



EUROPEAN MEDICINES AGENCY
SCIENCE MEDICINES HEALTH

Annex X

Framework contract execution template

Framework contract No:	
Report for month:	Date sent:
Contractor:	Contact person: e-mail: Phone:

Request processing

The requests must be entered in the order of their reception. Enter only one row for each request (and if necessary complete missing information in the next report)

The columns marked (RF) can be filled-in upon reception of the Request Form.

Contractor's ID	Request Form ID (if extension: add ext)	Date request Form received (dd/mm/yy)	Confirmation sent to Agency (dd/mm/yy)	Y/N date (dd/mm/yy)	Y/N sent to Agency (dd/mm/yy)	Proposal date (dd/mm/yy)	Proposal sent to Agency (dd/mm/yy)
(RF)	(RF)	(RF)		(RF)		(RF)	

Request history for orders

Enter one row for each proposed Project Manager. Update the report when the status changes.

Contractor's ID	EMA Unit/Sector	Request Form ID	If extension: initial Request Form ID	Date Request Form received (dd/mm/yy)	<i>Status</i> 1 = acknowledged receipt, 2 = willing to make an offer, 3 = declined to make an offer, 4 = offer not accepted, 5 = offer accepted, 7 = Request Form withdrawn by the the Agency, 8 = unknown or other status.	Name of subcontractor (if applicable)

Specific Contracts history Enter one row for each Specific Contract. When necessary the status must be updated to reflect the reality.					
Contractor's ID	EMA Unit/Sector	Request Form ID	Specific Contract (SC) N° and date of signature	Status 1 = started (specify the date), 2 = finished (specify the date), 3 = partially accepted (at least one deliverable has been accepted) 4 = fully accepted (all deliverables accepted) 5 = known issues or problems (specify).	Name of subcontractor (if applicable)

Requests and offers summary Give cumulate value from the start of the contract							
Year/Month	Number of Requests received	Number of Offers accepted by the Agency	Number of Offers declined by the Contractor	Number of offers refused by the Agency	Number of requests withdrawn by the Agency	Number of offers in Progress	Number of offers with unknown status

New Specific Contracts Give the values related to each month		
Month	Number of new Specific Contracts	Number of Subcontracting

Specific Contracts in progress Give the figures at the end of the month			
Month	Number of Specific Contracts in progress	Number of subcontracting	Number of Specific Contracts finished during the month