



## **Simple Communication Tool for Timetabling (TTcom)**

### **General Terms and Conditions for Awarding of the Framework Agreement**

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## 1 Preparation and Submission of Offer

- 1.1 The tenderer must comply with the requirements of the tendering documents while drawing up and submitting its offer.
- 1.2 The tenderer must draw up the offer free of charge regardless of any preparations required for this task.
- 1.3 When drawing up the offer for services rendered in Austria, the tenderer must take into account the valid provisions of Austrian labor and employment law. If the candidate has a registered seat in Austria, the tenderer agrees to abide by these provisions in its performance of the framework agreement (FA). The Austrian Economic Chamber (Wirtschaftskammer Österreich, Wiedner Hauptstrasse 63, 1040 Vienna, Austria) and the Austrian Chamber of Labor (Bundesarbeitskammer, Prinz-Eugen-Strasse 20-22, 1040 Vienna, Austria) keep these regulations on hand for any interested candidates with registered seat in Austria. These two institutions also provide pertinent information on the provisions of labor and employment law relevant at the place of performance during the FA execution.
- 1.4 Please note that the subcontractors are not allowed.

## 2 Calculation and Prices

- 2.1 The prices must always be calculated as net prices as defined in Article 11 of the Austrian Value Added Tax Act 1994 and arranged according to the specifications and inserted in the price sheet. The value added tax (VAT) is added only at the end in connection with the total price.
- 2.2 Costs for overtime or work on the weekend and holidays and the like to abide by the agreed completion periods or meet the agreed deadlines are not separately remunerated.
- 2.3 The agreed prices cover any and all of the contractor's expenses, services and auxiliary services (including all costs relating to travel and accommodations). Remunerations not explicitly set forth contractually are excluded.

## 3 Inaccurate Offers

In case of calculation mistakes on the side of the tenderer, RNE will evaluate the total higher price included in the offer.

## 4 Period of Validity of the Offer

The tenderer must abide by its offer for a period of six months.

## 5 Award of the Framework Agreement

RNE will award the FA to the technically and economically most favorable offer based on the evaluation criteria set forth in the call's documents.

## 6 Methods, Additional Services and Employees

- 6.1 If the offer includes a new work method that has not yet been used in RNE's business or that has not yet been sufficiently tested, the tenderer must – at the request of RNE – produce documents that allow this method to be reliably evaluated.
- 6.2 Any services and rights of use not explicitly named in the offer are nonetheless a subject of the offer if they are required for the contractual fulfilment and functionality of the subject of performance; the tenderer is not allowed to calculate separate or additional remuneration for services of this kind. Necessary additional services must either be explicitly offered as such or rendered without extra remuneration.
- 6.3 When naming the core employees intended to be used for this project in its offer, the tenderer must also include at least the following information on these employees:
  - Education and training
  - Project experience
  - Foreign language skills