

## FRAMEWORK SERVICE CONTRACT Coordination and logistical support to the organization of AGILE Project activities

Project AGILE no. M2AGL1016, M2AGL1017

### TERMS OF REFERENCE

#### INFORMATION FOR CANDIDATES

**Regarding Article 8.4. Currency:** At the end of the tender process and before the Framework Service Contract is signed (finalisation), the currency used in the framework service of the Framework Service Contract may be adjusted to match that of the Successful Bidder's bank account (e.g.: USD, JOD, CFA, etc.).

For example, if the Service Provider has an account in USD, the Framework Service Contract may be drawn up in USD, prior to signature, in order to facilitate bank transactions and accounting procedures. In this case, CFI shall amend this article.

However, the candidate's bid must be presented in euros.

## **SUMMARY**

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## **SPECIAL TERMS AND CONDITIONS**

### **Article 1. DEFINITIONS AND INTERPRETATIONS**

#### **1.1. Definitions**

|                                   |  |
|-----------------------------------|--|
| <b>Amendment</b>                  | Means the written document completing and/or modifying the previous Framework Service contractual documents and still in force; signed by the Parties.                                     |
| <b>CFI</b>                        | Refers to the company purchasing the Services. Its registered name is: TRANSTELE CANAL FRANCE INTERNATIONAL.   |
| <b>Framework Service Contract</b> | Means this framework service contract and all its appendices, which form an indivisible whole.   |
| <b>Donor</b>                      | Means the organization(s) that provides all or part of the funds needed to carry out projects.   |
| <b>Service Provider</b>           | Means the entity with legal personality which has been awarded this Framework Service Contract. In the event of a consortium of economic operators, the Service Provider means consortium. |
| <b>Service(s)</b>                 | Means all or part of the services entrusted to the Service Provider under this Framework Service Contract.   |
| <b>Party(ies)</b>                 | Means the Service Provider and/or CFI as Parties of the Framework Service Contract.  |
| <b>Project</b>                    | Means the project AGILE implemented by CFI.  |
| <b>Project activity(ies)</b>      | Means either activity 2.2 (Community Journalism Training) or activity 2.3 (Diversity & Inclusion Workshop), or both.   |
| <b>Project Manager</b>            | Means the person responsible for the project AGILE implemented by CFI.   |
| <b>Senior Technical Advisor</b>   | Means the Project's lead expert, ensuring strategic guidance, coherence, and liaison with EU Delegations and other stakeholders.   |
| <b>Third Party</b>                | Means any physical or legal person other than the Parties.   |

#### **1.2. Interpretation**

In this Framework Service Contract, unless otherwise stated:

- The titles given to the Chapters, Articles and Appendices are for convenience only and shall not affect the interpretation or application of the provisions of the Framework Service Contract and its appendices;
- Terms defined in Article 1. DEFINITIONS AND INTERPRETATIONS may be used either in the singular or in the plural when the meaning or context requires it;
- References to a contract or other document include its appendices and any amendments or supplements to that contract or document;

- References to Articles, Chapters or Appendices shall be understood to be references to Articles, Chapters or Appendices of this Framework Service Contract;
- Unless otherwise specified, the number of days indicated are calendar days.

## **Article 2.BACKGROUND**

### **2.1. Presentation of CFI**

#### **Canal France International : a government agency to support media**

CFI actively promotes the development of media in sub-Saharan Africa, the Mediterranean and the Levant. We are committed to working together with media organisations to promote dialogue between local authorities and citizens so that people can be as informed as possible. Combating disinformation, protecting the environment, and promoting human rights and gender equality underpin everything we do. CFI is an operator of the French Ministry of Europe and Foreign Affairs and a subsidiary of the France Médias Monde Group.

### **2.2. Presentation of the Project**

Over the past decade, it has become increasingly difficult to sustain healthy information ecosystems where people can access reliable, trustworthy news to make informed decisions. Media freedom and freedom of expression have sharply declined worldwide, with journalists facing rising threats, harassment, displacement, and economic precarity—particularly in conflict-affected contexts. Disinformation, shrinking civic space, and failing business models have further weakened public trust and the viability of independent media, while gendered and digital threats continue to disproportionately affect women and marginalized media actors.

Co-funded by the European Union (EU), AGILE (Advancing Global Innovation and Learning Effectively to Build Resilience in Independent Media) supports independent media in countries where media freedom is under acute attack. The AGILE consortium is led by Internews Europe and is composed of Canal France International (CFI), Thomson Media, ARTICLE 19, and Fojo Media Institute. Launched in November 2024 for a four-year period, AGILE aims to strengthen the global response to the increasing threats faced by at-risk independent media.

The AGILE project is structured around five pillars that are central to strengthening the resilience of at-risk media worldwide, drawing on the expertise and experience of the consortium partners. CFI is responsible for implementing Workstream 2 of the action, focusing on promoting inclusivity for minority and marginalised communities. These communities include, but are not limited to, refugees, migrants, LGBTQIA+ individuals, and ethnic and religious minorities in the countries where CFI operates (Democratic Republic of Congo, Tanzania, Uganda, Zambia, Kazakhstan, Kyrgyzstan, Tajikistan, and Uzbekistan).

## **Article 3. PURPOSE OF THE FRAMEWORK SERVICE CONTRACT**

### **3.1. Title of the Framework Service Contract**

This Framework Service Contract is a service contract<sup>1</sup> relating to the coordination and logistical support to the organization of Agile Project activities, through purchase orders.

This Framework Service Contract is subject to the provisions of the [French Public Procurement Code](#).

The Framework Service Contract is a contract whose purpose is to set the terms, including pricing, of purchase orders to be issued during a specified period.

<sup>1</sup> Pursuant to Article L. 1111-4 of the French Public Procurement Code

The framework service contracts are executable on purchase orders issued, as and when required, by CFI.

Each purchase order specifies the definition of the Services concerned, their amount, and delivery time.

### **3.2. Services entrusted to the Service Provider**

#### **3.2.1. Description of the Services**

The Services entrusted to the Service Provider are as follows:

The following **services are common to all lots**:

As part of the Project activities A2.2 (Community Journalism Training) and A2.3 (Diversity & Inclusion Workshop), CFI will organise a series of standardised events across eight project countries. This includes four (4) four-day citizen journalism trainings for 60 participants in total, and six (6) three-day Diversity & Inclusion workshops for 120 journalists, editorial staff, and representatives from mainstream and marginalised communities.

While the locations and exact scheduling will differ from country to country, the format and objectives of the activities will remain consistent. Each event will require the same core logistical services, which may then be adapted as needed to reflect local conditions or specific operational requirements. The trainings and workshops will strengthen participants' skills in journalism, storytelling, mobile journalism, podcast production, audience engagement, ethical reporting, and cultural sensitivity.

#### **1. Coordination and stakeholder engagement**

- Coordinate with CFI Project Manager, the Senior Technical Advisor, and local stakeholders to support participant outreach and engagement.
- Serve as the main point of contact for participants and local stakeholders before and during the training, including briefing participants ahead of the activity and ensuring clear communication and real-time problem-solving.
- Support coordination for external experts (e.g., panelists or trainers not otherwise covered), including any pre-approved travel, per diem, or activity-related compensation.

#### **2. Venue, equipment, and materials:**

- Identify, book, and prepare venue, ensuring availability of necessary materials and compliance with safety and accessibility standards.
- Ensure provision of equipment such as projector, screen, flipcharts, markers, stationery, chairs, tables, drinking water, etc.
- Confirm availability of all equipment in advance and communicate any gaps to CFI Project Manager.

#### **3. Travel and accommodation:**

- Coordinate all logistical elements for participants, including travel, accommodation, meals, per diems.
  - Resident participants: provide transport compensation for round trips within the city, if applicable.
  - Non-resident participants (30 km+): arrange accommodation and travel according to project guidelines, ensuring arrival the day before and departure the day after activities.
- Submit travel plans for validation by CFI Project Manager prior to booking.
- Support last-minute adjustments due to cancellations or delays, following CFI Project Manager approval.

#### **4. Catering:**

- Arrange meals, coffee/tea breaks, and water for participants, including for special dietary needs, and adjust orders based on attendance updates.
- 5. Translation and interpretation:**
  - Provide translation or interpretation as required, including support for translating monitoring and evaluation tools into relevant local languages.
  - Coordinate any live translation or devices in consultation with CFI Project Manager.
- 6. Reporting:**
  - Submit a concise post-activity report, including final attendance, venue and participant costs, logistical support provided, any deviations from the approved plan, and recommendations for future activities.
- 7. Media and visibility support:**
  - Assist with on-site production and placement of project visibility materials (e.g., posters, banners), based on visuals provided by CFI Project Manager.
  - Ensure that participants sign image rights consent forms.
  - Produce media and visibility materials, including 8–12 photos showing participants actively engaged (not staged) and a short video of 1–3 minutes highlighting the activity.
- 8. General responsibilities and flexibility:**
  - All activities must comply with donor, safety, and accessibility standards.
  - Handle personal data of participants in accordance with GDPR/local regulations.

CFI will provide the Service Provider, electronically, with any documents it deems relevant to understand CFI's activities as well as contact information of the persons that might be reached.

The Service Provider agrees to use the contact information and documents provided only in the scope of the execution of this Framework Service Contract.

### 3.2.2. Required profile(s) and qualification and skills of the team in charge of providing the Services

The Service Provider undertakes to provide an appropriate team assigned to the execution of the Services.

The Service Provider undertakes to inform CFI, without delay, of any change in the team assigned to the execution of the Services, as soon as it becomes aware of such change.

In the event of the defection of the personnel designated in the Service Provider's offer, the latter shall have a period of fifteen (15) days from the date of such defection to propose to CFI a replacement, in accordance with the profiles and conditions defined in this Framework Service Contract. In the absence of a proposal for a replacement within the allotted time, or if CFI does not approve the proposed replacement due to insufficient skills or experience, the Framework Service Contract may be terminated by CFI for fault of the Service Provider.

The replacement of the Service Provider's representative may not under any circumstances lead to a modification of the conditions of execution of the Framework Service Contract, in particular the prices or the deadlines for the execution of the Services.

### 3.2.3. Deliverables and due dates

The following **deliverables and due dates are common to all lots**:

| PERIODIC DELIVERABLES  |  |
|--|--|
| Type of deliverables   | Due dates  |
| Pre-activity logistics plan (max. 2 pages) including: venue and schedule summary, participant list, travel & accommodation | No later than two (2) weeks before the activity. |

|  |  |
|--|--|
| arrangements, local contacts, equipment checklist, and any special needs (accessibility, dietary, interpretation).   |  |
| Media & visibility materials: 8–12 photos (participants active, not staged) and a short video (1–3 minutes), together with scanned copies of signed image rights consent forms for all participants. Must comply with CFI and EU branding guidelines. Visibility restrictions vary by country and must strictly follow CFI instructions. In low-visibility/no-visibility contexts: no public communication without prior approval, no identifying names or faces, anonymisation when required. | No later than one (1) week after the activity. |
| Post-activity narrative report (max. 5 pages including appendices), including: overview of the activity, coordination with stakeholders, final participation summary (including signed attendance sheets), key logistical arrangements, challenges/bottlenecks and solutions, best practices, lessons learned, and recommendations.  | No later than one (1) week after the activity. |

Deliverables must be written in English and emailed to the Project Manager at the following address: [Pauline.Grezaud@cfi.fr](mailto:Pauline.Grezaud@cfi.fr)

The language of communication for this Service, meetings and all deliverables shall be English.

Any deliverable not written in English will be rejected by CFI, and the Service Provider will have to make the modifications in order to comply with the imposed language within a period of time that will be transmitted by CFI without this being the object of any remuneration or compensation of any nature or amount.

#### **Article 4. TERM**

The term of the Framework Service Contract is twenty-four (24) months from the date of notification.

This Framework Service Contract is not subject to renewal.

#### **Article 5. PLACE OF EXECUTION OF SERVICES**

Services must be performed at the Service Provider's usual place of work, ideally in one of the Project countries of intervention (Kazakhstan, Kyrgyzstan, Uzbekistan, Tajikistan, Democratic Republic of Congo, Tanzania, Uganda, or Zambia).

Working meetings and discussions may take place at CFI's registered office (Issy-les-Moulineaux) or by video conference.

#### **Article 6. ISSUANCE OF PURCHASE ORDERS**

##### **6.1. General provisions**

The execution of the Services is subject to the issuance of purchase orders by CFI<sup>2</sup>. The execution of each Service begins on the date of receipt of the signed purchase order. The purchase orders are issued as and when required and include a description of the Services ordered: one purchase order corresponds to one activity.

Each purchase order is signed by a representative of CFI authorized to commit CFI. Therefore, only validly signed purchase orders shall be honored by the Service provider.

<sup>2</sup> Pursuant to article R2162-13 of the French Public Procurement Code.



The Services are intended as services performed to satisfy the needs described above, within the total and cumulative limit of purchase orders per lot of a maximum of:

- For Lot 1: €34,000 exclusive of tax
- For Lot 2: €20,000 exclusive of tax
- For Lot 3: €15,000 exclusive of tax
- For Lot 4: €15,000 exclusive of tax
- For Lot 5: €15,000 exclusive of tax
- For Lot 6: €15,000 exclusive of tax
- For Lot 7: €20,000 exclusive of tax
- For Lot 8: €15,000 exclusive of tax

No purchase order may be concluded beyond the duration of the Framework Service Contract. Each purchase order issued during the period of execution of this Framework Service Contract must be honored by the Service provider, even if the duration of its execution extends beyond the overall term of the Framework Service Contract.

After issuing the purchase order, CFI has the right to cancel at the latest ten (10) days before the implementation of the activity or to modify it unilaterally. In the event of cancellation or modification, no compensation or indemnity of any nature whatsoever may be requested by the Service provider.

In the event of cancellation, CFI shall bear the costs of the Services concerned that the Service provider may have incurred as a result of the commencement of the execution of the purchase order, upon presentation of relevant receipts.

In the event of modification, the Service provider shall receive a modifying purchase order under the same conditions as the initial purchase order.

#### **6.2.Schedule for issuance of purchase orders**

The Service provider is required to comply with CFI's requirements regarding the schedule and invoicing of the Services.

CFI shall communicate the detailed needs for each activity (location, duration, number of participants, and specific logistical requirements) to the Service provider as early as possible, and no later than twenty-five (25) days before the start date of the Project activity.

Upon receipt of the request, the Service provider shall submit a detailed quotation, listing all expenditure items related to the organisation of the Project activity, within five (5) working days.

Following validation by CFI, a purchase order corresponding to the approved quotation will be issued and transmitted to the Service provider within five (5) working days.

### **Article 7. FRAMEWORK SERVICE CONTRACTUAL DOCUMENTS**

Contractual documents governing this Framework Service Contract are, in descending order of prevalence:

1. The Pledge of Commitment Form (PCF) and its financial appendix;
2. The Terms of Reference (ToR) and its appendix the Anti-Corruption and Influence Peddling Declaration;
3. Purchase orders issued during the execution of the Framework Service Contract;
4. The Service Provider's complete Bid.

Only copies of the documents forming this Framework Service Contract and held by CFI will be deemed authentic.

Only documents constituting the Framework Service Contract which are drafted in English will be deemed authentic and enforceable against CFI and the Service Provider.

By submitting a quotation, the Service Provider accepts all the provisions of the Framework Service Contract and the Framework Service Contractual documents stated in this article and undertakes to comply with them unconditionally, in addition to any provisions of its quotation which have contractual value. Any clause added by the Service Provider in its quotation, in contradiction with the stipulations of the present documents, shall be deemed unwritten and may not be enforced.

In the event of a contradiction or difference between the documents constituting the Framework Service Contract, documents will take prevalence in the order in which they are listed. In the event of a contradiction within the same document, the intention of the Parties will be examined.

The Service Provider must comply with all regulations, decrees and orders in force at the time of submission of its quotation.

## **Article 8. CONTENT OF PRICES**

### **8.1. Amount and form of prices**

The Services under the Framework Service Contract are paid for using a unit price set out in the Unit Price List (UPL), Appendix of the Application Form (AF), as and when the Services are performed.

The amount in the UPL includes fees related to the performance of services (service provider fees) and reimbursement of logistical expenses related to the implementation of activities.

The prices in the Framework Service Contract are exclusive of value added tax (VAT).

This Framework Service Contract is a single award contract with a maximum amount<sup>3</sup>.

The maximum amount of the Framework Service Contract is one hundred forty-nine thousand euros (€149,000.00) exclusive of tax.

### **8.2. Content of prices**

The prices are considered firm and complete: they include all taxes, parafiscal charges or other charges affecting the Services and all other costs related to the performance thereof, in particular:

- The transfer of intellectual property rights;
- Insurance costs;
- Secretarial costs, including reprographics and postage.

### **8.3. Mission fees**

Mission-related costs (transport, accommodation, meals, per diem, visas, etc.) shall not be reimbursed separately. All costs required for the execution of the Services must be fully included in the quotation submitted by the Service provider for each Project activity stipulated in Article 6.2. Any travel or on-site presence required must therefore be anticipated and integrated into the proposed prices. CFI will not cover additional mission expenses outside the validated quotation.

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<sup>3</sup> Pursuant to article R2162-4 of the French Public Procurement Code.

#### **8.4. Currency**

The currency of the Framework Service Contract is the Euro.

#### **8.5. Prices in case of subcontracting contracting**

In the event of subcontracting, the Framework Service Contract's prices are deemed to cover the costs of coordination and control, by the Service Provider, of its subcontracting contractors and the consequences of any of their eventual breaches.

### **Article 9. PAYMENT AND INVOICING TERMS**

#### **9.1. Advance payment**

If accepted by the Service provider in the Pledge of Commitment Form (PCF) an advance payment will be made by CFI as described below.

An advance payment of 20% of the total amount of each purchase orders can be made by CFI after issuing every purchase order. In the event of an advance payment, the balance of the purchase order shall be adjusted.

#### **9.2. Payment terms**

In counterpart of the execution of the entirety of the Services defined in the purchase order, CFI will pay to the Service provider the amount indicated in the purchase order payable according to the following methods:

- All or part of the purchase order after receipt, control and validation by CFI of the services done.

Payments are made by bank transfer.

#### **9.3. Presentation of invoices**

Payments will be made upon presentation of the original invoice, to the account established in the name of the Service Provider.

Invoices will be drawn up by the Service provider and emailed to CFI at the following address: [pauline.grezaud@cfi.fr](mailto:pauline.grezaud@cfi.fr) CC [fanny.parrain@cfi.fr](mailto:fanny.parrain@cfi.fr)

In addition to the statutory wording, invoices **must** contain the following information:

- The name and full address of the Service Provider;
- The number of the Framework Service Contract;
- The Service Provider's bank identification details;
- The order number;
- The invoice date and number;
- The period during which the Services were performed;
- The amount for the Services excluding and including tax.

If one or more of this statutory information is missing, the invoice will be returned to the Service Provider and the payment deadline suspended by CFI after notification to the Service Provider by email or by registered letter with acknowledgement of receipt, until the invoice information has been rectified by the Service Provider.

#### **9.4. Payment deadline**

Payment will be made within thirty (30) days following the receipt of the invoice sent to CFI in accordance with the terms and conditions set out in Article 9.2. Payment terms.

As from the day after the due date for payment, late payment will automatically and without any other formality incur default interest at the regulatory rate in force.

In addition, late payment gives rise, automatically and without any other formality, to the payment of a statutory fixed charge for debt collection costs, in the amount of forty euros (€40).

## **GENERAL TERMS AND CONDITIONS**

### **Article 10. CFI'S ETHICAL PRINCIPLES**

The Service Provider unconditionally agrees to comply with CFI's ethical principles below:

- Respect for human dignity and non-discrimination, in all its forms;
- The respect of equality between men and women and the absence of any behaviour or violence of a sexist nature;
- Respect of the Anti-Corruption Code of Conduct (freely available at the following link [https://cfi.fr/sites/default/files/2023-01/anti-corruption\\_code\\_conduct.pdf](https://cfi.fr/sites/default/files/2023-01/anti-corruption_code_conduct.pdf))
- The prohibition to cooperate in any way with persons or entities encouraging hatred and violence based on race, gender, religion, philosophy, sexual orientation or affiliation with a minority group;
- Respect for freedom of expression and freedom of the press as fundamental freedoms that contribute to the democratic equilibrium of a society;
- Respect for the freedom to inform, which also means the right to comment and criticise, in accordance with commonly accepted ethical and moral rules.

In the event of non-compliance with these principles, CFI reserves the right to unilaterally terminate the Framework Contract at the sole expense of the Service Provider in accordance with Article 24. TERMINATION OF THE FRAMEWORK CONTRACT.

### **Article 11. REPRESENTATION OF THE PARTIES**

#### **11.1. Representation of CFI**

CFI appoints one or more individuals, authorized to represent it before the Service Provider, for the purposes of the execution of the Framework Contract. Other individuals may be authorized by CFI during the execution of the Framework Contract.

#### **11.2. Representation of the Service Provider**

Upon notification of the Framework Contract, the Service Provider appoints one or more individuals, authorized to represent it before CFI, for the purposes of the execution of the Framework Contract, in accordance with the profile(s) described in the complete bid submitted. Other individuals may be authorized to represent the Service Provider during the execution of the Framework Contract, following the express and prior consent of CFI.

Upon notification of their name to CFI such representative(s) shall be deemed to have sufficient powers to make the necessary decisions binding on the Service Provider.

The representation of the Service Provider and the execution of the Services by the profiles described in the Service Provider's complete bid, throughout the execution of the Framework Contract, a substantial element of the Framework Contract.

### **Article 12. SUBFRAMEWORK CONTRACTING**

In the event of subcontracting, the Service Provider shall comply with the requirements of Law No. 75-1334 of 31 December 1975 as amended, and Articles L. 2193-1 et seq. and R. 2193-1 to R. 2193-22 of the French Public Procurement Code.

The Service Provider may only subcontract the execution of the Services provided that it has obtained prior CFI's acceptance of each subcontractor and approval of its payment terms. The essential tasks and those expressly prohibited to subcontracting cannot be subcontracted by the Service Provider. In the event of non-compliance with this prohibition, CFI reserves the right to unilaterally terminate the Framework Contract at the sole expense of the Service Provider in accordance with Article 24. TERMINATION OF THE FRAMEWORK CONTRACT.

The Service Provider shall remain solely and personally liable for the execution of all obligations arising from this Framework Contract. As such, failures by subcontractors arising from non-compliance with their commitments or cessation of activity are treated as failures by the Service Provider.

#### **Article 13. SAFEGUARDING, RECEIVERSHIP OR COURT-SUPERVISED LIQUIDATION**

The Service Provider must notify CFI by registered mail with acknowledgement of receipt of any judgement instituting the safeguard, recovery or liquidation by court order, as soon as the information is brought to its attention. The same applies to any judgment or decision likely to have an effect on the execution of the Framework Contract.

In the event of legal redress, CFI shall send the Service Provider a formal notice asking whether it is able to continue the execution of the Framework Contract in accordance with the Framework contractual provisions. This formal notice is sent to the Service Provider, in the case of a simplified procedure without an administrator, if, in application of Article L.627-2 of the Commercial Code, the bankruptcy judge has expressly authorized the latter to exercise the option available under Article L.622-13 of the Commercial Code. In the event of a negative response or in the absence of a response within one (1) month of the formal notice being sent, the Framework Contract shall be terminated. This one (1) month period may be extended or shortened if, prior to the expiration of said period, the bankruptcy judge has granted the Service Provider an extension or has set a shorter period. Termination shall take effect on the date of the Service Provider's decision to discontinue performance of the Framework Contract, or on the expiration of the one (1) month period referred to above. Termination shall not entitle the Service Provider to any compensation. In the event of judicial liquidation, the Framework Contract shall be terminated unless the judgment expressly authorizes the continuation of the company's activity. In this case, CFI may accept the continuation of the Framework Contract during the period referred to in the court decision or terminate the Framework Contract without compensation for the Service Provider.

#### **Article 14. REPRESENTATIONS AND WARRANTIES**

##### **14.1. Representations and warranties**

The Service Provider declares and warrants to CFI, on the date of entry into force and during the entire period of execution of the Framework Contract, that:

- i. Existence: it is a legally constituted and duly registered company and no cause for dissolution has occurred concerning it;
- ii. Capacity and authorisations: it has the capacity and corporate authorisations required to enter into the Framework Contract and to perform all of its obligations arising therefrom;
- iii. Non-violation: neither the signature of the Framework Contract nor the execution of its obligations arising therefrom are contrary to any provision in its articles of association, any legislative or regulatory provision applicable to it, any provision of an Framework Contract or an undertaking to which it is a party or any binding court or arbitration decision to which it is subject;

- iv. Mandatory nature: subject to the provisions of Book VI of the French Commercial Code, its commitments under the Framework Contract are valid, enforceable against it and may be subject to enforcement measures against it in accordance with the terms of the Framework Contract.

In the event of a breach of the aforementioned representations and warranties, CFI reserves the right to unilaterally terminate the Framework Contract at the sole expense of the Service Provider in accordance with Article 24. TERMINATION OF THE FRAMEWORK CONTRACT.

#### **14.2. Change in the Service Provider's legal or financial situation**

The Service Provider shall promptly notify CFI's representative of any changes occurring during the execution of this Framework Contract which relate to:

- Persons with the authority to sign on its behalf;
- The legal form in which it conducts its business;
- Its name or company name;
- Its address or registered office address;
- The information it has provided for the acceptance of a subcontractor and the approval of its payment terms;
- And, in general, any major changes in the operation of the company that may affect the execution of the Framework Contract.

### **Article 15. INTELLECTUAL PROPERTY**

#### **15.1. Ownership and exploitation of the Results**

The Service Provider gives to CFI, which accepts, the exclusive ownership of the Results made under this Framework Contract. The Service Provider hereby grants to CFI all necessary rights to use or have used the Results, as they are or as they have been modified, permanently or temporarily, in whole or in part, by any means and in any form, for the needs and purposes of use expressed in the specific documents of the Framework Contract and in any event for the needs of use arising from the purpose of the Services ordered under the Framework Contract.

“Results” means any element, whatever its form, nature and support, produced in the framework of the Framework Contract, whether delivered or not, and which may be the subject of an acceptance by CFI. The Results include all elements performed by the Service Provider from the pre-contractual phase in order to submit an offer and which are directly related to the purpose of this Framework Contract.

CFI reserves the rights to use and exploit the Results provided under this Framework Contract. Nevertheless, CFI undertakes not to use the deliverables produced under this Framework Contract for commercial purposes.

This transfer only covers the patrimonial author rights, under the conditions stipulated in this Article. Moral author rights are excluded herefrom. Such moral rights include disclosure, authorship and respect for the integrity of output seen as a work within the meaning of the French Intellectual Property Law.

This assignment covers the Results, as from their delivery and under the resolutive condition of the reception of the Services, for the whole world and for the legal duration of the copyrights or the rights related to the copyright.

These rights include, with respect to moral rights, all the patrimonial rights of reproduction, representation and distribution, and in particular the rights to use, incorporate, integrate, adapt,

modify, arrange, correct and translate the Results in all languages, in whole or in part, as they are or as they have been modified for the purposes and needs of use mentioned in this article, as applicable to the Framework Contract. In order to allow CFI to exercise the rights granted to it under the Framework Contract, the Service Provider shall spontaneously deliver, as and when the Services are performed, all the elements necessary for this exercise, as well as their updates or evolutions during the performance of the Framework Contract.

The price of this transfer is included in the prices in this Framework Contract.

The Service Provider expressly accepts this kind of remuneration for the transfer of property rights<sup>4</sup>.

#### **15.2. Licence for Pre-existing Rights**

CFI does not acquire ownership of Pre-existing Rights. Where the Service Provider incorporates prior knowledge into the Results or provides prior knowledge as part of the performance of the Framework Contract or where prior knowledge, without being incorporated into the Results, is strictly necessary for the implementation of the Results, the Service Provider authorizes CFI to use the prior knowledge for the same rights, duration, territory and purposes of use as provided in the regime applicable to the Results.

In the event that an exclusive assignment of results to CFI is provided for in the Framework Contract, the exclusivity shall not apply to prior knowledge, unless expressly stipulated in the contractual documents.

The authorization to use the prior knowledge is included in the price of the Framework Contract.

During the performance of the Framework Contract, the Service Provider may not use or incorporate, without the prior consent of CFI, any prior knowledge necessary to achieve the purpose of the Framework Contract which would be of such a nature as to limit or make it more expensive to exercise the rights associated with the Results.

The Service Provider may use CFI's prior knowledge only in the framework of the execution of the Framework Contract and undertakes not to disclose the confidential information contained in such prior knowledge.

The Service Provider grants CFI a royalty-free, non-exclusive and irrevocable licence for pre-existing rights, authorising CFI to exploit such rights under the terms set forth in this Article. Upon delivery of the Results, the Service Provider may, if necessary, provide CFI with a list of pre-existing rights and rights held by Third parties, including those of its personnel, authors or other rights holders. The rights to use the prior knowledge shall apply under the terms of their license, as accepted by CFI.

The price of this license is included in the Framework Contract amount for the uses provided for under the Framework Contract and for the entire duration of the Framework Contract.

#### **15.3. Guarantee on assigned rights**

The Service Provider warrants that it is the owner of all rights to the Results covered by the Framework Contract and that it is free to assign all intellectual property rights to the Results. The Service Provider certifies that no commitment to Third Parties or rights of a Third Party prohibits this assignment. The Service Provider guarantees CFI the full and free possession of all the assigned rights of the Results against any disputes, claims and legal dispossession whatsoever, including with regard to pre-existing rights, for all the uses envisaged by CFI, subject only to deception or concealment by Third parties without the Service Provider's knowledge.

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<sup>4</sup> Pursuant to the provisions of Article L.131-4 of the French Intellectual Property Code.



Upon CFI's first duly explained and served request, the Service Provider must be able to demonstrate by means of tangible and effective evidence property or exploitation rights over all listed pre-existing rights and Third party rights, except with regard to rights held by CFI.

The Service Provider guarantees CFI against any Third party action based on damage caused by the use of its data or by the intervention of one of its employees.

To this end, in the event that the Service Provider is the object of an action by a Third party, it undertakes to inform CFI by registered letter with acknowledgement of receipt within fifteen (15) days. The Parties shall agree on a common defense strategy.

In the event of legal action, the Service Provider alone shall bear:

- the fees of the lawyer who would have been chosen by mutual agreement ;
- the damages, for direct damages only, to which one or both Parties are finally sentenced.

The Service Provider shall be liable for any damages and interest to which CFI, in the absence of any fault directly attributable to it, may be condemned as a result of an act of infringement, unfair competition or parasitism, due to the use of the Results and prior knowledge that does not comply with the provisions of the Framework Contract.

Upon request, the Service Provider undertakes, at its own expense, to replace the Results, prior knowledge, whether standard or not, which would not allow CFI to use them under the conditions provided for in the Framework Contract.

#### **15.4. Author rights**

The data incorporated or generated under this Framework Contract and the Results are confidential and belong exclusively to CFI.

The Service Provider shall have access to the data in the performance of this Framework Contract for the sole purpose of performing the Framework Contract.

Rights attached to photographic files in the deliverables forming the subject matter hereof may only be fully exploited in case of actual payment of the corresponding invoice mentioned above.

The Service Provider undertakes not to make any direct or indirect use of the Results outside the scope of the present Framework Contract, except with the prior and express authorization of CFI. The Service Provider undertakes to ensure that the exploitation of the Results does not infringe on the rights or image of CFI, subject to compliance with the obligations of confidentiality. The publication mentions that the Results were financed by CFI.

##### **15.4.1. Representation rights**

Representation rights are assigned for any communication to the public.

Selected photographs may be represented by any known process, in particular by any projection technique, in the form of photographic prints, by means of videograms for exhibition, promotion and consultation purposes, including for any communication in a public place. Representation rights also include any online broadcast, or broadcast by any means of telecommunication, including any open or closed network. Distribution rights will also cover distribution in the internal networks of legal entities governed by private or public law.

##### **15.4.2. Reproduction rights**

The reproduction rights assigned include the right to reproduce by any method of affixing to any known media, including paper, film, audio-visual tape, CD, DVD and in general on any optical, digital, magnetic or electronic storage medium, as well as by any means necessary for to exercise reproduction rights.

Reproduction rights include the right to attach any reproduction from telephony devices to any computer memory or servers and on any digital book viewing equipment. These rights also include the right to undertake any graphic editing, for any publication, catalogue, poster, invitation card, press kit or communication materials. Any adaptation or exploitation in a form not foreseen or not stipulated on the date of entry into force will be the subject of an assignment of copyright. The amount of the fees is to be updated for each new edition.

Rights are assigned within the time and geographical scope of this Framework Contract and cannot exceed these bounds. Assignment is made to have effect both in France and elsewhere for the full duration of the Service Provider's literary and artistic property rights, those of its successors and representatives under both French and foreign laws and current or future international conventions on intellectual property.

#### 15.4.3. Moral rights

The usual photographic credits and the name of the photographer will be indicated for all the uses stipulated herein. Where applicable, graphic processing carried out for the purposes of producing the various editorial products will be submitted to the Service Provider for approval in its capacity as photographer, including changes of colour, cropping, and reproductions, in order to verify that they do not distort its work and do not infringe its moral rights.

### **Article 16. OBLIGATION OF CONFIDENTIALITY**

The Service Provider, and any representative working on behalf of, undertakes not to disclose any confidential information nor documents of which it becomes aware during the execution of the Framework Contract. The Service Provider undertakes to keep strictly confidential any confidential information identified as belonging to CFI of which it may have become aware in the framework of the present Framework Contract and to use it only in the framework of the execution of the present Framework Contract. This obligation applies to its personnel its subcontractors. Confidential information received from a Party may be used by the receiving Party only in the framework of the Framework Contract, for the purpose of carrying out the actions for which it is responsible. Any other use shall be subject to the prior written consent of the disclosing Party.

The receiving Party shall take all necessary measures to preserve the confidentiality of the confidential information. The receiving Party undertakes to exercise the same degree of care with respect to confidential information as it exercises in dealing with and protecting its own information from public disclosure.

This confidentiality obligation set forth in this Article shall remain in effect for the duration of the Framework Contract and for five (5) years following its expiration or termination.

CFI undertakes, for its part, to respect the confidential nature of the methods and processes used by the Service Provider and which the Service Provider has specified as being confidential in connection with the execution of the Framework Contract and to ensure that its personnel assigned to the Framework Contract make the same commitment.

However, confidentiality shall not apply to information and documents that are or become public.

In the event of a breach of the aforementioned obligations, CFI reserves the right to unilaterally terminate the Framework Contract at the sole expense of the Service Provider in accordance with Article 24. TERMINATION OF THE FRAMEWORK CONTRACT.

#### **Article 17. PERSONAL DATA PROCESSING**

Parties undertake to comply with the personal data protection regulations and in particular with the French Data Protection Act and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (hereinafter “GDPR”).

Data processing is based on these Terms of Reference.

The data are processed for specified purposes, to enable the Parties to manage and provide the services and, in general, to ensure the implementation of these Terms of Reference.

The data shall be retained for the entire period necessary for the purposes for which they are collected and processed. At the end of the retention periods, the Parties shall permanently delete the data still in their possession.

The Parties undertake to implement all appropriate technical and organisational measures to ensure personal data are protected from accidental or unlawful destruction, accidental loss, alteration, unauthorized disclosure or access as well as any other form of unlawful processing.

In accordance with the French Data Protection Act and the GDPR, data subjects have a right of access, a right to restrict processing, a right to rectification, a right to data portability, a right to object to processing and a right to delete their data. Data subjects also have the right to establish instructions defining how they intend these rights to be exercised after their death.

For CFI, data subjects may exercise these rights by writing to CFI at 62 rue Camille Desmoulins - 92130 Issy-les-Moulineaux.

Data subjects have the right to lodge a complaint with the Commission Nationale de l'Informatique et des Libertés, the French Data Protection Authority ([www.cnil.fr](http://www.cnil.fr)).

#### **Article 18. PROTECTION AND WORKING CONDITIONS**

The obligations imposed on the Service Provider, as well as on all of its co-contractors or subcontractors, are those stipulated by the laws and regulations relating to the protection of the workforce and the working conditions of the country where this workforce is employed. It is also subject to the eight fundamental conventions of the International Labour Organisation (Convention Nos. 87, 98, 29 and 105, 100 and 111, 138 and 182).

CFI reserves the right to request proof from the Service Provider at any time of compliance with the principles contained in these conventions; the Service Provider shall provide such proof by any significant means, with probative value and readily verifiable.

#### **Article 19. SAFETY**

The present Services require that the utmost vigilance be given to the safety of each person. The Service Provider undertakes to take all necessary and/or useful measures for its own safety and for the safety of each subcontractor with whom it collaborates or will collaborate in the performance of the Services.

In the event of a breach of its safety, whether voluntary or involuntary, regardless of its gravity, the Service Provider shall remain solely responsible and shall fully assume all the consequences thereof.

#### **Article 20. RESPONSABILITE**

The Service Provider shall remain fully liable to any Third party for any damage of any kind that may be caused by the Service Provider, its employees, subcontractors or any other person that the Service Provider may call upon to assist it or to perform in its place an obligation or Service resulting from the

Framework Contract. Such damage may occur during the execution of the Services or after the execution of the Services as a direct consequence of the fact of the Services.

#### **Article 21. INSURANCE**

The Service Provider assumes all of its professional liabilities arising from any personal injury or material or immaterial damage, consecutive or otherwise, due to the execution of the Services, whether they are being performed or completed.

It is insured against the financial consequences of these liabilities by insurance policies, taken out with reputedly solvent insurance companies, intended to cover all of its civil and professional liability, for amounts commensurate with the magnitude of the entrusted Services.

At any time during the execution of the Framework Contract, the Service Provider must be able to produce such certificates, upon CFI's request and within fifteen days of receipt of the request.

In connection with professional assignments carried out by the Service Provider on behalf of CFI outside its usual place of business, and for a period of less than 365 consecutive days, CFI shall take out and maintain at its own expense the "*Missions professionnelles*" (Professional Missions) insurance policy in order to ensure that the Service Provider is covered for the corresponding risks during its professional assignment and in accordance with the guarantees offered by CFI's "*Missions professionnelles*" insurance.

#### **Article 22.FORCE MAJEURE**

Force majeure is defined for the purposes of this Framework Contract as any external, unforeseeable and irresistible event, fact or circumstance beyond the control of the Parties and which cannot be prevented by the latter despite all reasonably possible efforts.

Neither Party shall be deemed to have failed or breached its contractual obligations if it is prevented from doing so by a situation of force majeure occurring either after the date of notification of the Framework Contract or after the date on which it comes into force. Each Party shall be exempt from any liability in the event of a total or partial breach, even temporary, of one or more of its obligations under this Framework Contract, which would be caused by a force majeure event.

In the event of the occurrence of a situation which it considers to be a force majeure event, the Party concerned shall immediately notify the other of the situation by any means enabling it to certify the exact date of receipt, specifying the nature of the event(s) referred to, their impact on its ability to fulfil its obligations as provided for in the Framework Contract as well as any supporting document certifying the reality of the force majeure event.

The burden of proof of the existence and effect of these exonerating circumstances lies with the Party invoking them. In the event of the occurrence of an exonerating cause, the Parties each undertake, as far as it is concerned, to make every effort to minimize the consequences thereof or to restore as soon as possible the normal conditions of the performance of the commitments.

If the Party invoking a situation of force majeure succeeds in characterizing it, its obligations concerned shall be suspended for a period of thirty (30) days.

Any suspension of performance of the Framework Contract by application of this article shall be strictly limited to the commitments whose performance was prevented by the circumstances of force majeure and to the period during which the circumstances of force majeure have taken place.

In any event, the Parties shall endeavor in good faith to take all reasonably possible measures to continue the performance of the Services.

After the period of suspension of obligations, if the force majeure situation continues, the Framework Contract shall be automatically terminated without this termination giving rise to the right to obtain any compensation for either Party.

## **Article 23. SETTLEMENT OF DISPUTES AND LITIGATION**

### **23.1. Amicable settlement**

CFI and the Service Provider shall endeavour to amicably resolve any dispute relating to the interpretation of the provisions of the Framework Contract or the execution of the Services covered by this Framework Contract.

### **23.2. Governing law - Jurisdiction**

The Framework Contract is governed by French law.

In the event of a dispute relating to the interpretation of the provisions of the Framework Contract or the execution of the Services covered by the Framework Contract, the court having jurisdiction shall be the judicial court of Nanterre.

The occurrence of any dispute between the Parties does not in any way exempt a Party from complying with its contractual obligations under this Framework Contract. In particular, it does not authorise the Service Provider to interrupt the execution of the Framework Contract, or to suspend this execution, or to change the content of its obligations.

In accordance with Article L. 211-10 of the French Code of Judicial Organisation, in the cases and under the conditions provided for by the French Intellectual Property Code, specially appointed judicial courts have jurisdiction to hear intellectual property lawsuits.

## **Article 24. TERMINATION OF THE FRAMEWORK CONTRACT**

### **24.1. General principles**

CFI may terminate the execution of the Framework Contract at any time prior to its completion under the terms and conditions set out in the following Articles.

The Service Provider is notified of the decision to terminate the Framework Contract by registered letter with acknowledgement of receipt. Termination shall take effect on the date specified in the termination decision or, failing this, on the date of its notification.

The following articles specify, as the case may be, whether the Service Provider is eligible for compensation as a result of the termination decision.

### **24.2. Judicial termination**

If one of the Parties breaches its contractual obligations in cases other than those referred to in this Article, termination must be requested by the other Party in accordance with the provisions of Articles 1224, 1227 and 1228 of the French Civil Code.

### **24.3. Termination for imprevision**

CFI may, at its own initiative or at the request of the Service Provider, automatically terminate the Framework Contract without conducting any legal formalities, in the following cases:

- a) When the Service Provider is prevented from performing the Framework Contract due to an event as defined in **Erreur ! Source du renvoi introuvable.**;
- b) When the Service Provider is prevented from performing the Framework Contract due to a force majeure event as defined in Article 22.FORCE MAJEURE;
- c) Due to a decision by France or the European Union to suspend cooperation, even partially or temporarily, with one or more countries where the Framework Contract is executed, including when this does not imply the suspension of the financing of the Framework Contract;
- d) Due to the issuance by a public authority of measures restricting, prohibiting or modifying the provision of certain Services;
- e) When the performance of the Framework Contract cannot be continued without an amendment contrary to the provisions of the French Public Procurement Code.

The Framework Contract shall be terminated by right, at the latest thirty (30) days after the date of notification of the event to the other Party, without such termination giving rise to any right to compensation for either Party.

When CFI terminates the Framework Contract for unforeseen circumstances, the Service Provider may claim payment of the sums corresponding to the costs and investments undertaken in the execution of the Services and strictly necessary for their execution, within one (1) month after notification of the termination of the Framework Contract.

#### **24.4.Termination for any other reason**

The Parties may jointly terminate the Framework Contract for any reason whatsoever. Termination may only occur after the Party wishing to terminate the Framework Contract has sent a registered letter with acknowledgement of receipt. Termination shall take effect three (3) months from the date of receipt of such notification.

In the event of termination at the initiative of CFI, the compensation of the Service Provider is limited, on the basis of the supporting documents produced by the Service Provider, to the share of the costs and investments that may have been undertaken for the strict execution of the Framework Contract and that would not have been taken into account in the amount of the Services performed.

#### **24.5. Termination for fault on the part of the Service Provider**

##### **24.5.1. Termination for fault**

CFI may terminate the Framework Contract immediately, as of right and without conducting any legal formalities, in the event of repeated faults or a sufficiently serious fault of the Service Provider in the execution of the Framework Contract, by simple registered letter with acknowledgement of receipt, in particular in the cases listed below, although this is not an exhaustive list:

- (a) The Service Provider does not comply with its obligations under this Framework Contract;
- (b) The Service Provider shall be liable for any delay in the performance of the Services that would prevent their proper execution;
- (c) The Service Provider has subcontracted by contravening the legislative, regulatory and/or contractual provisions relating to subcontracting;

- (d) The Service Provider fails to comply with CFI's ethical principles set out in Article 10. CFI'S ETHICAL PRINCIPLES
- (e) The Service Provider has not produced the insurance certificates under the terms and conditions set out in Article 21. INSURANCE ;
- (f) After signing the Framework Contract, the information or documents produced by the Service Provider, in support of its application or required prior to the awarding of the Framework Contract, are inaccurate;
- (g) The Service Provider is in breach of legal or regulatory obligations relating to work or the protection of the environment;
- (h) The Service Provider declares that it is not able to fulfil its commitments;
- (i) The Service Provider, during the execution of the Framework Contract, has engaged in fraudulent or corrupt acts contrary to CFI's Code of Conduct which it has been able to read at the following address: <https://alertefrancemm.com/?action=showFooterLink&id=4>
- (j) the Service Provider, after signing the Framework Contract, has been prohibited from practising any industrial or commercial profession;
- (k) After signing the Framework Contract, the Service Provider falls under one of the cases prohibiting it from submitting a bid stipulated in Article L.2141-1 et seq. of the French Public Procurement Code.

Except in the cases stipulated in (j) and k) above or in the event of an emergency, a formal notice, accompanied by an execution deadline, must have been notified in advance to the Service Provider and remained unsuccessful.

Under the formal notice, CFI shall inform the Service Provider of the proposed sanction and invite it to submit its observations to remedy the breach.

#### 24.5.2. Consequences of termination for fault

The termination of the Framework Contract does not in any way prevent CFI from exercising one or more civil and/or criminal actions that may be brought against the Service Provider.

The Service Provider shall not be entitled, in the event of termination for fault, to any indemnity of any amount whatsoever or any other compensation of any nature whatsoever.



## **Appendix 1: ANTI-CORRUPTION AND INFLUENCE PEDDLING DECLARATION**

We hereby attest that we have fully read, understood, and accepted, without any reservations, the anti-corruption Code of Conduct (freely accessible at the following link [https://cfi.fr/sites/default/files/2022-12/code\\_conduite\\_anticorruption\\_2022.pdf](https://cfi.fr/sites/default/files/2022-12/code_conduite_anticorruption_2022.pdf)).

We hereby attest that we are not, nor are any of the members of our staff, nor the members of our grouping, nor our suppliers, contractors, consultants, nor the employees of our subcontractors, in violation of one or more provisions of the anti-corruption Code of Conduct.

We are committed to complying with and ensuring compliance by all of our staff, members of our grouping, our suppliers, Framework Contractors, employees, our subcontractors, without any reservation, with each of the provisions of the anti-corruption Code of Conduct.

We hereby attest that we are not, nor are any of the members of our staff, nor the members of our grouping, nor our suppliers, Framework Contractors, consultants, nor the employees of our subcontractors, in violation, even potentially, of one or more provisions of Act No. 2016-1691 of 9 December 2016 regarding transparency, the fight against corruption, and the modernisation of economic life.

We are committed to complying with and ensuring compliance by all of our staff, members of our grouping, our suppliers, Framework Contractors, employees, our subcontractors, without any reservation, with each of the provisions of Act No. 2016-1691 of 9 December 2016 regarding transparency, the fight against corruption, and the modernisation of economic life.

We are committed to immediately informing CFI of any change whatsoever that may violate or constitute a breach of this Declaration.

We hereby attest that we have read and agree that in the event of a violation and/or breach, whatsoever, whether voluntary or involuntary, independent of its severity, of one or more of the aforementioned provisions, CFI may unilaterally terminate this Agreement in accordance with Article 22.5. Termination for breach on the part of the Service Provider.

Surname and first name of the Service Provider: [to be completed]

As: [to be completed]

Duly authorized to sign for and on behalf of<sup>5</sup>: [to be completed]

Signature: \_\_\_\_\_

At: [to be completed]

Dated: [to be completed]

**END OF THE TERMS OF REFERENCE (TOR)**

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<sup>5</sup> In the case of a consortium, enter the name of the consortium. The person signing the bid, proposal or application on behalf of the bidder or consultant shall attach thereto the power of attorney conferred by the bidder or consultant.