

Appendix 1 Description of the Assistance

The Customer's requirements for the Assistance shall be described here

The Agreement, clause 1.1 Scope of the Agreement

(A description of the Assistance that the Customer wants the Consultant to perform shall be provided here)

The Assistance includes the following deliverables:

The following deliverables are *not* included in the Assistance:

The Agreement, clause 3.1 The duties of the Consultant

Description of the standards/methods etc. that the Consultant is to use when rendering the Assistance

Appendix 2 Project and progress plan

The project and progress plan on which the Assistance is based shall be included in this Appendix.

Commencement

(Select the relevant alternative or add own.)

Alt. 1) The Assistance shall commence on *(date)*

Alt. 2) The Assistance shall commence as soon as possible.

Time frame for the Assistance

Alt. 1) The Assistance shall continue until *(date)*

Alt. 2) The Assistance shall be provided for ____ weeks, counting from the commencement date

Alt. 3) The Assistance shall be provided on an ongoing basis until the Customer's project ends

Alt. 4) The Assistance shall be provided on an ongoing basis until the upper financial limit for the Agreement or total number of hours has been reached

The Consultant's progress plan:

(To be included if it is agreed that the Consultant shall prepare a progress plan for its services. Normally it is the Customer who controls the Consultant's provisions in accordance with this Agreement, but there may be cases in which it is the Consultant who controls the progress of its contributions.)

The Customer's progress plan:

(Description of the Customer's progress plan)

Appendix 3 Administrative provisions

This Appendix is used to list all of the routines for the contractual relationship and cooperation between the parties.

The Agreement, clause 1.5 The representatives of the parties

The parties' authorised representatives:

For the Customer

Name:

Position:

Telephone:

Email:

For the Contractor

Name:

Position:

Telephone:

Email:

Procedures and notice periods for the replacement of authorised representatives:

The Agreement, clause 1.6 Key personnel

The key personnel of the Consultant in connection with the rendering of the Assistance:

Name	Position	Area of expertise	Email	Telephone

The Agreement, clause 3.2 Wages and working conditions

Relevant collective wage agreement(s) and declaration of conformity:

(Identify applicable generalised collective wage agreement or relevant nationwide collective wage agreement, plus Contractor's own declaration/a third party declaration showing conformity between relevant collective wage agreement and actual wages and working conditions.)

The Agreement, clause 3.4 Meetings

Notice required for convening meetings:

(Must be completed if the parties agree on a notice period other than that stipulated in the Agreement.)

Routines for holding meetings:

(These routines can, for example, specify who shall attend meetings, where the meetings are to be held, requirements concerning the minutes, frequency, etc.)

Appendix 4 Prices and price provisions

All prices and the detailed terms governing the consideration to be paid by the Customer for the deliverables provided by the Consultant shall be set out in Appendix 4. All of the prices and the combined final consideration shall be stated here. Any special payment schemes, discounts, advances, payments on account or deviant payment dates shall also be stated as part of the basis for the total price.

If the parties agree on anything that is not stipulated in the Agreement concerning consideration, then this shall be specified in this Appendix.

The Agreement, clause 4.1 Consideration

Choose the relevant alternative below or set up a separate table. Strike out the alternatives that shall not be used.

If the principle that the amounts are to be listed in Norwegian krone (NOK) and the prices are to be listed exclusive of Value Added Tax is departed from, then this shall be specified here.

The consideration for the Assistance is agreed as follows:

Alt. 1) Fixed price

	Currency	Amount	
Price for the Assistance			excl. VAT
VAT%			
Contract price			incl. VAT

Alt. 2) Hourly rate

	Currency	Amount	
Price per hour			excl. VAT
VAT%			VAT
Price per hour			incl. VAT

Alt. 2.1) Total limit for the Assistance
(*Select the relevant alternative*)

The following maximum budget has been agreed for the Assignment:

Alt. 2.11) Total price

	Currency	Amount	
Total price			excl. VAT
Total price			incl. VAT

or

Alt. 2.12) Number of hours total _____ hours

In addition to the agreed consideration, the Customer shall refund the Consultant's documented disbursements for:
(Must be completed if the parties agree that disbursements shall be covered. What disbursements are covered shall be specified here.)

Travel and subsistence costs shall be paid in accordance with the following rates:
(Must be completed if the parties agree that the Government Travel Allowance Scale shall not be used.)

In addition to the agreed consideration, the Consultant may invoice for elapsed travel time:
(The basic rule is that travel time is not to be invoiced. Travel time may therefore only be invoiced if this is agreed. (Must be completed if travel time will be paid for.)

For travel to and from the Consultant's offices to the Customer in connection with the Assistance
 For travel to and from meetings on behalf of the Customer
 Other (shall be specified)

(Minimum and maximum travel time may also be specified.)

The Agreement, clause 4.2 Invoicing

(Must be completed if the parties have agreed on invoicing other than monthly in arrears.)

Payment based on time spent:
(Must be completed if payment for cost-plus work shall not be made on an ongoing basis for work performed during one calendar month).

Invoice date (date)
Invoice date (date)

Fixed price:
(Must be completed if the fees will be paid in instalments. Select the relevant alternative).

Alt. 1) Fees will be paid according to the following payment plan based on the work performed during one calendar month:

Invoice date _____ every month

Alt. 2) Fees will be paid in instalments according to the following payment plan based on the work performed in the course of _____ (period)

Invoice date (date)

Invoice address:

Invoices shall be marked:

Reference number

Name

Other payment terms:

Terms for implementation of Electronic Trading Format (EHF):

Electronic invoices must be submitted using the communication method stipulated by the Norwegian Government Agency for Financial Management (DFØ) at the time. The Contractor shall be notified six (6) months prior to any necessary change in the method of communication.

The Agreement, clause 4.5 Price adjustment

Agreed price adjustment:

The hourly rate can be adjusted in accordance with the following index:

(Must be completed if the parties agree adjustment based on an index other than Statistics Norway's main index, for example, an industry wage index.)

Appendix 5 Changes to the general contractual wording

Changes to the general contractual wording shall be set out in Appendix 5, unless the general contractual wording refers such changes to a different Appendix.

Changes can be made to all the clauses in the Agreement, even where there is no clear reference to the fact that changes can be agreed. Changes to the contractual wording shall be specified here so that the wording of the general contractual wording remains unchanged. It must be stated clearly and unequivocally which clause or clauses in the Agreement have been changed.

The Contractor should, however, be aware of the fact that reservations or changes to the Agreement in connection with the submission of a tender may result in rejection of the tender by the Customer.

Clause	Shall be replaced by

Appendix 6 Changes subsequent to the conclusion of the Agreement

The Agreement, clause 2.1 Changes to the Agreement

Changes to the deliverables subsequent to the conclusion of the Agreement shall be agreed in writing. The Consultant shall maintain a continuously updated directory of the changes that make up this Appendix.

No.	Date	The change concerns	