RECONOMY
Revitalize Reconnect Reshape

SERVICE CONTRACT

signed on 05.02.2025, between

1. **"Center for Promotion of Sustainable Agricultural Practices and Rural Development - CeProSARD"**, represented by Mr. Risto Ivanov, Project Manager of the project "Energy efficiency in construction and renovation"

   ('the contracting authority'),

   of the one part,

   and

2. **Eco smart**, address Star Karaorman bb, 2000 Shtip, ID number 7293992 , VAT number 4029018521337 , bank account number 270072939920164 issued by the HALK Bank

   ('the service provider')

   of the other part,

PROJECT "Energy efficiency in construction and renovation in Western Balkans"

CONTRACT TITLE: Consultancy for organization of award ceremony for RETSCREEN training

Identification number: 1400.07.2.2 (WB) / 38-I/3.7

Article 1 Subject

With this contract, the service provider undertakes to provide a service for the needs of the contracting authority and the market actor Solar Macedonia for preparation of services for award ceremony for RETScreen Training.

The service provider undertakes to perform the service conscientiously and with quality, following the instructions of the contracting authority and in accordance with the regulations and standards for the specific type of work described in the Terms of reference.

Article 2 Implementation of the tasks and delays

The start date for implementation shall be date of signature of the contract by both parties.

The period for implementing the tasks is 10 days in total, 5 in February 2025, 5 in June 2025.

Article 3 Provision of services

Under this contract, provision of services means organization of the online event will have the following activities:

- Activity 1 – Set up and manage the online meeting link for the virtual ceremony
- Activity 2 – Preparation of the agenda
- Activity 3 – Coordinate with the Project Manager and donor for the design of training certificates

Article 4 General obligations

The contracting authority has the right to supervise the execution of the work and to give instructions to the service provider, while the service provider is obliged to respect the instructions and conscientiously fulfil the given instructions and guidelines.

Article 5 Communications

The service provider shall report directly to the appointed Program Officer and the Project Manager of CeProSARD, implementing partner of the RECONOMY program and market actor Solar Macedonia.

Article 6 Contract value

This contract is established **in Swiss franc (CHF) paid in Macedonian denar value. The contract value is CHF 1950 gross amount.**

Payment will be made in 2 parts:

1. After finishing with the deliverables for award ceremony in February 2025 (5 days) and

2. After finishing with the deliverables for the award ceremony in June 2025 (5 days).

All deliverables should be approved by the market actor Solar Macedonia and the project manager of CeProSARD. The service provider should deliver an invoice for the services.

Article 7 Deliverables

The following deliverables are mandatory:

Under Activity 1

- D.1.1. Online link for registration (one in February 2025 and one in May 2025)
- D.1.2. Video of online ceremony (one in February 2025 and one in May 2025)
- D.1.3 Mail distribution to participants (one in February 2025 and one in May 2025)

Under Activity 2

- D.2.1. Prepared document for opening speech and target of the project, technical support for meeting (one in February 2025 and one in May 2025)
- D.2.2. Agenda for online ceremony (one in February 2025 and one in May 2025) - Mail of distribution of invitation for ceremony

Under Activity 3

- D.3.1. Finalization of design of certificates
- D.3.2. Implement branding rules of Reconomy in training program for RETSCREEN

Article 8 Approval of reports and documents

The payment will be made within 90 days after receipt by the contracting authority of an invoice and after the received deliverables stated in the Terms of Reference and approved documents and approved payment by the Project Manager.

Article 9 Confidential information

The amount of compensation determined in paragraph 6 of this article represents confidential information that the service provider must not disclose. Otherwise, the contracting authority may refuse to fulfil the payment or proportionally reduce the amount stated in paragraph 6 at their own assessment and choice, with which the service provider agrees.

Article 7 Extension of the contract

After the expiration of the period specified in Article 1, in the event of an indicated need and if both parties agree on extension of this Contract, an Annex Contract is concluded, otherwise, this Contract ceases to be valid.

Article 8 Language of the contract

The language of the contract and of all written communications between the service provider and the contracting authority and/or the project manager shall be English.

Article 9 Visibility Requirements

The service provider must consult the contracting authority before publishing any information related to this Contract in order to meet with the rules laid down in the RECONOMY Visibility Requirements published by the Swedish International Development Cooperation Agency (Sida) and Helvetas Swiss Intercooperation, as well as CeProSARD Visibility Procedures.

Article 10 Termination of the contract

This Contract is terminated by mutual agreement of both parties and unilaterally if the contracting authority terminates it.

Article 11 Settlement of disputes

In the event of a dispute, the competent court shall have jurisdiction. Any disputes arising out of or relating to this contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Basic Court in Skopje applying the national legislation of the contracting authority and other relevant courts for international contracts.

Article 12 Data protection

Processing of personal data related to the implementation of the contract by the contracting authority takes place in accordance with the national legislation of the state of the contracting authority and with the provisions of the respective financing agreement.

To the extent that the contract covers an action financed by the Swedish International Development Cooperation Agency (Sida) and Helvetas Swiss Intercooperation, the Contracting Authority may share communications related to the implementation of the contract, with the Swedish International Development Cooperation Agency (Sida) and Helvetas Swiss Intercooperation. These exchanges shall be made, solely for the purpose of allowing the latter to exercise its rights and obligations under the applicable legislative framework and under the financing agreement with the Partner country – contracting authority. The exchanges may involve transfers of personal

data (such as names, contact details, signatures and CVs) of natural persons involved in the implementation of the contract (such as contractors, staff, experts, trainees, subcontractors, insurers, guarantors, auditors and legal counsel). In cases where the contractor is processing personal data in the context of the implementation of the contract, he/she shall accordingly inform the data subjects of the possible transmission of their data to the Swedish International Development Cooperation Agency (Sida) and Helvetas Swiss Intercooperation.

Article 13 Conclusion of the contract

This Contract is concluded in 2 (two) identical copies of which 1 (one) for the Contacting Authority and 1 (one) for the Service Provider.

Contracting Authority	Service provider
Mr. Damjan Mitev Project Manager Project "Energy efficiency in construction and renovation" Center for Promotion of Sustainable Agricultural Practices and Rural Development CeProSARD	Toni Maksimovski Eco smart Друштво за производство, трговија и услуги ЕКО СМАРТ * Штип *