

Appendix Instructions for SSA-R – Framework Agreement

Contents:

Appendix 1: General description of the deliverables to which the framework applies, and an overview of the principals who may issue awarding contracts under the Framework Agreement2

Appendix 2: Procedures for issuing awarding contracts under the Framework Agreement3

Appendix 3: Agreement terms and conditions for the awarding contracts that may be issued under the Framework Agreement with completed Appendices4

Appendix 4: Administrative provisions.....5

Appendix 5: Prices and price provisions.....6

Appendix 1: General description of the deliverables to which the framework applies, and an overview of the principals who may issue awarding contracts under the Framework Agreement

The Agreement, clause 1.1 Purpose and scope

The framework agreement concerns the delivery of hardware equipment and software in Moldova. The purpose for this agreement is to implement technical solutions for storage, distribution and use of geospatial data by public authorities in Moldova.

The equipment and software shall be delivered to the following recipients:

The Agency for Land Relations and Cadastre (ALRC),
Regional and local public administrations - municipalities and communes,
The Congress of Local Authorities from Moldova (CALM)

In total, there will be over 100 unique recipients in Moldova.

The partner institution and the project beneficiary in Moldova is the State Agency for Land Relations and Cadastre (ALRC). ALRC will be the main recipient of all deliverables and will distribute the equipment further to the recipients during the contract period.

The Contractor is responsible for physical delivery, installation and testing of the equipment at each of the recipients.

An overview of any principals other than the Customer who can award contracts under the Framework Agreement shall be provided here:

Name of principal	Name and title of contact person at principal	Contact information
State Agency for Land Relations and Cadastre (ALRC).		

Appendix 2: Procedures for issuing awarding contracts under the Framework Agreement

The Agreement, clause 2.1 Issuing awarding contracts (ordering procedure)

The framework agreement is concluded with one contractor.

The Customer and ALRC will send a delivery order to the supplier, separately for each recipient.

The Contractor shall provide to ALRC documentation accompanying each delivery:

- A list of equipment to be delivered to a specific recipient at a specific address, and
- A protocol confirming transfer of goods/services from the supplier to ALRC.

ALRC, as the main beneficiary of the project, will receive the above documentation from the Contractor.

The Contractor is responsible for physical delivery, installation and testing of the ordered equipment at each of the specific recipients' addresses.

Each delivery is a subject for approval by ALRC.

For each order the basis of the contract terms and conditions in the framework agreement applies and a purchase agreement shall be issued and signed by both parties.

Appendix 3: Agreement terms and conditions for the awarding contracts that may be issued under the Framework Agreement with completed Appendices

Tick the relevant agreement(s):

	Agreement	Issuer	Version	Selected awarding contracts:
SSA-K	Purchase Agreement - Agreement governing the purchase of software and equipment	Difi	December 2018	[X]
SSA-T	Development and Customisation Agreement - Agreement governing the delivery of software that is developed or customised for the Customer	Difi	December 2018	[]
SSA-S	Agile Software Development Agreement - Agreement governing agile software development	Difi	December 2018	[]
SSA-V	Maintenance Agreement - Agreement governing the maintenance and servicing of software and equipment	Difi	December 2018	[]
SSA-D	Operational Services Agreement - Agreement governing the purchase of operational services	Difi	December 2018	[]
SSA-B	Assistance Agreement - Agreement governing assistance to be provided by a Consultant	Difi	December 2018	[]
SSA-O	Research and Development Agreement - Agreement governing research and development work to be performed by a Consultant	Difi	December 2018	[]

Appendix 4: Administrative provisions

The Agreement, clause 1.3 Duration and termination – extension options

The duration of the contract period applies from the date the contract is signed by both parties and until 31.12.2022.

The Contracting authority has an option to extend the framework agreement on unchanged terms with one year so that the possible duration of the contract period will be until 31.12.2023.

Any extension of the contract must be triggered no later than three months before the expiration of the agreement

The Agreement, clause 3.1 Duty to respond to enquiries

The Contractor shall respond to the Customer's enquiries as quickly as possible, but no later than 1 week.

Appendix 5: Prices and price provisions

The Agreement, clause 6.1 Prices

Prices for the framework agreement are stated in the appendix Price offer form.

All amounts are to be listed in USD (American dollars) and the prices are to be listed inclusive of Value Added Tax, and inclusive of customs duties and any other indirect taxes.

The Agreement, clause 6.2 Price adjustments

Upon the Contractors request, the prices may be adjusted at the beginning of every calendar year. The Contractor must provide documentation and explain the adjustment for approval by the Customer before the adjustment applies.