

Delegation of the Government of Catalonia
to the International Organizations based in
Geneva, Strasbourg, Paris and Vienna

Geneva
Switzerland



Quotation for

Delegation of the Government of Catalonia
to the International Organizations based in
Geneva, Strasbourg, Paris and Vienna

Subject

Switzerland
Contract for advisory services on global
challenges and trends, as well as peace and
security in the multilateral arena

Reference

20170901

Dated

01-09-2017

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Date
01-09-2017

Reference
20170901/Geneva

1 Introduction

The 2015-2017 Strategic Plan for External Action and EU Relations of the Government of Catalonia establishes as one of its strategic goals to contribute to peace and security. The ongoing evaluation of the Plan has identified the need to further develop and promote a strategy to scale up Catalonia's work on and contribution to the multilateral debates and processes on global challenges and trends, as well as on peace and security.

2 Aim of the project

The project seeks to analyze, assess, support and advise the Delegation of the Government of Catalonia to the International Organizations based in Geneva, Strasbourg, Paris and Vienna (from now on "Delegation to the International Organizations") on the strategy to be developed regarding an increased presence and contribution of Catalonia to the multilateral agenda on global challenges and trends, with a special focus on peace and security.

The HCSS will coordinate the project, handle all financial aspects, and see to it that the implementation of the project will be professional and timely.

The HCSS will have a senior staff member partly dedicated who will have general oversight of the development of the project.

3 About HCSS

The Hague Centre for Strategic Studies (HCSS) seeks to offer its customers - governments, non-governmental organizations and private sector customers - analysis and advice to understand the fast-changing environment and to anticipate the challenges of the future with practical policy solutions. HCSS offers a unique approach in the combination of contextual analysis, a broad base of technology know-how and a varied toolbox of qualitative and quantitative methodologies.

Independence

We are a completely independent, non-partisan, not-for-profit institute in the Netherlands with no institutional connections to the government, the ministries or any other organization. There are no organizational or financial connections with any Intelligence and Security Services in The Netherlands or abroad. For HCSS it is crucial to keep this independence at all times.

History

HCSS was established in 2007 as an independent think-tank by the Netherlands Organisation for Applied Scientific Research TNO. Over the past years, HCSS has expanded in size, scope and reputation. Today, HCSS is an established, well-known organization, linking the security domain to issues on social economic stability and ecological sustainability, considering potential effects and policy implications for many different stakeholders.

Legal Status

HCSS is an independent limited company. We work on the basis of contracts. We are legally established in the Netherlands, recorded at the Chamber of Commerce of The Hague, at number 27245148.

What we do

HCSS conducts strategic research and multidisciplinary analyses. It executes its activities independently and in collaboration with its large network of affiliated experts.

Its products include strategic surveys, innovative policy recommendations, trend and scenario analyses, risk assessments, geopolitical and regional security analyses, conflict analyses, operational evaluations and identification of lessons learned.

HCSS is also an independent platform for exchange of ideas and development of new concepts and strategic insights. HCSS organizes seminars, round tables and lectures on current topics and contributes to developing curricula for higher education and teaching.

Who we work for

The Netherlands ministries of Foreign Affairs, Defense, and Security & Justice are regular customers of HCSS. HCSS also provide analysis to other European governments and to international organizations such as the European Commission and NATO. For private sector customers (commercial and non-commercial organizations and associations and NGO's), HCSS translates its strategic orientation to the business environment in order to contribute to the companies' strategic goals and activities.

4 Relevant Expertise and Networks

HCSS has an extensive network of contacts and expertise to draw on. Our staff team members are highly experienced in conducting research and analysis in the fields of multilateralism and peace and security. Furthermore, the HCSS has the ability to recruit from its networks highly qualified, independent experts for external advisory when required.

Since HCSS has been regularly organizing knowledge events and conferences, it has in-house experience and knowledge of all needed logistical and administrative tasks which the different phases of this project may entail.

5 HCSS Supporting Staff

For the implementation of the project, the HCSS will rely on the existing members of its own staff as well as independent professionals of contrasted experience whose expertise may be required for the purpose of the project.

6 Progress reports

During the execution of the project, regular contacts will be made with the Delegation to the International Organizations, particularly but not limited to, via regular conference calls, to ensure that the project is developed according to the needs and expectations of the client.

7 Project Conditions and activities

- The project is politically sensitive. For that reason, it is important that the project coordinator from the HCSS has direct access to a Point of Contact (PoC) at the Delegation to the International Organizations.
- The HCSS will select the relevant staff and external expertise required for the preparation, execution and reporting of the project, in accordance with clause 5.
- The HCSS will be responsible for the administrative and financial support of the staff and experts related to this project.

8 Schedule

The project execution will start after formal signing of the contract with the Delegation to the International Organizations. For reasons of timely preparation, the start of the project should not be later than 04 September 2017.

9 Budget

The budget of the project as proposed amounts to € 142,480,-- excluding 21% VAT and is € 172,400,-- including 21% VAT.

1st payment:

September 4th 2017 €61.750,-- incl. VAT

2nd payment:

October 2nd 2017 €58.550,-- incl. VAT

3rd and last payment:

November 2st 2017 €52.100,-- incl. VAT

PM post

- Desktop publishing, printing and distribution cost of the end report.

These costs will be made only after consultation with the Delegation to the International Organizations. PM posts will be charged separately when applicable.

10 Payment conditions

10.1 Schedule

The budget is based on a project start per 04 September 2017 in accordance with the indicated schedule.

10.2 Invoicing

All project costs shall be charged to the Customer on the basis of the following payment plan:

HCSS will need a first upfront payment of 35.81% of the total budget costs (€61.750,-- incl. VAT) must be transferred to our bank account not later than the first day of the project. In practice, this means on Monday 04 September 2017, 12.00 p.m. NL time.

On 02 October 2017 another approximately 33.96% of the costs (€58.550,-- incl. VAT) will have to be transferred to our bank account.

The last approx. 30.22 % of the costs (up to € 52.100,-- incl. VAT) will have to be transferred during the last day of the project that is planned on 02 November 2017.

10.3 Customs, duties and taxes

Prices are exclusive of any taxes, duties, rates, assessments and charges of any kind levied by or payable to any governmental agency outside The Netherlands.

11 Contractual Conditions

The 'General Terms and Conditions for research assignments to HCSS' dated August 27th, 2015, deposited at the Chamber of Commerce in The Hague, The Netherlands, shall apply to this Proposal and are available on our homepage:
www.hcss.nl.

HCSS will only execute the contract when the money of the Delegation to the International Organizations is transferred to the HCSS account. Foreseen is that the contract is to be executed from 04 September 2017 and ends 10 November 2017

12 Confidentiality

The HCSS shall not, nor shall any of its employees, agents or sub-contractors disclose or use or cause to be disclosed or used at any time during or subsequent to this Agreement, any secret or confidential information of the Delegation to the International Organizations or any other information relating to the project or other affairs of the Delegation, except as required by law.

13 Validity

This Proposal is valid up to 01 September 2017, where after this Proposal shall expire.

Signed



Paul Sinning
Director

Agreed

