

Special terms and conditions of contract

CONFIDENTIAL

For the project

Promoting Trade-related aspects for Circular Economy in ASEAN (TRACE)

with project processing number G-012528-001

in ASEAN (Cambodia, Lao PDR, Viet Nam)

and the tender published

Studies and Consultancy Service in Trade in Circular Economy

Transaction number: 10002570

[Transaction number and project processing number must be quoted in all correspondence and invoices]

commissioned by the

**Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH
Dag-Hammarskjöld-Weg 1 - 5
65760 Eschborn**

– hereinafter referred to as ‘GIZ’ –

**and implemented by the Contracted Party named in the contract award
notification**

the following special terms and conditions of contract shall apply:

Deutsche Gesellschaft für
Internationale Zusammenarbeit (GIZ) GmbH

Registered offices
Bonn and Eschborn, Germany

Friedrich-Ebert-Allee 32+36
53113 Bonn, Germany
T +49 228 4460-0
F +49 228 4460-1766

Dag-Hammarskjöld-Weg 1-5
65760 Eschborn, Germany
T +49 6196 79-0
F +49 6196 79-1115

E info@giz.de
I www.giz.de

Registered at
Local court (Amtsgericht)
Bonn, Germany
Registration no. HRB 18384
Local court (Amtsgericht)
Frankfurt am Main, Germany
Registration no. HRB 12394
VAT no. DE 113891176
Tax no. 040 250 56973

Chairperson of the Supervisory Board
Niels Annen, State Secretary

Management Board
Thorsten Schäfer-Gümbel (Chair)
Ingrid-Gabriela Hoven (Vice-Chair)
Anna Sophie Herken

Commerzbank AG Frankfurt am Main
BIC (SWIFT): COBADEFFXXX
IBAN: DE45 5004 0000 0588 9555 00

1. Purpose of the contract and intended development results of the overall project

The German Federal Ministry for Economic Cooperation and Development (BMZ) (the ultimate commissioning party) has commissioned GIZ to implement the overall project.

The objective of the overall project is Trade-related aspects of circular economy are operationalised by relevant public and private sector actors in the ASEAN region.

The objective of the tender published is to contribute to the achievement of the specific indicators of TRACE project.

2. Scope of work

In order to achieve this objective and the associated development results, the Contracted Party undertakes to perform the services and achieve the results listed in the terms of reference and specified in detail in the Contracted Party's tender.

Force majeure

To supplement Section 2.2.8 of the General Terms and Conditions of Contract, in the case of force majeure, GIZ and the Contracted Party undertake to adjust their contractual services to the changed circumstances in accordance with the principle of good faith; this applies to the performance period, the services to be delivered and, if necessary, the remuneration.

3. Start of the contract, performance period and place of supply

- 3.1 The contract comes into force upon notification of its award. The anticipated performance period begins in July 2026 and ends on 31.03.2029.

The final performance period will be specified in the contract award notification. In the event that it diverges from the anticipated performance period, the contract value may not be called in its entirety.

- 3.2 The Contracted Party performs the work/service for a permanent establishment of the GIZ project TRACE in

GIZ ASEAN, ASEAN Secretariat – Heritage Building 2nd floor
Jl. Sisingamangaraja 70 A, Kebayoran Baru,
Jakarta, Indonesia - 12110

In accordance with Section 3a, Paragraph 2, Sentence 2 of the German VAT Act (Umsatzsteuergesetz – UStG), the place of supply for VAT purposes is therefore in Indonesia.

4. Plan of operations

At the start of implementation and annually thereafter, the Contracted Party shall submit a plan of operations that sets out the assignment of experts in text form to the GIZ commission manager for approval. Amendments to the plan of operations require the prior approval of GIZ in text form.

5. Assignment of personnel

In order to perform the services, the Contracted Party shall assign the experts listed in the tender with price schedule. The price schedule indicates the duration of assignment of each expert.

Amendments to the duration of assignment specified in the price schedule, amendments to the personnel requirements and/or changes in the key experts assigned require the prior approval of GIZ, which shall be documented in a supplement to the contract.

Before each assignment of short-term experts, the Contracted Party shall submit to the GIZ commission manager an implementation proposal in text form (indicating the proposed expert, the terms of reference, the duration of the assignment, specification of inputs for the home country/country of assignment) for approval.

6. Procurement of materials and equipment

– Not applicable –

7. Local contributions

– Not applicable –

8. Reporting

- 8.1 The Contracted Party shall submit reports pursuant to the applicable General Terms and Conditions of Contract in the language and on the dates specified in the terms of reference and in accordance with any other provisions laid down in this regard.

9. Remuneration

The agreed remuneration amount is laid down in the Contracted Party's price schedule, which forms an integral part of the contract.

In addition to the remuneration, GIZ shall pay VAT to the extent that it is applicable under statutory regulations (see Section 3 on determining the place of supply for VAT purposes).

10. Payments

The agreed remuneration shall be paid as follows:

10.1 Advance payment

Advance payments shall be made upon request for payment in text form no later than 15 days after the end of the calendar month in which the contractually agreed work was started.

The provision and the amount of any advance payments shall be specified in the contract award notification. In the event that security is required, this shall be mentioned in the contract award notification.

The advance payment shall be offset over the contract term, at the latest against the final invoice.

10.2 Settlements and interim invoices

The Contracted Party shall submit an interim invoice to GIZ for services actually provided every three months after the start of the contract. No further interim settlements may be applied for outside these intervals. The number of interim invoices in addition to the final invoice for this contract will be specified in the contract award notification.

11. Options or follow-on contract

11.1 Pursuant to Section 7 in the terms of reference, GIZ reserves the right to exercise options or enter into a follow-on contract

12. Repercussions in the absence of a Project Agreement under International Law and/or an Implementation Agreement

The Implementation Agreement has not yet been signed. As long as this remains the case, the assigned experts may not commence their outward journey until GIZ has given its prior approval in text form. Should the conclusion of the Implementation Agreement lead to modifications to the project that affect the content of this contract, the Parties shall agree any amendments to this contract in accordance with the principles of good faith.