Hilfe zur Selbsthilfe **Help**

Contract (Service) /Ugovor (usluge)

CONTRACT TITLE/ NAZIV UGOVORA:

Research for the needs of the ministry/Istraživanje za potrebe ministarstva

Reference no / Referentni broj: **P-MNE-183-24-26-3**

Help – Hilfe zur Selbsthilfe

ul. Cetinjski put 13/15 – Zgrada Linea Ulaz II, stan 14

81000 Podgorica, Crna Gora

("The Contracting Authority")/("Naručilac"),

And, i

NVO INSTITUT ZA PROJEKTE, ANALIZE I STUDIJE-IPAS
Ul.Narodnih heroja br.15A
Nikšić, Crna Gora

("The Contractor") / ("Isporučilac")

have agreed as stipulated in the attached document / su se dogovorili onako kako se navodi u prilogu:

The Contract is done in English and Local language in three originals, two originals being for the Contracting Authority and one original being for the Contractor. / Ugovor se pravi na engleskom i lokalnom jeziku u tri originala, dva originala su za Naručioca i jedan za Isporučioca.

For the Contractor/za isporučioca

Name/Ime:
Dajana Todorović

Title/Funkcija:
Director

Signature/Potpis:
Dajana Todorović

Date/Datum: 6.5.2026.

For the Contracting Authority/za naručioca

Name/Ime:
Dijana Anđelić

Title/Funkcija:
Country director

Signature/Potpis:
D. Anđelić

Date/Datum: 06.05.2026

This Contract shall be signed and stamped by the Contractor and returned to Help *Contact Person* latest within 7 working days from date of receipt. / Ugovor mora biti potpisan i pečatiran od strane izvođača i vraćen Help-u (Kontakt osobi) najkasnije u roku od 7 radnih dana od datuma prijema.

Special conditions

B.1 Scope of services/Obim usluga

The subject of the Contract is the Licensed training The "Services" are described in the Terms of Reference/ Predmet ugovora je Research for the needs of the ministry/Istraživanje za potrebe ministarstva. „Usluge" su opisane u Projektnom zadatku

B.2 Commencement and Completion Date / Datum početka i završetka

The Contract shall commence after signature of this Contract by both parties and shall be completed latest on 30.6.2026. / Ugovor započinje nakon potpisivanja ovog ugovora od obje strane i biće završen najkasnije do *30.6.2026.*

B.3 Delivery of Services / Isporuka usluga

The Contractor agrees to deliver Services to the Contracting Authority pursuant to the Contract, which shall conform with the Terms of References, Annex 1 and the price specified in this Contract. / Dobavljač je saglasan da će Ugovornom organu isporučiti Usluge u skladu sa Ugovorom, koji će biti u skladu sa Projektnim/opisom zadatkom, Aneksom 1 i cijenom navedenom u ovom Ugovoru.

In the event of the Contracting Authority placing a contract, which the Contractor considers it cannot substantially meet because of unavailability of staff or inability to meet the Terms of References, before proceeding to make a partial delivery of the services, the Contractor shall seek further written instructions from the Contracting Authority. / U slučaju da ugovarač sklopi ugovor, za koji dobavljač smatra da ga ne može suštinski ispuniti zbog nedostupnosti osoblja ili nemogućnosti da ispuni projektne zadatke, pre nego što nastavi sa delimičnom isporukom usluga, dobavljač će tražiti dalje pismeno uputstva naručioca (ugovarača).

The Contractor shall cover all costs related to the remedy of an unacceptable Service. / Dobavljač snosi sve troškove povezane sa pravnim sredstvom neprihvatljive usluge.

The Contractor shall be responsible for providing all the necessary personnel, equipment, materials and supplies and for making all necessary arrangement for the performance of its obligations under this Contract. / Dobavljač je odgovoran za obezbeđivanje potrebnog osoblja, opreme, materijala robe i za preduzimanje svih neophodnih aranžmana za izvršenje svojih obaveza prema ovom ugovoru.

B.4 Remuneration / Naknada

In consideration for his/her services, the Contractor shall receive a global remuneration of EUR **18750,00**. This global remuneration covers the Contractor's fee rate, including overhead, profit, all his/her obligations, leave, sick leave, overtime and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office expenses, etc.) to be incurred for the performance of the Contract. The global remuneration covers all obligations of the Contractor under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion of the services and the remedying of any deficiencies therein. / Uzimajući u obzir svoje usluge, Dobavljač će dobiti globalnu naknadu u iznosu od EUR 18750,00. Ova globalna naknada pokriva stopu naknade dobavljača, uključujući režijske troškove, dobit, sve njegove / njene obaveze, odsustva, bolovanja, prekovremene i naknade za godišnji odmor, poreze, socijalne troškove itd. i sve troškove (kao što su prevoz, smeštaj, hrana, kancelarija troškovi itd.) koji će nastati za izvršenje ugovora. Globalna naknada pokriva sve obaveze dobavljača prema ugovoru (bez zavisnosti od stvarnog vremena provedenog na zadatku) i sva pitanja i stvari neophodne za pravilno izvršenje i završetak usluga i otklanjanje bilo kakvih nedostataka u njemu.

B.5 Reporting / Izveštavanje

The Contractor shall submit reports as specified in the Terms of Reference, Annex 1. The Contractor shall keep the Contracting Authority updated on contract progress on a regular basis. / Dobavljač će podnositi izveštaje kako je

navedeno u Projektnom opisu/zadatku, Aneks 1. Dobavljač će redovno obaveštavati ugovorni autoritet o napretku ugovora.

B.6 Payment

Payments will be made in EUR by bank transfer to the following account: / Plaćanje će se izvršiti u Eurima transferom preko banke na sljedeći račun: /

Account Number: / Broj računa	510-181810-41
Name of Bank: / Ime banke	CKB Banka
Address of Bank: / Adresa banke	Nikšić

Payment will be made by the Contracting Authority within 10 days from approval by the Contracting Authority and receipt of the Contractor's invoice and the final report. / Ugovarač (naručilac) će izvršiti plaćanje u roku od 10 dana od odobrenja od strane naručioca i prijema fakture dobavljača i konačnog izvještaja.

B.7 Tax and social contributions / Porez i socijalni doprinosi

The Contracting Authority shall have no obligation or responsibility in connection with taxes or levies payable by the Contractor in its country of establishment or in the beneficiary country in connection with its performance of this Contract. / Ugovarač neće imati obaveze ili odgovornosti u vezi sa porezima ili nametama koje Izvođač plaća u zemlji osnivanja ili u zemlji korisnici u vezi sa izvršenjem ovog ugovora.

B.8 Order of precedence of contract documents / Prvenstvo ugovornih dokumenata

The Contract is made up of the following documents, in order of precedence:/ Ugovor se sastoji od sljedećih dokumenata, po redosljedu:

1. This Contract/Ovaj ugovor
2. Terms of Reference (Annex 1) / Projektni opis, zadatak (Aneks 1)
3. CV of Contractor and Team member / CV izvršioca i člana tima
4. Proposal Submission Form (Annex 2) / Obrazac za podnošenje predloga (Aneks 2)
5. General Terms and Conditions for Supplies Contracts (Annex 3) / Opšti uslovi ugovora o isporuci (Aneks 3)
6. Code of Conduct for Contractors (Annex 4) /Kodeks ponasanja za izvođače (Aneks 4)
7. Declaration for Tenderers, Candidates and Suppliers (Annex 5) / Izjava za ponuđače, candidate i dobavljače (Aneks 5).

The various documents making up the Contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they should be read in the order in which they appear above. / Razni dokumenti koji čine Ugovor smatraju se međusobno objašnjavajućim; u slučajevima dvosmislenosti ili divergencije, treba ih čitati prema redosljedu u kojem se pojavljuju iznad.

B.9 Language / Jezik

The language of this Contract and of all written communications between the Contractor and the Contracting Authority shall be English and local. / Jezik ovog Ugovora i svih pisanih komunikacija između Izvođača i naručioca će biti engleski I lokalni.

B.10 Entry into force and duration / Stupanje na snagu i trajanje

The Contract shall enter into force and effect after signature by both parties of this Contract. The Contract shall remain into force and effect until the end of the liability period as defined in the Help General Terms and Conditions for Service Contracts. / Ugovor stupa na snagu nakon potpisivanja od strane obje strane ovog Ugovora. Ugovor će ostati na snazi do kraja roka odgovornosti, kako je definisano u Help-ovim Opštim uslovima za ugovore o uslugama.

B.11 Notices / Napomene

Any written communication relating to this contract between the Contracting Authority and the Contractor must state the Contract title and Contract number, and must be sent by email/post to the addresses identified in this

Contract. / Svaka pismena komunikacija koja se odnosi na ovaj ugovor između Ugovarača i Izvođača mora sadržati naziv ugovora i broj ugovora i mora se poslati elektronskom poštom / na adrese identifikovane u ovom Ugovoru.

For further information, please contact Dženan Demić email: demic@help-montenegro.org at Help – Hilfe zur Selbsthilfe ul. Cetinjski put 13/15 – Zgrada Linea Ulaz II, stan 14 81000 Podgorica, Crna Gora, +382 (20) 60 20 40 / Za dalje informacije kontaktirajte: Dženan Demić email: demic@help-montenegro.org at Help – Hilfe zur Selbsthilfe ul. Cetinjski put 13/15 – Zgrada Linea Ulaz II, stan 14 81000 Podgorica, Crna Gora, +382 (20) 60 20 40