

 European Maritime Safety Agency		PURCHASE ORDER FOR LOW VALUE CONTRACTS			
European Maritime Safety Agency Praça Europa 4 1249-206 Lisbon, Portugal Tel: +351 211 209 200 Fax: +351 211 209 210 http://www.emsa.europa.eu VAT: 507 685 326		Number: 2015/ EMSA/17/2015	(Name and address of Contractor)		
		Currency of payment: EUR			
		Offer (date and reference):			
		Asset reference (optional):			
This purchase order constitutes acceptance of the above Contractor's offer (quote). By agreeing to this order (contract), the Contractor accepts the specification sent on [date] attached to this document waives all other terms of sale or performance of services and accepts the General Conditions published on EMSA website at: http://emsa.europa.eu/work/procurement/calls.html					
DESCRIPTION OF THE SUPPLIES OR SERVICES		UNIT	QUANTITY	PRICE IN €	
				UNIT PRICE	TOTAL
1. Total cost of arrangement of a new archiving system - distribution and logistics of existing files/documents/shelving"					€0.00
					€0.00
					€0.00
					€0.00
					€0.00
					€0.00
					€0.00
					€0.00
					€0.00
Pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, EMSA is exempt from all taxes and dues, including value added tax, on payments due in respect of this contract. This applies to EMSA pursuant to the Regulation 1406/2002/EC. Companies with Portuguese VAT number shall include VAT amount on their invoices. Invoices submitted to EMSA shall include: EMSA name, EMSA address and EMSA VAT number: 507 685 326		Net Total			
		Packaging:			
		Insurance:			
		Transport:			
		Assembly:			
		VAT:			
		TOTAL : €0.00			
Place of delivery /performance and/or Incoterms: Praça Europa 4, 1249-206 Lisbon, Portugal, DPP		Contractor's signature Name: Position: Date:			
Delivery performance dates and hours: Will be agreed after signature of contract, on a kick-off meeting with contractor, according to the project planning of the works (as in Tender Specification). In any case all the tasks shall be concluded no later than 60 calendar days from the last signature of the Order Form.					
Payment: 30 days from receipt of the invoice.					
Contractor's bank account (or IBAN):					
Initiating agent:					
Budgetary item (BL):					
Commitment nr:					
Acceptance of the quote by EMSA: Date of issue: Signature [Name and title Authorising Officer]: The invoice shall be paid only if the Contractor has returned the signed purchase order. Implementation of the contract may not start before it is signed by both parties. This Contract shall be governed by Union law, complemented, where necessary, by Portuguese law and any dispute shall be brought before the courts of Lisbon.					
For further information concerning this purchase order, please contact : EMSA – European Maritime Safety Agency Praça Europa 4, 1249-206 Lisbon, Portugal Tel: [Phone number Project Officer], E-mail: [E-mail address Project Officer]					
Invoices shall be sent to the following address: European Maritime Safety Agency, Invoice Registration (IR), Unit A.2 – Legal and Financial Affairs, Praça Europa 4, 1249-206 LISBOA, Portugal					