision) & MGA (Mono or Multi beneficiary(ies) Grant Agreement)

A- Contact details of the Expert

Name: Position: Phone: Email address: Personal website (if any)
--

B- Information about the organisation/s the expert is working (name, website, contact person, phone, email)

--

C- Curriculum Vitae (maximum 4 A4 pages)

D- Please specify for which position you are applying:
(should correspond to one of the call positions)

.....

E- Please describe and show evidence of the required skills and expertise for the role you are applying for (half a page maximum including your proposed approach)

Yes	No	Skills and expertise	Short description of the evidence of the required skills and expertise for the role you are applying for
1. Financial and economic capacity to execute the project			
		Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract	

		Sufficient financial capacity to cover all pre-financing foreseen under the contract.	
2. Technical and professional capacity			
		access to a laboratory (preferably ISO/IEC 17025 accredited) including the necessary equipment to effectively carry out the project and with an established analytical quality system	
		at least 3 years experience with comparable projects in the development and testing of sampling methods	
		significant experience in the representative sampling of fertilizing products or similar type products	
		sound educational qualifications, and further qualifications / significant experience in the area of quality assurance, sampling and agricultural fertilizers (of the relevant personnel involved)	
		at least 2 years of experience in European and/or International standardization of the relevant personnel involved	
		ability to collate data and results and write comprehensive reports with conclusions and recommendations as required	
		a good knowledge/qualification (or access to) for the statistical interpretation of measurement data	
		knowledge of relevant European legislation	
		communication skills and proficiency in English	

F- Information on the costs of the experts

- Daily rates:
 - Number of person-days:
 - Cost for travels:
 - Other costs:
-

Total costs:

G- Description of the offer (answer to the call for tender)

I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

- a) subject of a non-likely judgment of recourse for a professional infringement
- b) to be in an irregular tax situation or in an irregular special taxation situation
- c) to provide with incomplete or erroneous information

I also certify that I had no conflict of interest by submitting the present offer.

Signed:

On behalf of :(print name here)

Date:

Annex D
Draft Service Contract

Draft Service contract

Between

DIN Deutsches Institut für Normung e. V.
Am DIN-Platz
Burggrafenstraße 6
10787 Berlin
hereinafter referred to as "DIN"

and

<<Subcontractor>>

<<Address>>

.....

hereinafter referred to as the "CONTRACTOR"

Introduction

The European Commission/EFTA has decided to fund SA/CEN/2021-04 "Fertilizers and liming materials". This project is dealt with by CEN/TC 260/WG 1 "Sampling", the secretariat of which is held by DIN. DIN assures the organizational coordination work on behalf of CEN/TC 260/WG 1.

1. Object of the Service contract

The CONTRACTOR agrees that it will participate as a <<project leader>> for a cumulative amount of <<xx person-days starting from 20xx-xx-xx and finishing by 20xx-xx-xx in the Project Team of CEN/TC 260/WG 1 >> which is tasked to produce the following deliverable:

*Fertilizers, liming materials and inhibitors — Sampling and sample preparation —
Sampling of organic and organo-mineral fertilizers*

2. Duties of the CONTRACTOR

The CONTRACTOR's duties will include:

1. monitor and coordinate the progress of the project;
2. establish the range of organic and organo-mineral fertilizers (as defined in Regulation (EU) 2019/1009) currently on the European market
3. establish and provide details of sampling methods currently used by industry and compliance authorities when taking samples of these categories of fertilizing products;
4. prepare a protocol taking into account the preliminary work undertaken by CEN/TC 260/WG 1 as well as the technical requirements of Regulation (EU) 2019/1009 and submit the protocol to CEN/TC 260/WG 1 for approval;
5. find producers of the target fertilizing products and organize necessary facilities for test sampling;
6. organise and supervise sampling trials, including analysis of samples and evaluation of results, according to the agreed protocol, on three target products (target products in agreement with CEN/TC 260/WG 1);
7. establish whether existing sampling methods will produce a representative sample of the target products for physical, chemical and microbiological testing, paying particular attention to product stored in bulk heaps;
8. if existing methods are found to be inadequate, investigate any alternative methods and test and validate if found acceptable;
9. prepare the draft for the European Standard based on the agreed protocol and test results in cooperation with CEN/TC 260/WG 1 (the draft must be approved by CEN/TC 260/WG 1 and CEN/TC 260 whereupon the formal CEN-procedure starts);
10. inform CEN/TC 260/WG 1 "Sampling" of the progress of the project and take part in discussions on progress, test results and EN draft at its meetings where this specific project is on the agenda (estimated at three meetings per year including web meetings);
11. discuss results of the work/drafts within CEN/TC 260/WG 1 at least at every meeting and at the end of each stage (1st working draft, finalisation of Enquiry draft and Formal Vote draft);
12. prepare progress reports to be submitted to CEN/TC 260/WG 1 including interim and final reports, which will be submitted to the European Commission.
13. evaluate and advise on technical comments given during meetings/by correspondence of CEN/TC 260/WG 1 and CEN/TC 260 and during the voting periods of the EN drafts (first working draft, enquiry and, if necessary, formal vote); and comments of the Harmonised Standards (HAS) consultant(s) at any stage (1st working draft, Enquiry draft and Formal Vote);
14. invite a nominated member of WG 1 to observe any practical sampling work carried out under this project.

The CONTRACTOR undertakes to perform its duties with reasonable care and skill applying recognized practices. The CONTRACTOR is not entitled to subcontract any rights and obligations of this Service contract without the prior written consent of DIN.

The selection procedure documented in the open call for tender, sections V, VI and VII selected the CONTRACTOR on the basis of its personal qualification and

experience. All man days under this Service contract must therefore be performed by the CONTRACTOR in person. Any deviations from this must be justified in writing and authorized by the European Commission before any related funds can be disbursed.

In particular, the following target dates for each step shall be adhered to. In case of non-adherence to the target dates, the Commission/EFTA is entitled to cancel the funding.

Step 1: Approval of work programme, protocol and draft sampling method by CEN/TC 260/WG 1	1 January 2024
Step 2: Circulation of 1st Working Draft (stage 20.60)	1 June 2024
Step 3: Interim report on the status of the project	1 July 2025
Step 4: prEN Enquiry Draft (stage code 30.99)	1 January 2026
Step 5: FprEN Formal Vote Draft (stage code 45.99)	1 January 2027
Step 6: Final report	1 July 2027

If documents pass through one or more stages earlier than indicated, the Secretariat of CEN/TC 260 aims to implement subsequent target dates earlier as well. This will involve consultation with the project leader. The project leader is obliged to start the work accordingly earlier. The minimum intervals between target dates will be respected. After activation of the respective deliverable, the target dates specified in the CEN/CENELEC Internal Regulations must also be respected by the project leader (see <https://boss.cen.eu/developingdeliverables/pages/en/pages/>).

The CONTRACTOR has to record the expenses for material and human resources (including exact date and hours). These records have to be kept for 10 years for possible inspection by DIN or a charged legal institution. Upon request, DIN or a charged legal institution shall have unhindered access to the accounts and documents which may be required for auditing purposes.

<<in case the CONTRACTOR is from a non-EEA country, the following paragraph will be included: DIN and the CONTRACTOR aim to fulfil their duties in a way that takes into account their social and environmental responsibilities, including the delivery of sustainable livelihoods and development opportunities to people. The CONTRACTOR undertakes to meet the relevant social and environmental standards. In particular, the CONTRACTOR commits itself not to use child labour and adheres to the UN Convention on the Rights of the Child, and national / local law on the employment of children. The CONTRACTOR ensures that there is no forced labour in its workforce. The CONTRACTOR provides a safe and healthy working environment for employees. It complies, at a minimum, with national and local laws and ILO conventions on health and safety. Working hours and conditions for employees comply with conditions established by national and local laws and ILO conventions. If the CONTRACTOR is engaged in production, it undertakes to maximize the use of raw materials from sustainably managed sources in their ranges, buying locally when possible. It uses production technologies that seek to reduce energy consumption and where possible use renewable energy technologies that minimize greenhouse gas emissions. It seeks to minimize the impact of its waste stream on the environment.>>

3. Obligations of DIN

DIN will send the CONTRACTOR on its request the final report of the project the CONTRACTOR participated in.

4. Invoicing and Payment

In consideration of the work carried out according to this Service contract, the CONTRACTOR shall invoice to DIN <<<a maximum daily rate of XXX € per person-day up to a maximum of xx person-days, travel costs and others (such as sample analysis, laboratory supplies, sample instruments, leasing machinery and operational costs) totalling a maximum sum of xx € >>>>. Invoicing shall be done as follows:

Step A: upon signature of this service contract: 15 % of above sum;

Step B: provision of interim report provided acceptance by the Commission of the interim report: up to 25 % of above sum;

Step C: provision of final report provided acceptance by the Commission of the final report: the remaining balance of above sum.

The information is subject to changes in the Grant Agreement.

The invoice shall state the following VAT numbers:

DIN: UST-ID-Nr: DE 136 622 143

DIN: UST-Nr: 27/640/50470

CONTRACTOR VAT identification number:

The aforesaid sum shall be understood to cover all expenditure incurred by the CONTRACTOR in the performance of this contract.

The payments are due only if the CONTRACTOR has fulfilled the tasks within the given time schedule, DIN has approved the results and the CONTRACTOR has sent a detailed invoice (material, cost for staff, travel etc.) that fulfils the requirements described below. All items shall be based on real costs as actually incurred. Estimated costs shall not be invoiced.

DIN has the right to demand invoices and documentation of work done before paying.

Payments will be made to the CONTRACTOR with the following Bank details:

[Name of the Bank]

[Full address of Bank]

€ (EUR) Account No ...

IBAN (International Bank Account Number): ...

BIC or SWIFT CODE (Business Identifier Code): ...

Each invoice shall comply with the requirements listed in the annexed document from EC, and be accompanied by a declaration of the real costs incurred, clearly stating the number of days worked and the period within which the days were worked.

The declaration:

- must be signed;
- must specify that 'working days' means 'full working days'
- must specify the period within which the tasks were performed.

The signed declaration shall be in the following format:

"I the undersigned declare that I worked the following number of days (full working days) within the framework of my Service contract with DIN [reference of this Service contract]:

- in the reporting period [fromto] [number] days."

The total amount that the CONTRACTOR will in fact receive depends on whether the defined tasks of the CONTRACTOR have been completed (the number of days actually spent by the CONTRACTOR in the context of this service contract, or the extent of tasks fulfilled if the number of man days was not specified).

Payment by DIN does not constitute acceptance of performance and is subject to the complete and due performance of the contract.

5. Provisions relating to fiscal charges

The CONTRACTOR will remain responsible for all taxes imposed on it and other related obligations that arise as a result of this Service contract.

6. Responsibility and Liability

DIN shall in no case, and under no circumstances, be held responsible for claims arising out of the present Service contract and relating to damages caused by the CONTRACTOR, its employees or a third party. No request of indemnity or reinstatement relating to such claims may be addressed to DIN.

The CONTRACTOR shall, in respect of the staff designated for the performance of this Service contract, observe all regulations of labour law, in particular the regulations of social security and fiscal law.

7. Confidentiality

The CONTRACTOR undertakes to maintain confidentiality as regards all actions necessary to fulfil the contracted duties. Both parties commit themselves to mutual loyalty.

8. Copyright

The CONTRACTOR undertakes to assign to DIN (or as DIN may direct) its patrimonial rights of exploitation and all and any intellectual property rights in the works developed by it under the scope of this Service contract.

Such assigned rights include reproduction rights including the publication, distribution, adjustment, translation, renting, loan, the remuneration rights for duplication and loan, as well as the rights of communication to the public of the works, in total or in part, in summary or with comments, and including the right to transfer all exploitation licences and to authorise all sub-licences.

The transfer of rights covers all languages and covers all forms of exploitation known at present and non-restrictively; publication by all means and via all graphical support systems, by print, press, photocopy, microfilms and via all magnetic, computerised and numerical support systems, memory cards, CD-ROMs, films, photographs, slides, teledistribution, cable, satellite, disks and online document servers.

For all and each of the assigned exploitation modes, the transfer is granted free of charge, for all countries and for the total duration of the intellectual property rights.

9. Termination

Regardless of other claims, in the case of serious disrespect of the terms of the Service contract by the CONTRACTOR (inter alia where the work is not provided in accordance with the terms of this Service contract, or not completed within the time limits according to this Service contract), DIN may cancel the contract at any time without notice.

Should the performance of the project as a whole be obstructed or jeopardized by circumstances beyond the control of the parties, DIN may cancel the Service contract giving six weeks' notice.

10. Withdrawal

DIN is entitled to withdraw from this Service contract if the European Commission/EFTA does not pay the funds to DIN or retroactively reclaims funds already paid to DIN under the Specific Grant Agreement, as any such payment is dependent on EC's acceptance of the interim and final reports defined in the Specific Grant Agreement.

11. Administrative provisions

With the exception of invoices, all correspondence with DIN concerning the performance of this Service contract shall be addressed as follows:

Dr. Sophie Dithmer, Secretary CEN/TC 260, Phone: +49 30 2601-2647
email: sophie.dithmer@din.de

All invoices to DIN shall be addressed as follows:

DIN Deutsches Institut für Normung e. V.
Buchhaltung
Am DIN-Platz
Burggrafenstraße 6
10787 Berlin

All correspondence with the CONTRACTOR shall be addressed as follows:

<<Mr/Ms NN Phone: , email>>

12. Assignment

The CONTRACTOR shall not assign, transfer, subcontract or in any other manner make over to any third party the benefit and/or burden of this Service contract without the prior written consent of DIN.

13. Alterations to the Service contract

Subsidiary agreements and modifications to this Service contract are only legally binding when in written form and signed by both parties. This applies also to any agreement by which such written form requirement is to be contracted out.

14. Validity

If any of the provisions of this Service contract shall become or be held invalid or unenforceable, this shall not affect any part of the remaining contract.

15. Place of jurisdiction

Place of jurisdiction for all disputes arising out of or in connection with this Service contract shall be Berlin.

16. Applicable Law

This Service contract shall be governed by and interpreted in accordance with German Law.

For DIN Deutsches Institut für Normung e. V.

For the CONTRACTOR

.....
Christoph Winterhalter
Chairman of the Executive Board
(Stamp)

.....
<<Name, Position>>
(Stamp)

(Date)

(Date)

.....
i. V. Matthias Kritzler-Picht
Head of G Food, Packaging, Plastics

(Date)

Annex 1

EC Mandatory Content of an Invoice

Supplier information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
Full name of the supplier	
Full address of the supplier	
The VAT identification number of the supplier in accordance with ISO Standard under which he supplied the goods and services (for all member states except Bulgaria)	For Bulgaria, Cyprus, Germany, Greece, Romania, Slovakia: Tax reference number of the supplier , in other cases, where your country refrains from allocating a VAT identification number in accordance with ISO Standard for certain cases
	For Belgium, Cyprus, Denmark, Estonia, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Poland Portugal, Romania, Slovenia: <ul style="list-style-type: none"> • Full name of tax representative (if any) of the supplier where the person liable to pay VAT is the tax representative, • Full address of the tax representative (if any) of the supplier where the person liable to pay VAT is the tax representative, • VAT identification number of the fiscal representative in accordance with ISO Standard (if any) of the supplier where the person liable to pay the VAT is the tax representative.

Customer information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
Full name of the customer	
Full address of the customer	
The VAT identification number of the customer in accordance with ISO Standard where the customer is liable to pay the VAT or in case of intra-Community supplies (except for Bulgaria)	For Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Germany, Greece, Latvia, Lithuania, Malta, Poland, Portugal, Romania, Slovak Republic, Spain: The VAT identification number of the customer in other cases than general rule.
	For Belgium, Cyprus, Estonia, Greece, Hungary, Italy, Latvia, Lithuania, Netherlands, Poland, Portugal, Romania, Slovenia: <ul style="list-style-type: none"> • Full name of the tax representative (if any) of the customer where the person liable to pay VAT is the tax representative • Full address of the tax representative (if any) of the customer where the person liable to pay VAT is the tax representative • VAT identification number of the fiscal representative (if any) the customer where the person liable to pay the VAT is the tax representative

Content information

Compulsory information for an invoice for all or majority of member states	Compulsory information for an invoice for certain member states only
<ul style="list-style-type: none"> • Sequential number based on one or more series, which uniquely identifies the invoice • Date of issue of the invoice • Date on which the supply of goods or services was made or completed or the date on which the payment on account was made before any supply, insofar as that a date can be determined and differs from the date of issue of the invoice (except for Bulgaria) • Description/nature of the goods or services • Quantity of the goods supplied or the extent and nature of the services rendered • Price per unit (excluding VAT) (except for Germany) • Any discounts or rebates, not included in the unit price (except for Austria) • Taxable amount per VAT rate or exemption • VAT rate(s) applied • Total VAT amount 	<p>Where an exemption is involved or where the customer is liable to pay the tax further information should be given accordingly :</p> <ul style="list-style-type: none"> • Reference to the appropriate provision of the Sixth directive for: <p>Austria, Belgium, Cyprus, Denmark, Estonia, Finland, France Germany, Ireland Lithuania Luxembourg, Netherlands, Poland, Portugal, Sweden, Spain, UK</p> <p>OR</p> <ul style="list-style-type: none"> • Reference to the corresponding national provision for: <p>Czech Republic, Greece, Hungary, Italy, Latvia, Malta, Slovak Republic, Slovenia, Austria, Belgium, Cyprus, Denmark, Estonia, Finland, France Germany, Ireland Lithuania Luxembourg, Netherlands, Poland, Portugal, Sweden, Spain, UK</p> <p>OR</p> <ul style="list-style-type: none"> • Any indication that the supply is exempt or subject to the reverse charge procedure for: <p>Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Finland, France Germany, Greece, Hungary, Ireland, Luxembourg, Malta, Portugal, Romania, Netherlands, Poland, Sweden, Spain, UK</p>
	<p>For Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France Greece, Hungary, Ireland, Italy, Malta, Netherlands, Latvia, Lithuania, Luxembourg, Poland, Portugal, Romania, Slovak Republic, Slovenia, Sweden, Spain, UK:</p> <p>Obligation to mention the amounts on the invoice in the local currency</p>
	<p>For Bulgaria, Greece, Hungary, Lithuania, Poland, Romania, UK:</p> <p>Obligation to issue the invoice in one of the official languages</p>

WARNING: the issuer of the invoice should follow the VAT legislation in force at the time the invoice is issued