TECHNICAL SPECIFICATIONS REGULATING THE CONTRACT FOR THE PROVISION OF ADVISORY AND MANAGEMENT SERVICES IN THE FIELD OF TAX AND LABOR LAW AND ACCOUNTING MANAGEMENT FOR THE DELEGATION OF THE GENERALITAT OF CATALONIA IN THE NORDIC COUNTRIES AND THE BALTIC STATES

1. PURPOSE OF THE CONTRACT

The purpose of this contract is to provide advisory and management services in the field of tax and labor law and accounting management for the Delegation of the Government of the Generalitat of Catalonia in the Nordic countries and the Baltic states within the framework of the Delegation's powers and tasks set out in article 18 of Decree 61/2017, of June 13, on the institutional representation units of the Government abroad.

2. SERVICES TO BE PERFORMED

Currently, the Delegation's staff consists of 4 technicians with employment contracts subject to Swedish regulations:

- Institutional Relations Technician
- International Relations Technician
- Media Relations Technician
- Administration and Finance Technician

The advisory and management service will include the tasks listed below:

a) Advice on everything related to Swedish taxation that affects the regular operation of the Delegation.
b) Advice on aspects related to Swedish labor law. Includes drafting employment contracts, assistance in labor lawsuits, advice in relation to the termination of employment contracts, management and processing of work absences due to temporary or permanent disability, discharges and confirmation notices, and communication and declarations of work accident notices.
c) Calculation of payroll to be paid by the Delegation, as well as the preparation and presentation of social security contributions to be withheld from workers and paid by the employer to the local Tax Authority.
d) Management of the Delegation's accounting, adapting it to Swedish taxation and drafting and presenting the annual report on income to the local Tax Authority.

The relationship between the advisory firm and the Delegation shall be structured as follows:

i. The agency will receive all material related to the Delegation's accounting through the digital platform that it makes available for the execution of the contract, no later than the tenth day of each month. The Delegation will maintain and archive the original documentation in accordance with the regulations on archiving of the Generalitat de Catalunya.
ii. The employees of the Delegation will report the hours worked in the work calendar of the digital platform no later than the tenth day of the following month. The agency will be responsible for preparing and sending the payroll to the employees through

the same digital platform. It will also make the declaration of contributions to the Swedish Social Security by the employee and the employer.

iii. The management will prepare an annual report on the financial status of the Delegation and inform the local authorities.

iv. The professional responsible for accounting must be in contact with the person responsible for accounting at the Delegation to clarify any questions that may arise.

v. Likewise, the person responsible for the Delegation's accounting will be available to resolve any doubts that the advisory professional may have about the documents provided at the monthly meeting.

Response deadlines

- In those verbal or emailed queries that are the subject of this contract and require a substantiated response or a search for information by the successful bidder, the query must be resolved within a maximum period of 72 hours. However, depending on the complexity of the query, a different deadline may be agreed.
- In the case of issuing monthly reports related to accounting, the Delegation must comply with the requirement to send all related material to the platform made available for the execution of the contract no later than the tenth day of each month. The management will prepare the relevant reports from this date. The tasks will be carried out with due notice to ensure that they are carried out within the maximum period that each procedure has established.
- Regarding the preparation of payrolls, procedures and tax filing, employees of the Delegation must report to the digital platform no later than the tenth day of each month. The management will prepare the payrolls and other related documentation from this date. The tasks will be carried out with due notice to guarantee that they are completed within the maximum period that each procedure has established.

3. MEDIA THAT MUST BE ATTACHED TO THE CONTRACT

The contracting company must assign the following means to the execution of the contract:

3.1. IT RESOURCES AND MONITORING CONTROL

- The contractor will make available to the Delegation all the computer systems they have available to carry out the advisory and management tasks of the Delegation, as well as to share with the Delegation all information related to tax, labor or accounting issues immediately.
- The contracting company must have the necessary IT resources to carry out the necessary procedures with the Swedish authorities.
- In the event that the contracting company is not selected to continue providing the service, it will facilitate the transfer of all necessary information and documentation to the new awarded company in an orderly, complete and secure manner, guaranteeing the continuity of the service.

3.2. PERSONNEL ASSIGNED TO THE PROVISION OF THE SERVICE

- The contracted agency must have sufficient staff to carry out its activity efficiently. Similarly, the professionals assigned to provide these services must be licensed in Swedish tax matters.
- The professionals assigned to provide these services must be integrated into the bidder's organizational structure.
- The successful bidder will assign the Delegation a manager with whom to work on a regular basis. In the absence of this regular contact, the bidder must make it possible for another person trained within its structure to take charge of the orders required from the Delegation.
- The contracting company is responsible for the execution of the contract and the personnel who carry out the tasks covered by the contract are in any case under its charge, without it being possible to deduce that an employment relationship exists between this personnel and the Delegation. In this sense, the power to control and direct the work and the workers corresponds to the contracting company, due to the fact that it has independent ownership and an autonomous organization and, therefore, everything related to the control of schedules, granting of permits and holidays, disciplinary regime and work orders will emanate from the contracting company, without prejudice to the powers that the Delegation has with regard to the control and supervision of the execution of the contract.

3.3. MATERIAL MEANS ASSOCIATED WITH THE PROVISION OF THE SERVICE

- Bidders must have sufficient structural capacity to carry out the set of professional activities that involve advice and management related to Swedish taxation, accounting, Swedish labor law and the calculation of payroll and taxes for the Delegation's employees.

4. DUTY OF INFORMATION

The contractor must:

- Keep the Delegation informed of all procedures and issues that have been generated in the name and on behalf of the Delegation.
- The Delegation will have access to all information related to the contracted services.
- Make systems available to the Delegation that guarantee knowledge, at any time, of tax, labor, payroll or accounting issues that may have arisen.

5. DATA CONFIDENTIALITY

The contractor must maintain confidentiality regarding the data that he knows by reason of the contract and that are not public. Likewise, the contractor undertakes to adopt the necessary measures for the proper conservation of the information and material of any type supplied or belonging to the Delegation.

Likewise, the successful tenderer, insofar as he will have access to personal data in the provision of his services, must sign the corresponding data access contract as the person in charge of processing the data with all the obligations that arise from it.

Generalitat de Catalunya
Delegació del Govern
als Països Nòrdics i als Països Bàltics

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Director of Services of the Ministry for European Union and Foreign Action and acting as substitute for the Head of the Delegation of the Government of the Generalitat to the Nordic and Baltic Countries (Res. EXT/1957/2024, Diari Oficial de la Generalitat de Catalunya no. 9146)