

**European Commission**  
**DG Environment**

# **Specific Agreement**



**N° 2010/ 568160/F3**



**SPECIFIC AGREEMENT No 2010/568160/F3**

**to be incorporated into framework contract No 07.010407/2009/ENV.A.1/0040**

between

The **European Union**, represented by the Commission of the European Union, hereinafter referred to as "**the Commission**", which is represented for the purposes of the signature of this framework contract by **Mr Robin Miège**, Acting Director F, Strategy.

and

**MOSTRA S.A.**

Chaussée d'Alsemberg 1001

B – 1180 Brussels

VAT number : BE429.063.662

hereinafter referred to as "**the Contractor**".

**Article 1: Preamble**

On 31/12/2009, the Commission and the Contractor signed the framework contract No 07.010407/2009/ENV.A.1/0040 relating to "Awareness raising, promotion of the EU's Environmental Policy and dissemination of environmental information through audio-visual media". This specific contract will be incorporated into that framework contract as soon as it is signed by the contracting parties.

## **Article 2: Subject**

- 2.1. This specific agreement relates to **"Production and delivery of 1 introductory clip & 6 x 1 minute clips on the 6 finalist cities, presenting the achievements of the cities for European Green Capitals Award (SR11)"**
- 2.2. The Contractor undertakes, on the terms set out in this specific contract and its annexes, which form an integral part thereof, to perform the tasks specified in Annex 1a.

## **Article 3: Duration and timetable**

- 3.1. The contract shall enter into force on the date it is signed by the last contracting party and ends on 31 December 2010. The terms of the framework contract shall continue to apply to this specific agreement until its expiry date.
- 3.2. The results shall be communicated in accordance with the timetable set out in Annex 1a.

## **Article 4: Reports**

The tasks carried out by the Contractor, in performance of this specific contract, shall be the subject of reports drawn up in accordance with Annex II to the framework contract.

## **Article 5: Prices and payment in accordance with the Framework contract n° No 07.010407/2009/ENV.A.1/0040**

- 5.1. In consideration of the work carried out under this specific contract, the Commission undertakes to pay the Contractor a maximum amount of **EUR 64.478 (sixty-four thousand four hundred and seventy-eight Euros)** (excluding VAT).

The said amount shall be deemed to cover all the expenses incurred by the Contractor in the execution of this specific contract.

- 5.2. The terms set out in the Specific agreement shall take precedence over those in the Annexes.

**Article 6: Administrative provisions**

6.1. The persons responsible for implementing this specific contract are:

For the Commission: Mr Robin Miège, Acting Director, ENV. F

For the Contractor: Mr Alain Nandrin, Director General

6.2. Any communication relating to this specific contract shall be in writing and shall be sent to the persons concerned.

**Article 7: Annexes**

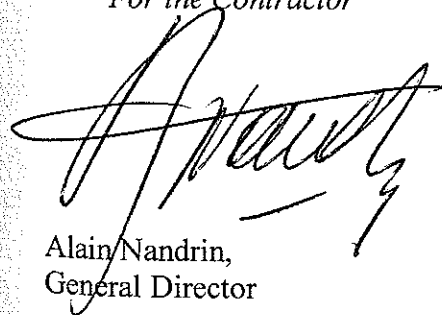
The following documents are attached as annexes to this specific contract and form an integral part of it:

Annex 1a – Task specifications -Description, timetable, reports, expertise required, results etc.

Annex 2 – Resources allocated  
Price quotation

Done at Brussels, in duplicate in English and initialled on each page by all the parties.

*For the Contractor*



Alain Nandrin,  
General Director

Date:

30.06.2010

**Alain NANDRIN**  
Managing Director

*For the Commission*



Robin Miège,  
Acting Director

Date:

24/06/10



**Article 6: Administrative provisions**

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For the Contractor: Mr Alain Nandrin, Director General

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The following documents are attached as annexes to this specific contract and form an integral part of it:

Annex 1a – Task specifications -Description, timetable, reports, expertise required, results etc.

Annex 2 – Resources allocated  
Price quotation

Done at Brussels, in duplicate in English and initialled on each page by all the parties.

*For the Contractor*

*For the Commission*

Alain Nandrin,  
General Director

Date:



Robin Miège,  
Acting Director

Date:

24/06/20

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**ANNEX 1 - Description of tasks**

**SERVICE REQUEST – ANNEX “Draft specific Terms of Reference”**

**1. Context/General information**

Awareness raising, promotion of the EU’s Environmental Policy through audio-visual media.

**2. Subject of the service request**

Production and delivery of 6 x 1 minute clips on the 6 finalist cities, presenting the achievements of the cities for European Green Capitals Award Ceremony scheduled for October 22<sup>nd</sup>. Some shooting required as some finalists will provide non professional video material, others will not. Also revamping of 3 min introductory clip with new interviews for end July with subtitles in Chinese.

**3. Tasks to be performed, guide and details of how the tasks are to be carried out, meetings to be held**

Delivery of 6 x 1 minute clips and 1 x 3 minute clip

**4. Estimated expertise requirement**

None – contractor to quote cost per unit.

**5. Estimated timetable**

From present until end of December 2010



**Specific Agreement No 2010/568160/F3**

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**ANNEX 2 – Resources allocated****1. Classification of experts according to level of expertise**

<b>Level of qualification:</b>	<b>Categories of personnel</b>
<b>Senior</b>	Highly qualified expert having assumed important responsibilities in his/her profession, recruited for his/her management/supervisory, conceptual and creative skills in the exercise of his/her profession. He/she must have at least 10 years' professional experience of which at least 7 must be connected with the professional sector concerned and the type of tasks to be performed.
<b>Support staff</b>	Certified expert having received high-level training in his/her profession, recruited for his/her conceptual and creative skills in the exercise of his/her profession. He/she must have at least 3 years' professional experience of which at least 2 must be connected with the professional sector concerned and the type of tasks to be performed.

**2. List of experts assigned (see annex 3 – Price quotation) – Not applicable**

Full names of experts	Contractual unit price for each expert assigned, in EUR/w.d.	Maximum number of days to be worked
<b>Senior</b>	-----	
<b>Support staff</b>	-----	

w.d. =1 working day for 1 expert (remuneration shall be payable to the Contractor only in respect of services actually rendered)

NB: In technically more complex contracts the tables above should be tailored accordingly.

**Specific Agreement No 2010/568160/F3**

**To be incorporated into framework contract No 07.010407/2009/ENV.A.1/0040**

**ANNEX 3 – Price quotation**

**DG ENVIRONMENT  
SERVICE REQUEST N° 11- 2010**

**European Green Capital Award**

6 clips nominees Green Capital Awards Ceremony & Re-edit Intro clip

**PRICE ESTIMATE**

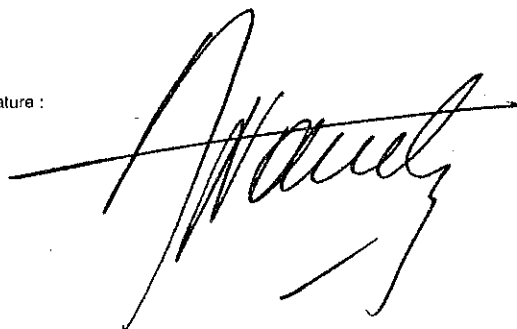
Client	European Commission
Directorate-General	Environment
Contact client	J. Mc Hugh, J. Murphy
Contact Mostra	Maria Van Hemeledonck
Quote n°	MVH-100525
According to your request n°	11-2010 - contract n°A1/2009/0040

**SUMMARY OF THE BUDGET**

PRODUCTION OF 6 CLIPS FOR GREEN CAPITAL CEREMONY	38.606,00 €
RE-EDIT FOR INTRO CLIP	17.772,00 €
<b>Total for Green Capital Award 2009 - shooting and editing</b>	<b>56.378,00 €</b>
Travel expenses (to be justified)	8.100,00 €
<b>GRAND TOTAL</b>	<b>64.478,00 €</b>

Date :

Signature :





## B. Re-edit intro clip

### TECHNICAL FEATURES

Lenght of the programme	Re-edit of intro-clip
Language versions	English version and Chinese subtitles
Shooting	NIHIL
Copies	-1 Betacam SP : 1 for client, 1 for event

### SUMMARY OF THE BUDGET

1. GENERAL PROJECT MANAGEMENT	1.200,00 €
2. PRE PRODUCTION	2.010,00 €
3. SHOOTING	NIHIL
4. POST-PRODUCTION IN EN	14.562,00 €
<b>Total</b>	<b>17.772,00 €</b>

Description	U	Qté	Tarif	Total
<b>1. GENERAL PROJECT MANAGEMENT</b>				<b>1.200,00</b>
Project leader	D	2	600,00	1.200,00
<b>2. PRE PRODUCTION</b>				<b>2.010,00 €</b>
Production director	D	1	520,00	520,00
Production assistant	D	1	450,00	450,00
Video director	D	2	520,00	1.040,00
<b>3. SHOOTING</b>				<b>NIHIL</b>
<b>4. POST-PRODUCTION IN EN</b>				<b>14.562,00 €</b>
<b>Staff</b>				
Video director	D	4	520,00	2.080,00
Production assistant	D	3	450,00	1.350,00
Sound engineer	D	1	360,00	360,00
Voice over	H	2	300,00	600,00
Graphic designer	H	28	55,00	1.540,00
<b>Editing facilities</b>				
Ingest video	H	6	80,00	480,00
Logging equipment	D	2	120,00	240,00
Off line virtual editing (editor included)	D	3,5	640,00	2.240,00
2 D Graphic tablet	H	28	25,00	700,00
On line virtual editing (editor included)	D	2	640,00	1.280,00
Cassette Betacam Digital 32'	U	1	30,00	30,00
Sound studio recording	H	2	90,00	180,00
Sound studio mixing	H	4	120,00	480,00
Subtitling (Chinese & EN)	Min.	4	125,00	500,00
Original music (with assignment of rights)	Min.	6	400,00	2.400,00
<b>Client copies</b>				
Copies Betacam SP 30' (for event)	U	1	60,00	60,00
DVD R 10' EN	U	2	21,00	42,00
Compression/encoding for streaming	File	6	50,00	300,00





## A. 6 clips nominees Green Capital Awards Ceremony

### TECHNICAL FEATURES

Lenght of the programme	6 clips of up to 1 minute
Language versions	English version
Shooting	2 destinations (TBC)
Copies	-2 Betacam SP : 1 for client, 1 for event

### SUMMARY OF THE BUDGET

1. GENERAL PROJECT MANAGEMENT	3.000,00 €
2. PRE PRODUCTION	5.620,00 €
3. SHOOTING	10.536,00 €
4. POST-PRODUCTION IN EN	19.450,00 €
<b>Total production</b>	<b>38.606,00 €</b>
5. TRAVEL EXPENSES (to be justified)	8.100,00 €
<b>GRAND TOTAL</b>	<b>46.706,00 €</b>

Description	U	Qté	Tarif	Total
<b>1. GENERAL PROJECT MANAGEMENT</b>				<b>3.000,00</b>
Project leader	D	5	600,00	3.000,00
<b>2. PRE PRODUCTION</b>				<b>5.620,00 €</b>
Production director	D	2	560,00	1.120,00
Production assistant	D	4	450,00	1.800,00
Video director	D	3	520,00	1.560,00
Senior TV/Media Expert	D	1,5	760,00	1.140,00
<b>3. SHOOTING</b>				<b>10.536,00 €</b>
Video director	D	6	520,00	3.120,00
Cameraman	D	6	380,00	2.280,00
Sound engineer	D	6	360,00	2.160,00
<b>Technical Equipment</b>				
Camera	D	6	220,00	1.320,00
Video accessories	D	6	120,00	720,00
Reportage lighting equipment	D	6	80,00	480,00
HF microphone	U	6	60,00	360,00
Cassette	U	6	16,00	96,00
<b>4. POST-PRODUCTION IN EN</b>				<b>19.450,00 €</b>
<b>Staff</b>				
Video director	D	8	520,00	4.160,00
Production assistant	D	3	450,00	1.350,00
Graphic Designer	D	5	440,00	2.200,00
Voice over	H	1	300,00	300,00
Sound technician	D	1	380,00	380,00
<b>Editing facilities</b>				
Ingest video	H	8	80,00	640,00
Logging equipment	D	2	60,00	120,00
Translation (EU languages)	Page	4	90,00	360,00
Off line virtual editing (editor included)	D	6	640,00	3.840,00
2 D Graphic tablet	H	40	25,00	1.000,00
On line virtual editing (editor included)	D	2	640,00	1.280,00
Cassette Betacam Digital 32'	U	1	30,00	30,00
Sound studio recording	H	1	90,00	90,00
Sound studio mixing	H	7	120,00	840,00
Original music (with assignment of rights)	Min.	6	400,00	2.400,00
<b>Client copies</b>				
Copies Betacam SP 30' (for event)	U	2	60,00	120,00
Compression/encoding for streaming	File	6	50,00	300,00
DVD R 10' EN	U	2	20,00	40,00
<b>5. TRAVEL EXPENSES (to be justified)</b>				<b>8.100,00 €</b>
Flight tickets ( 3 persons, 2 destinations)	U	6	600,00	3.600,00
Car rental (transportation of filming equipment)	U	6	150,00	900,00
Per diem (3 persons, 6 days)	U	18	200,00	3.600,00



