



BTSF Info Day

Financial Management

Brussels 10th of September 2013

Executive Agency for Health and Consumers

Definition



Procurement:

(Art. 101 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.**”*

Contract

Art. I.3 Contract price

- Price of the service
- Contingency (1st phase)
- Reimbursements

Art. I.4 Payment method

- Pre-financing
- Interim payment
- Balance payment

Art II.4 Payment condition

- guarantee to diminish the risks – decision of the authorising officer
- reporting

Art. II.7 Reimbursements

Art. II. 11 Taxation/VAT

Tender Specification

Volume of the contract

- Duration
- Maximum amount

Price

- Currency
- Conversion rate
- Taxation, VAT

Terms of payment

- Payment methods
- Conditions of payments

Reports and documents

- Reporting requirements

Current payment procedure



Report (*Mid-term, Final*)

- 60-day approval and payment period from EAHC
- 30-day for advance payment

Invoice = commercial invoice in line with accounting rules

- 60-day payment period from the date of receipt of payment documents until the payment itself
- Reference of the Contractor, contract number / project, bank account, VAT
- Amount: **fixed percentage of price** for interim payments, whereas the final payment depends on the number of trained participants

Cost statement for reimbursable costs: fixed rates for accommodation and subsistence of contractor's own staff – only meetings with EAHC

Some new aspects of the contracts



Renewal clause

- Standard contracting terms with possible **renewal of +2 years**
- Availability of budget and Successful execution of tasks
- Persistence of training needs

Fixed price

- One price including all tasks (service supply)
- 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