



BTSF Info Day

Financial Management

Brussels 13th of June 2012

Executive Agency for Health and Consumers



Procurement:

(Art. 88 of the Financial Regulation)

*“Public contracts are **contracts** [...] concluded in writing between 1 or more economic operators and 1 or more contracting authorities [...] in order **to obtain, against the payment of a price paid in whole or in part from the budget, the supply of [...] assets, execution of work or the provision of services.**”*



European
Commission

Contract

Art. I.3 Contract price

- Price of the service
- Provisions
- **Reimbursements**

Art. I.4 Payment method

- Pre-financing
- Interim payment
- Balance payment

Art II.4 Payment condition

- guarantee > EUR 150.000
- reporting

Art. II.7 Reimbursements

Art. II. 11 Taxation

Tender Specification

Volume of the contract

- Duration
- Maximum amount

Price

- Currency
- FX rate
- Taxation, VAT

Terms of payment

- Payment methods
- Conditions of payments

Reports and documents

- Reporting requirements

Current payment procedure



Report (*Inception, Mid-term, Final*)

- 45-day approval period from EAHC

Invoice = commercial invoice in line with accounting rules

- 45-day payment delay
- Reference of the Contractor, contract number / project, bank account, VAT
- Amount: fixed percentage of price or "up to a X%" depending on how the contract takes costs of participants into consideration

Cost statement for participants expenditure with breakdown of cost per participants

Planned changes for future contracts



Work packages replacing lots

- Reduce administrative tasks
- Definition of specific fields with 3-4 work packages **not representing separate contracts**

Renewal clause

- Standard contracting terms with possible **renewal of +2 years**
- If: Availability of budget and Successful execution of tasks

Fixed price

- One price including all tasks (service supply, operational cost and expenses of the participants)
- Distinguish cost of contractor to meet EAHC (= reimbursable)
- Participants represent a unit at an agreed price = "**unit price per participant**" – to be proposed in the offer