**Draft wording of an order of the training and presentation on ISO 20400**

**This is a draft wording of an order of the training and presentation on ISO 20400. We would like to agree on this wording and proposed process:**

1. The ordering organization (Ministry) will send an official order by email to a supplier, who will endorse it and send back by email.
2. A supplier will deliver the service and then issue an invoice to the ordering organization.
3. After receiving the service and the invoice, the ordering organization will send the payment to the supplier by a bank transfer.

**Draft wording of the order of the training and presentation on ISO 20400**

**Hereby we order:**

One day (9.00 a.m-5.00 p.m.) training and presentation on the ISO 20400 - sustainable procurement, focused on socially responsible public procurement.

The training will be delivered by two consultants (1x senior consultant and 1x consultant), the training materials will be provided as deliverables in English.

The event will be held on March 15, 2018 in Prague.

Price: £5 200 (i.e. approx. 148 200 CZK)

Additionally, the lecturers will be paid per diems 230 EUR/ person/ night and the ordering organization will provide air tickets at its expense.

This purchase is made within the project „Support of the Implementation and Development of Socially Responsible Public Procurement“, Project co-financed by the European Union. Registration number: CZ.03.3.60/0.0/0.0/15\_018/0000732.

**Name and address of the purchaser:**

 **Ministerstvo práce a sociálních věcí ČR**

 Na Poříčním právu 1

 128 01 Praha 2

 Identification number: 00 55 10 23

 VAT number: the Ministry is not subject to VAT payments (VAT exempt)

The total price is final and cannot be exceeded, it includes all the fees and costs necessary for delivery of the service.

**Invoice requirements:**

The ordering party requires that the invoice for the service includes this statement:

“This purchase is made within the project financed from the Operational Programme Employment by the European Union, project: „Support of the Implementation and Development of Socially Responsible Public Procurement“, registration number: CZ.03.3.60/0.0/0.0/15\_018/0000732.”

**Due period: 30 days**

**Please fill in following details, that should be stated on the invoice too:**

|  |  |
| --- | --- |
| Name of company |  **Action Sustainability (Trading) Ltd** |
| Address |  **1st Floor, 2 Angel Square, London, EC1V 1NY** |
| Company (registration) number + tax (identification) number |  **Company Registration Number: 07275849** **VAT (Tax) Number:** **250338135** |
| Bank name |  |
| Bank address |  |
| Bank account number |  |
| IBAN CODE |  |
| SWIFT/BIC CODE |  |
| Variable symbol |  |
| Constant symbol |  |
| Sort code |  |

**Contact person:** Ing. Eva Chvalkovská,