



EUROPEAN INSTITUTE FOR GENDER EQUALITY

ORDER FORM No [complete]

governed by the provisions of Framework Contract No EIGE/2015/ADM/08
Organisation of events
signed on [complete]

<i>European Institute for Gender Equality</i> Gedimino pr. 16, Vilnius, Lithuania Code 2900764882 TEL.: +370 5 2157XXX	Mr/Mrs/Ms [complete] [Function] [Company name] [Official address in full]
Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the Institute is exempt from all taxes and dues, including value added tax, on payments due in respect of this Contract. Exemption is granted to the regulatory agencies by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption. For Lithuania the national legislation provides an exemption by means of a reimbursement. Thus, the amount of VAT is to be shown separately.	

Description of goods/services	Unit	Quantity	Unit price €	Total
TOTAL PRICE All inclusive				_____
<i>The duration of the tasks shall not exceed:</i>	[complete]			
<i>Execution of the tasks shall start from:</i>	[complete date]			
<i>Place of delivery or implementation:</i>	[complete]			
<i>Final date of delivery or implementation:</i>	[complete]			
<i>Terms of payment:</i>	[complete]			
<i>Guarantee:</i>	[complete]			

Acceptance of this order implies that the Contractor waives all other terms of business or of execution of the services.

For the European Institute for Gender Equality,
[forename/surname/function]

For the Contractor,
[Company name/forename/surname/function]

signature[s]: _____

signature[s]: _____

Done at Vilnius, [date]

Done at [xxxxxx], [date]

Annex [A1]

Statement of Contractor concerning right to delivered result

[Option 1: general statement - low risk situations, e.g. limited use of the results]

I, *[insert name of the authorised representative of the Contractor]* representing *[insert name of the Contractor]*, party to the Contract *[insert title and/or number of the contract]* warrants that the Contractor holds full right to the delivered *[insert title and/or description of result]* which is free of any claims, including claim of the creators who transferred all their rights and *[were fully paid]* *[will be paid as agreed within [complete] weeks from [delivery of this statement.] [receipt of confirmation of acceptance of the work].*

[Option 2: detailed statement - higher risk situations, e.g. extensive use of the results]

I, *[insert name of the authorised representative of the Contractor]* representing *[insert name of the Contractor]*, party to the contract *[insert title and/or number of the contract]* warrants that *[, except for [the parts listed in [complete by reference to the Tender Specification and/or offer]] [or list parts for which rights are not transferred],]*¹ the Contractor holds a right to the delivered *[insert title and/or description of result]* which is/are free of any claims of third parties.

Work was prepared by *[insert names of creators]* *[, except for [the parts listed in [complete by reference to the Tender Specification and/or offer]] [or list parts that pre-existed and for which rights are not transferred],]*² is *[original and]* free of rights of third persons. Creators transferred all their rights to the work (excluding moral rights of natural persons) to *[insert name of the entity that received rights from the creators]* *[through a contract of [insert date] [a relevant extract of which is] herewith attached.*

Creators *[received all their remuneration on [insert date]] [will receive all their remuneration as agreed within [complete] weeks from [delivery of this statement] [receipt of confirmation of acceptance of the work]. [The statement of the creators confirming payment is attached].*

Date, place, signature

¹ In case not all IP rights were fully transferred

² In case parts of the work pre-existed and belonged to third parties

Annex [A2]

Statement of creator / intermediary in delivery

of the *[title of the result]*
within the Framework Contract number *[complete]*
Specific Contract No *[complete]*

concluded between EIGE and *[name of the contractor(s)]*

I, *[insert name of the authorised representative of the intermediary]* representing *[insert name of the intermediary]* state that I am the right holder of: *[identify the relevant parts of the result]* *[which I created]* *[for which I received rights from [insert name]]*.

I am aware of the above contract, especially Articles I.9, II.10 and point *[insert reference]* of the Request for Service and I confirm that I transferred all the relevant rights to *[insert name]*.

I declare that *[I received full remuneration.] [I agreed to receive remuneration by [insert date]]*.

*[I also confirm that I do not oppose my name being recalled when the results are presented to the public and confirm that the results can be divulged.]*³

Date, place, signature

³ Necessary for creators