



## Approval of Schedule of Requirements

Rijksinkoopsamenwerking (RIS)

**Visiting address**

Rijkskantoor Beatrixpark  
Wilhelmina van Pruisenweg 52  
2595 AN The Hague, The Netherlands

PO Box 20011  
2500 EA The Hague

Annex	1
Reference	201865005.011.087
EU contract award procedure	Information Campaign 'Working in the Netherlands' for the Dutch Ministry of Foreign Affairs , specifically the Embassy of the Kingdom of the Netherlands Warsaw, Poland.

### Legal requirements

Requirement 1	By signing this appendix, a Tenderer unconditionally accepts the draft framework agreement (Annex A) and the ARVODI 2025. Any Tender containing any kind of reservation in respect of the Contract conditions may be regarded as a conditional Tender. In that case, it will be set aside.
Requirement 2	Tenderers are bound by all the terms and conditions set out in the Descriptive Document and all its Annexes. If a Tenderer does not satisfy the Contract description or a requirement, the Tenderer will be excluded and the Tender will be set aside. The content of the Tender may not conflict with the Contract description or the requirements. If such a conflict is detected, the Tender will be set aside.
Requirement 3	By signing this appendix, a Tenderer accepts, and in case of a contract award will sign the Data Processing Agreement (Annex B).

Annex 1- Approval of Schedule of Requirements: Information Campaign 'Working in the Netherlands' for the Dutch Ministry of Foreign Affairs , specifically the Embassy of the Kingdom of the Netherlands Warsaw, Poland

## Security Requirements

Requirement 4	The Contractor immediately reports any case of insecurity to the Contracting Authority, specifying the situation and the measures that were taken.
Requirement 5	The Contracting Authority has ownership of all data at all times.
Requirement 6	No data (backup/authorization/metadata) will be sent outside the EU region, unless it is decided differently in the Data Processing Agreement.
Requirement 7	The intellectual property of all material and the underlying source codes lies with the Contracting Authority.
Requirement 8	At the end of the contract all data and material, including the underlying source code, will be returned by the Contractor to the Contracting Authority or any third party which has been appointed by the Contracting Authority.
Requirement 9	The Contractor will cooperate in the transfer to the Contracting Authority or any third party which has been appointed by the Contracting Authority to continue with the activities by providing all data, material, documentation, instructions and assistance .
Requirement 10	Employees who have an agreement with the contractor, who have access to information regarding this agreement, must have signed a Non-Disclosure/Confidentiality Agreement.
Requirement 11	All employees of the contractor (including administrators, developers, etc.) who have access to BZ data and/or personal data relating to this agreement must have received a positive National Certificate of Good Conduct. a Certificate of Good Conduct may not be older than 4 years and must then be applied for it again.
Requirement 12	If the manufacturer has not provided specifications, international best practices should be used.
Requirement 13	All products and systems used in the operation and execution of this contract must be hardened according to the recommendations of the developer/manufacturer.
Requirement 14	Email may not be used to send sensitive/special data. Unless the data in a properly encrypted container has been added to the attachments in case of sensitive data.
Requirement 15	The supplier has a procedure for cleaning and deleting information systems on which BZ information is or was stored. These information systems should be carefully cleaned of residual data, preferably on the basis of "NIST Special Publication 800-88 Rev. 1, Guidelines for Media Sanitization". This also applies to systems for contingency, mirrors, backup media and flash memory.
Requirement 16	Parties other than part of this agreement (subprocessors and subcontractors) will not receive any data or access to systems with data from BZ via the contractor, unless explicit written permission has been obtained from BZ. The contractor must clearly indicate in the offer which sub-processors and/or subcontractors are part of the service.
Requirement 17	If the contractor is allowed to pass on this data to third parties, the contractor must record all requirements, including the requirements in this information security annex and the privacy requirements in the processing agreement, in formally accepted contractual agreements with these third parties. The first service provider remains responsible and liable for the proper fulfillment of the contractual claims. And must ensure that the provider continues to comply with this during the term of the agreement.
Requirement 18	Any information security incident, data leak, or suspected incident related to confidentiality, integrity or availability will be reported immediately without undue delay and always within 24 hours to the Information Security Center (i-SecurityCentre@minbuza.nl) and with cc to: War@minbuza.nl. After which any instructions for BZ following this incident must be followed immediately.
Requirement 19	The contractor will take all reasonably expected measures to guarantee the integrity and availability of the data.
Requirement 20	BZ must be given the opportunity at least once a year to carry out an audit on all the requirements stated in this contract.
Requirement 21	In addition to the above, BZ must be enabled to perform checks during or after information security incidents on compliance with the requirements set out in this contract. The contractor must provide full and timely cooperation with BZ.

Requirement 22	Findings from audits showing non-compliance with the information security requirements stated in this contract must be remedied immediately or within a period agreed with BZ.
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### Financial Requirements

Requirement 23	The Tenderer's tender price is binding and constitutes the maximum budget for the execution of the information campaign "Working in the Netherlands", including the sub-campaigns "fair labour migration" and "posted workers", and all related activities.
Requirement 24	The Tenderer will issue invoices on a monthly basis to the Embassy of the Kingdom of the Netherlands in Warsaw, for each project separately. The cost and the description of the invoices will be accepted in advance by the Embassy.
Requirement 25	The last invoice in the calendar year must be sent to the Embassy no later than November 8. For this purpose, a pro-forma invoice will be issued. The Tenderer has 60 days for completing the tasks covered by the pro-forma invoice.
Requirement 26	The invoice should be presented both in net and gross amount in the Polish currency (PLN) or in Euro. The calculation of costs must be done on the basis of an exchange rate provided by the Dutch Embassy in Warsaw. The exchange rate is flexible and provided each month to the Tenderer.

### Reporting and communication requirements

Requirement 27	The Contractor must ensure close cooperation with the Dutch Embassy in Warsaw. The Contractor must receive written approval of the Embassy (by e-mail) regarding each particular task (form of the task, time of its implementation, budget related) before its factual implementation.
Requirement 28	The Contractor is obliged to inform the Embassy (by e-mail) regularly, and upon request, about the progress made on each task, during the performance of the services
Requirement 29	During the implementation process the Embassy tracks the progress regarding the activities and checks if the implementing partner complies with contractual arrangements. During implementation, this monitoring takes in different ways, such as assessment of reports, revision of documents, (mail) contact as long as this provides an insight about the following points: <ul style="list-style-type: none"> <li>• Planning versus realisation</li> <li>• Performance and quality</li> </ul>

### Substantive requirements

Requirement 30	The Tenderer will start immediately with the assignment when the contract is signed.
Requirement 31	The Tenderer prepares annual plans for the implementation of the 'fair labour mobility campaign' (budget 1) and the 'posted workers' campaign (budget 2) for each calendar year and present these plans to the Embassy at the agreed upon date. First, the proposal shall include only the preliminary list of actions, including a budget proposal. After the acceptance of the annual plan by the Client, the Tenderer can start the implementation of the annual plan.
Requirement 32	The Tenderer will implement information campaigns for target groups and will deploy social media and local media channels. These information campaigns include a campaign targeting mobile workers in Poland who want to work in NL and a campaign targeting Polish employers posting workers to NL and Polish self-employed persons who want to work in NL.
Requirement 33	The Tenderer takes care of the designs and implementation of the information campaigns.
Requirement 34	The Tenderer shall effectively use its networks where this is useful or necessary for the performance of the marketing and communication activities.

Requirement 35	The Tenderer will on request by the Contracting Authority produce and deploy online marketing (f.e. Google Advertisements), social media (Facebook posts and advertisements), online-banners etc.
Requirement 36	The Tenderer connects the above deployment both offline and online, creating a uniform (holistic) campaign appearance.
Requirement 37	The Tenderer follows the trends and developments within marketing and communication and will translate them into benefits for Contracting Authority.
Requirement 38	The Tenderer must identify relevant media, establish and maintain contacts with these media, will try to convince them of the news value of the offered content and get them to publish/use it.
Requirement 39	The Tenderer must monitor the effectiveness of the information campaigns and prepare annual evaluation reports per calendar year.
Requirement 40	The Tenderer presents the results of the information campaigns in English in the form of a Power Point presentation as well as a summary (in written form). These reports shall at least include: information on the effectiveness of the resources used, a comparison with previous years, , and recommendations for future activities. The Tenderer presents the reports before the end of the calendar year.
Requirement 41	The Tenderer must initiate mid-term evaluations during the duration of the contract and adjust the tasks where needed in line with the budget, in consultation with the Embassy.
Requirement 42	The Tenderer must remain flexible to implement possible new requests that were not initially planned but which comply with the scope, requirements and financial constraints of the contract, during the whole duration of the contract

## II. Tenderer signature

Name of the organisation	
Name of authorised signatory	
Date	
Signature	