



**Annex A – concept**  
**Public Service Contract (ARVODI 2025)**

**between**

**the Ministry of Foreign Affairs  
Stockholm Embassy**

**and**

**<contractor>**

**regarding**

**a cleaning service provider for the embassy in  
Stockholm**

**contract number:  
201865003.001.137**



## Public Service Contract (ARVODI 2025)

Contract number: **201865003.001.137**

Liability number: <...>

Name and address details:

<Name>

<Address>

<Postal code>

Chamber of Commerce number: <...>

Chamber of Commerce establishment number: <...>

### The undersigned:

1. The State of the Netherlands, which has its seat in The Hague, represented by the Ministry of Foreign Affairs, represented in this matter by [signatory's name and position], hereinafter referred to as: the Contracting Authority,

**and**

2. [Contractor's full name and legal form], which has its registered office in [...], represented in this matter by [signatory's name] **<OPTIONAL>** and [cosignatory's name], hereinafter referred to as: the Contractor,

### WHEREAS:

#### *Organisation and procurement needs of the Contracting Authority*

- The Contracting Authority wishes to enter into fixed arrangements with one (1) Contractor for the provision of cleaning services, window cleaning services and other services for a specified period of time;
- To that end, the Contracting Authority wishes to conclude an Agreement (hereinafter referred to as the "Agreement") with a fixed term of four years. Thereafter, the Agreement may be extended unilaterally under unchanged conditions. Any extension shall be made in writing. The Agreement may be extended a maximum of four times, each extension being for a period of up to twelve (12) months. Consequently, the Agreement shall have a maximum term of eight years. The Agreement is subject to a notice period of six (6) months;
- A European public procurement procedure for the award of this Agreement has been conducted on the basis of the Descriptive Document, in accordance with the Dutch Public Procurement Act 2012;
- The Contracting Authority has assessed the Contractor's tender as the most economically advantageous tender on the basis of the award criterion of the best price-quality ratio;
- This Agreement sets out the terms and conditions applicable to all assignments relating to the provision of cleaning services, window cleaning services and other services;
- The Contractor has sufficiently familiarised itself with the objectives that the Contracting Authority intends to achieve through the assignment; and
- The Parties wish to record the resulting legal relationship in writing in this Agreement.



## **AGREE AS FOLLOWS:**

A number of terms in this Contract are written with initial capitals. These terms are defined in article 1 of the General Government Terms and Conditions for Public Service Contracts 2025 (ARVODI 2025).

### **1. Subject of the Contract**

- 1.1 The Contracting Authority engages the Contractor to perform Services as described in the Contracting Authority's request for tenders dated [date], reference [...] (Schedule ...) and the Contractor's tender dated [date], reference [...] (Schedule ...).
- 1.2 This Contract is governed exclusively by the ARVODI 2025 of which the Parties already possess a copy), unless this Contract contains provisions to the contrary. Any general and special terms and conditions of the Contractor do not apply.
- 1.3 The following documents are an integral part of this Contract. In the event of inconsistencies, the document that is higher in the list takes precedence:
  1. this document;
  2. the ARVODI 2025;
  3. the request for tender;
  4. the other Schedules;
  5. the tender submitted by the Contractor to the Contracting Authority dated [date], reference [...].
- 1.4 Derogations from this Contract are binding only if this has been explicitly agreed in writing or by email between the Parties.  
Any agreements previously made by the Parties about the Services expire upon the signing of this contract.

### **2 Contract formation, timetable or duration**

- 2.1 This Contract is formed when it has been signed by the last Party to sign it.
- 2.2 The Services will be performed in the period from [date] to [date]. This Agreement shall remain in force for a fixed period of four years. The Contracting Authority may renew the Contract on the same terms and conditions for a period of four times for a maximum of twelve months each time. If the Contracting Authority uses the renewal option, the Contracting Authority will inform the Contractor in writing or by email no later than six months before the expiry of the initial or then applicable term of the Contract.

### **3 Price and other financial provisions**

- 3.1 The Contractor will perform the Services for a fixed total price per year. This fixed total price amounts to € [...] (excluding VAT and including travel, accommodation and any other expenses).
- 3.2 If the Contractor does not charge VAT but some or all of the Services prove not to be exempt from VAT, the Contractor cannot subsequently charge this VAT.
- 3.3 The price covers all Services to be performed by the Contractor under this Contract, plus any materials needed for this purpose.



- 3.4 The agreed (maximum) rates shall remain fixed during the first 12 months of the Agreement. Thereafter, the agreed rates and prices may be indexed once every 12 months on the basis of the price development index published by the Svenska Branch Index (SBIX – Stäindex). The first indexation may take effect as of [date].

The year-on-year method shall apply for the purpose of indexation. The reference month for determining the indexation shall be , and the proposal for indexation must be submitted no later than [date].

The indexation shall only take effect after the Client has provided its written approval of the submitted proposal. Such approval is subject to the condition that the supplies or services during the preceding period were performed in accordance with the agreed arrangements. If the Contractor submits its proposal after the prescribed deadline, indexation shall only apply to the remaining term of the Agreement; no retrospective indexation shall be permitted.

- 3.5 The Contractor shall submit the invoices by email to [STO-AZ@minbuza.nl](mailto:STO-AZ@minbuza.nl).
- 3.6 Pursuant to Article 15.1 of the ARVODI-2025, the Contractor is required to submit invoices by email. The invoice must always state the order reference (obligation number or purchase order number) as specified in the purchase order, order confirmation or signed Agreement. The order reference must be reproduced exactly, without any additions or amendments. Only then can the electronic invoice be processed.

#### **4 Contacts**

- 4.1 The contact person on behalf of the Contracting Authority is Nina Jaktlund, who can be reached by telephone at +31 +46 70 393 0949 and by e-mail at [STO-AZ@minbuza.nl](mailto:STO-AZ@minbuza.nl).

The contact person in behalf of the Contractor is <name>, who can be reached by telephone at <number> and by e-mail at <e-mail>.

- 4.2 Contrary to the provisions of Article 8.2 of the ARVODI-2025, the designated contact persons shall not have the authority to legally bind the Parties.

#### **5 Place of Performance of the Services**

- 5.1 The Services shall, in principle, be performed at the location(s) specified in the Descriptive Document.
- 5.2 The Contracting Authority shall grant the Contractor's Personnel access to the location where the Services are performed and shall enable such Personnel to perform the Services under the working conditions customarily applied by the Contracting Authority during regular office hours.

#### **6 Integrity**

- 6.1 The Contractor declares that the Contracting Authority's Staff have not been given and are not being given any benefit with a view to being awarded the contract.



Place: .....  
Datum: .....-.....-.....

by the Ministry of Foreign Affairs,  
< signatory's name and position> ,

Place: .....  
Datum: .....-.....-.....

<Contractor's name> ,  
< signatory's name and position> ,

<Name of authorized representative >

<Name of authorized representative >

Attachments:

1. Request for tenders
2. Tender
3. ARVODI-2025.