

Terms and Conditions of the Bank for International Settlements ("BIS")

1. Contractual basis and ranking

These Terms and Conditions ("BIS T&C") shall apply to all contractual relations, including contracts for the provision of goods, services and specific works concluded between the Counterparty and the BIS. The entire contractual relationship between the BIS and the Counterparty is subject to the BIS T&C, which apply to any additional written agreements between the parties.

In the event of inconsistencies between the terms of the BIS T&C and any other document such as the Counterparty's general terms and conditions, the provisions of the BIS T&C prevail unless otherwise expressly agreed in writing with reference to the specific provision of the BIS T&C. With the acceptance of the BIS purchase order, the shipment of goods or the commencement of a service, the Counterparty shall be bound by the provisions of the BIS T&C.

Moreover, any applicable technical requirements and standards, insofar as such requirements and standards constitute the local usage and are generally recognised technical regulations, shall apply.

2. Contract price, invoicing, due date, BIS tax status and customs exemption

a) Invoicing and due date of the contract amount

The BIS shall pay the contract price following the satisfactory and timely completion of the services. The BIS will not pay the Counterparty for travel, subsistence or any other expenses or for any time spent travelling. All invoices must indicate the BIS purchase order (PO) number. If a PO number is not available, the reference "No PO" and the contact person at the BIS must be specified. Invoices must clearly state the price of the individual items, any surcharges and deductions, and the delivery date or period of performance.

Conventional Invoices shall be sent to: Electronic Invoices shall be sent to:

Bank for International Settlements	invoice@bis.org
Finance Section	Subject: Invoice [PO number]
Reference: BIS [PO number]	
CH - 4002 Basel	

The agreed price shall be payable after the receipt of the agreed deliverables, including, where applicable, the handover of all relevant documentation (such as official permits, plans, installation drawings, operating manuals, etc). Unless otherwise agreed, payment shall be due within 30 days after receipt of the complete and correct invoice, including, where applicable, the corresponding timesheets and/or work statements approved by the BIS.

b) Tax status of the BIS

The BIS enjoys a special tax status as an international organisation in Switzerland. Accordingly, invoices - both original and copies - shall not include any Swiss VAT and must bear the remark "von der Steuer befreit" or "Befreiung von der MWST nach Art. 144 MWSTV". If the wording "inklusive MWST", either with or without indication of the relevant tax rate, is pre-printed on the invoice, then such wording must be struck through on both the original and all copies.

Any other taxes or dues incorporated in the price must be clearly disclosed on the invoices, so as to allow the BIS to claim exemption.

c) BIS customs exemption

The BIS is exempt from customs restrictions, dues, and charges of a similar nature in respect of goods imported for its official use. To facilitate the customs handling, the BIS provides the Counterparty with the form 14.60 ("Marchandises pour bénéficiaires de privilèges diplomatiques"), which must be attached to the delivery note.

Only the customs in Basel ("Hauptzollamt") provide for a duty free customs handling via the form 14.60. Any dues incurred at other Swiss customs offices will not be reimbursed by the BIS.

3. Confidentiality

The Counterparty shall treat as strictly confidential all information to which it has access when providing goods or services, even if such information is not marked or specified as confidential, using at least the same degree of care to avoid disclosure, publication or dissemination of the provided information as it uses to its own strictly confidential information.

The Counterparty is not permitted to copy information, electronically or in any other form, unless, and to the extent it is necessary for the contract performance. As soon as the copies are no longer needed (e.g. upon completion or termination of the contract), such copies shall be completely destroyed or, if so requested, returned to the BIS. Upon request, the Counterparty shall provide evidence satisfactory to the BIS of compliance with this requirement.

The Counterparty, its employees and any subcontractor may not mention the business relationship with the BIS to third parties without the BIS' prior written consent.

The Counterparty shall ensure that all its employees and any subcontractors comply with these confidentiality requirements. Upon request by the BIS, the Counterparty, its employees and subcontractors must sign the BIS Code of Conduct.

The confidentiality obligations set forth in the BIS T&C shall remain in effect even after termination or expiration of the contractual relationship.

4. Credential Checking

The Counterparty will ensure that its personnel abide by all security regulations, policies and procedures of the BIS. The BIS may at its option request that all personnel assigned by the Counterparty to perform services for the BIS are subject to a background check prior to the provision of the service ("BIS Credential

Checking"). The Counterparty will strictly adhere to the BIS Credential Checking procedure and agrees to cooperate fully to the extent required by such procedure.

5. Work on BIS premises

If some or all of the contractual obligations are performed on the BIS premises, the Counterparty shall ensure that its employees and any subcontractors comply with the rules, regulations and guidelines of the BIS as well as with the instructions given by designated BIS staff. The Counterparty is responsible for ensuring that subcontractors are properly instructed and bound by all obligations arising out of the BIS T&C.

6. Conflict of Interest

The Counterparty ensures that its contractual performance for the BIS does not give rise to any actual or potential conflict with the Counterparties' obligations towards third parties. The Counterparty will immediately inform the BIS of a potential conflict. If it is not possible to avoid a conflict or to solve it in another manner, the BIS may terminate the contractual relationship with immediate effect.

7. Copyright, patents and other proprietary rights

The BIS shall become the exclusive owner of all intellectual property and other proprietary rights of all deliverables including, but not limited to materials, standards, concepts, files, software or technology, developed or produced by the Counterparty, either on its own or in collaboration with the BIS, as part of the contractual performance. The Counterparty shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the BIS in compliance with the requirements of the applicable law.

8. Use of the BIS name and sign

The Counterparty may not use for other than internal purposes the name or logo of the BIS in any advertising, publicity releases, presentations, or publicly distributed documents without the prior written consent of the BIS, it being understood that any such authorised use does not imply the BIS' approval or disapproval of the Counterparty or of its services.

9. Insurance

The Counterparty shall, at its own expense, maintain all insurances that are standard in its field of activity, including liability insurance. The Counterparty ensures that all its subcontractors providing services for the BIS maintain equivalent insurance coverage. Upon request by the BIS, the Counterparty shall provide appropriate evidence of such insurance coverage.

10. Place of performance – Transportation

Unless expressly otherwise provided in writing, the place of performance shall be at the BIS' headquarters in Basel. Unless otherwise defined, the Counterparty shall be solely responsible for the payment of transportation, packaging and transportation related insurance costs.

11. Transfer of risk

The entire risk of loss, damage to, or destruction of the goods shall be borne by the Counterparty until physical delivery of the goods at the place of performance, which will be designated by the BIS.

12. Observance of law

The Counterparty shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations. In particular, the Counterparty is responsible for ensuring (i) that all its employees and subcontractors have a valid work permit in accordance with the applicable rules, and (ii) that the applicable legislation with regard to mandatory social security and pension contributions, accident insurance, and any other relevant legislation as well as any applicable union labour agreements (Kollektivarbeitsvertrag), is complied with. Should the BIS incur any internal administrative costs in relation with the provision of work permits, such costs shall be reimbursed by the Counterparty.

13. Premature Termination

In the event of an early termination, the Counterparty will only be remunerated for the Services effectively provided up to the termination date to the exclusion of any additional compensation.

14. Liability, warranty and indemnity

Questions on liability, warranty and indemnity shall be governed exclusively by Swiss law. Exclusion or limitation of liability, even where authorized under the relevant Swiss law, shall be null and void. The Counterparty shall be liable for any subcontractors and their employees to the same extent as for its own employees who perform any part of the Counterparty's obligations under the BIS T&C. The Counterparty warrants and represents that the goods and services delivered are unencumbered by any third party's title or other property rights, including, but not limited to, any liens or security interests.

15. Amendments

Amendments to the present BIS T&C are only valid when made in writing and duly signed by both parties.

16. Applicable law/jurisdiction

The contractual relationship shall be governed by Swiss law. The courts of the Canton of Basel-Stadt shall have exclusive jurisdiction.