

# Service Contract

CONFIDENTIAL

between

- hereinafter referred to as 'the Contractor' -

and

**Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH  
Dag-Hammarskjöld-Weg 1 - 5  
65760 Eschborn**

**Federal Republic of Germany**

- hereinafter referred to as 'GIZ' -

the following contract is herewith concluded.

## **Communication details** (must be quoted in all correspondence and invoices)

**Tender number:**

**Contract number:**

**cost centre number** Z300012

### Unit responsible for the budget

Organisational unit:

Responsible officer: E-Mail-Adresse Bearbeiter\*in

### Procurement and Contracting

Organisational unit: E260

Responsible officer: stefan.scholz@giz.de

### Financial processing of the contract

Advance payments &

service entry sheets (LERF) [fin.processing\\_DE@giz.de](mailto:fin.processing_DE@giz.de)

Invoices to: [invoice\\_DE@giz.de](mailto:invoice_DE@giz.de)

Deutsche Gesellschaft für  
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Bonn and Eschborn, Germany

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I [www.giz.de](http://www.giz.de)

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Registration no. HRB 18384  
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Chairperson of the Supervisory Board  
Niels Annen, State Secretary

Management Board  
Thorsten Schäfer-Gümbel (Chair)  
Ingrid-Gabriela Hoven (Vice-Chair)  
Anna Sophie Herken

Commerzbank AG Frankfurt am Main  
BIC (SWIFT): COBADEFFXXX  
IBAN: DE45 5004 0000 0588 9555 00

**1. Terms of Reference**

The Contractor undertakes to perform the services/achieve the results listed in the Terms of Reference (Annex 1).

**2. Contract Term and Assignment of Experts or the Consultant**

The contract shall run from 01.07.2026 to 31.12.2026.

The delivery dates for the works and services are set out in the Terms of Reference (Annex 1).

**3. Procurement of Materials and Equipment**

- Not applicable –

**4. Reports/Appraisals**

The the works shall be submitted to GIZ no later than 31.12.2026. Sections 2.3.4 and 2.3.5 of the General Terms and Conditions of Contract shall apply.

**5. Remuneration and place of supply for VAT purposes**

**5.1 Total remuneration of up to EUR**

(in words EUR ) shall be agreed for the works to be performed by the Contractor. Fixed lump-sum remuneration amounting to the subtotal stated in Section 1 of the price schedule (Annex 2) shall be paid for the services to be performed by the Contractor.

All costs incurred in connection with performance of the services shall be deemed settled with this lump sum, with the exception of the items listed in other sections of the price schedule (Annex 2), which shall be settled separately against provision of evidence.

**5.2 Place of supply for VAT purposes**

The Contractor provides services to the GIZ to the permanent establishment of GIZ in Rr. Asim Zeneli, Nd. 6/10, 1001, Tirana, Albania. In accordance with Section 3a, Paragraph 2, Sentence 2 of the German VAT Act (Umsatzsteuergesetz – UStG), the place of supply for VAT purposes is therefore in Albania.

## **6. Payments**

The remuneration agreed in Section 5 of this contract shall be paid as follows:

Final invoice

The final payment of up to EUR  
shall be made after formal acceptance of the works described in the Terms of Reference  
and following receipt of the final invoice.

Settlement plan and interim invoices

Settlement shall take place in accordance with the parts of works (milestones) specified in  
the price schedule (Annex 3) for parts of works and works as a whole:

All costs incurred in connection with performance of the services shall be deemed settled  
with this lump sum, with the exception of the costs listed in Sections 2 to 4 of the price  
schedule, which shall be reimbursed separately against provision of evidence after  
submission of an invoice.

## **7. General Terms and Conditions of Contract**

- 7.1 The Terms and Conditions with all annexes shall constitute a component of this contract.  
The Contractor hereby declares that it is familiar with the General Terms and Conditions  
of Contract.
- 7.2 The annexes specified in Section 9 of this contract shall constitute components of this  
contract.

## **8. Copies**

This contract is sent electronically.

**9. Annexes (The following annexes all apply (in the order listed) to the implementation of the contract):**

1. Terms of reference
2. Price schedule (final financial bid from the Contractor dated )
3. Technical bid dated
4. Current version of General Terms and Conditions of Contract (can be downloaded from <https://www.giz.de/en/partner/contractor/services-construction-work#downloads>)

Eschborn, Date:

Deutsche Gesellschaft für  
Internationale Zusammenarbeit (GIZ) GmbH

<b>Full first and last name, function, OU</b>	<b>Full first and last name, function, OU</b>	<b>Company name or full first and last name</b>
Division Procurement and Contracting	Division Procurement and Contracting	Contractor