

Danish Road Directorate's Special Conditions for Con- sulting Services (SCC)

May 2018



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1. General

1.0 Application and Purpose of the Regulations

Re 1.0.1

General Conditions for Consulting Services (ABR 89), the present Special Conditions for Consulting Services (SCC) and the Contract (including any appendices) constitute a full and complete body of agreements.

ABR 89 is available at <http://www.frinet.dk/kontrakt-og-udbud/vaerktoejer/regler-og-love/aftale-kap-2-abr-89>

This SCC contains supplementary special conditions to General Conditions for Consulting Services (ABR 89). In case of any discrepancy between ABR and this SCC, the stipulations of SCC will prevail.

The individual sections refer to ABR 89. In case an item in SCC is left blank, this means that there are no specific provisions to the item concerned in SCC.

SCC also contains an item 10, which relates to consultancy work at the Danish Road Directorate.

The Danish Road Directorate and the Consultant enter into a Contract which describes the consultancy and sets out the specific circumstances relating to the implementation of the consultancy. Any services to be provided by the Danish Road Directorate shall appear from the Contract. In case of any discrepancy between the Contract and these special conditions for consultancy, the stipulations of the Contract will prevail.

Contract means an individual Contract, a supplementary agreement, a framework agreement or a requisition (order) according to a framework agreement.

1.1 The Consultant's Work

Re 1.1.1

The Consultant shall ensure that the employees assigned to the Contract, at any time, have the competences needed for ensuring the optimal solution to the task.

The Consultant shall be loyal to the Danish Road Directorate and contribute to maintaining a positive and respected reputation in relation to the surroundings.

The Consultant shall maintain absolute silence with respect to information about the Danish Road Directorate or other circumstances which he or she obtains knowledge of in connection with the execution of the work.

The Consultant may use the Danish Road Directorate as reference but may not – without a preceding, written permission from the Danish Road Directorate – send out a public statement or publish anything related to the content of the task. Any publication, exhibition or information for the public concerning the task – e.g. through the press, specialist press, radio or TV, internet or social media – shall come from the Danish Road Directorate or, after a preceding, written agreement with the Danish Road Directorate.

The Consultant shall have a documented quality management system. The requirement of a documented quality management system may be deselected in the specific Contract if it is not necessary, for example in connection with contracting of small and/or uncomplicated tasks.

The services provided by the Consultant shall meet general quality-assurance standards.

ILO Convention No. 94 on Labour Clauses in Public Contracts

In accordance with ILO convention No. 94 concerning labour clauses in public contracts, the Contractor is under an obligation to ensure that wage earners and wage earners of any subcontractors be ensured pay (including allowances), hours of work and other conditions of labour working hours, which are no less favourable than those established for work of the same nature in the trade or industry concerned, where the work is carried out by collective agreement entered by the most representative labour market parties in Denmark and, which applies to the entire Danish area. This may be considered as observed if the work is subject to a collective Danish agreement and this agreement is being observed. Such agreement shall – with the necessary clarity – specify the salary payable under the collective agreement.

The Contractor is required to ensure the salary and employment conditions as mentioned above for employees, including the subcontractors' employees, who are employed in Denmark for the performance of the work, and shall inform the employees of the applicable working conditions.

At any time, the Danish Road Directorate may ask for relevant evidence of wages and working conditions for the employees to ensure that the conditions satisfy the standard established in the working clause.

The Danish Road Directorate may require that the Consultant – after a written notice – within 10 work-days provides relevant documentation such as wage slips and time sheets, wages record and employment contracts from his own employees as well as any Sub-consultant's employees.

For assessment use of whether the Consultant or the Sub-consultant has observed the clause, the Danish Road Directorate may seek advice by contacting relevant employers' and/or employees' associations.

In case liabilities are disregarded by the Consultant and he fails to provide the documentation required by the Danish Road Directorate, prior to the time limit stated, the Danish Road Directorate may impose the Consultant of a daily penalty of DKK 2,000 for each workday, until the required documentation has been properly furnished to the Danish Road Directorate.

In case the Consultant does not comply with his obligations to his employees and if this leads to a legitimate claim by the employees, the Danish Road Directorate can retain the payments for the Consultant with the purpose of ensuring this claim.

It is the responsibility of the Consultant to ensure that the Consultant's services are in agreement with the international conventions that Denmark has acceded, including the UN Convention on the Rights of the Child.

The Contractor shall provide regular reports about whether he has received documentation from foreign subcontractors hired by the Contractor to the effect that they have registered with the Register of Foreign Service Providers (RUT) in accordance with the relevant executive order.

Replacement of Consultant's employees

As a point of departure, employees mentioned by name in the contractual basis may not be replaced. In case the Consultant wants to replace an employee, the reason shall be submitted in writing to the Danish Road Directorate. This shall be done as soon as possible prior to the replacement of the employee and, at a notice of no less than 10 workdays. Replacement is subject to the written approval of the Danish Road Directorate.

It will be a condition for approval that the replacement shall not cause expenses or delays for the Danish Road Directorate, and the new employee shall, as a minimum, possess skills and qualifications similar to those of the employee replaced.

For tasks to be settled on a cost-plus basis, the hourly rates are to be reduced according to the following provisions. For the new employee the hourly rate is to be reduced with 15% for the first 100 hours after the time of replacement. It is a precondition that the number of hours corresponds to the number of hours originally planned for the employee replaced. For key employees, the hourly rate will be reduced by 30%.

The provisions apply in relation to the employees mentioned in both the Contract, in additional agreements and in applications.

The claim for reduction of the hourly rate is cancelled if the replacement is rendered necessary by the employee concerned because of job-change, retirement, absence due to illness or maternal leave or long-term sick leave or, in case of death.

The Danish Road Directorate may demand that any employees of the Consultant who cause justified criticism by the Danish Road Directorate be removed and replaced.

Duty of disclosure regarding personal data

To the extent that the Consultant – with his tender or, after entering into the Contract – submits personal data (CVs, names of casualties in workplace accidents as well as wage slips and the like) to the Danish Road Directorate, the Consultant is obliged to comply with his and the Danish Road Directorate's duty of disclosure towards the data subject, cf. the General Data Protection Regulation, EU 2016/679 of 27 April 2016, Articles 13 and 14, respectively.

The Danish Road Directorate's duty of disclosure, pursuant to Article 14, comprises the following information:

1a) – 1b)

Contact information for the processor and for the consultant on data protection: See

<http://www.vejdirektoratet.dk/DA/om-vejdirektoratetdk/Sider/persondata.aspx>

or www.vejdirektoratet.dk > Om Vejdirektoratet > Persondata.

1c)

The purpose of the processing of CVs is the evaluation of tenders in compliance with the applicable procurement rules and the carrying through of the task according to the terms of reference.

The purpose of the processing of information on injuries in workplace accidents is the recording of workplace accidents.

The purpose of the processing of wage slips and the like, after the entering of the contract, is to follow up on whether the labour clause on salary and employment conditions are met.

The legal basis for the processing is:

- *The General Data Protection Regulation, Article 6(1), para e.*
- *The Danish Public Procurement Act, including section 155(1) para 3 and section 162(3).*
- *The Danish Working Environment Authority's executive order on employer's duties.*
- *Circular on Labour Clauses in Public Contracts, CIR1H No. 9471 of 30/06/2014.*

1d)

Categories of personal data: General personal data appearing from CVs, minutes, as well as wage slips and the like.

1e)

Recipients of personal data:

- *The Danish Road Directorate.*
- *Consultants participating in evaluations of tenders will receive tenders and related CVs. Where relevant, the consultants will be informed of Provisions on procurement and tender, section 3.4.*

Moreover, the Danish Road Directorate will forward the personal data received, in consequence of the Danish Road Directorate's duties pursuant to the legislation. Recipients may be courts, including the Complaints Board for Procurement and, other parties involved in connection with requests for public access, complaints etc.

1f)

The Danish Road Directorate does not intend to transfer personal data to a recipient in a third country or international organisation.

2a)

Personal data will not be stored and will be deleted in accordance with National Archives' rules.

2b)

Not relevant.

2c) – 2e)

The Consultant shall inform the data subject about his or her rights.

2f)

The Consultant is the Danish Road Directorate's source for the personal data.

2g)

No automated processing will take place which produces legal effects or similarly significantly affects the data subject.

3a) – 3c)

The Consultant shall provide the information due within the stated time limits.

Re 1.2.1

As far as the Consultant provides legal consultancy, the Consultant holds the responsibility for his or her legal – including contractual – consultancy.

2. The Consultancy

2.1 The Consultation Agreement

Re 2.1.2

Unless a tender has been submitted with a fixed price (fixed fee) or the Danish Road Directorate has drawn up a budget in advance, the Consultant shall prepare a budget proposal for the execution of consultancy. The budget is subject to approval by the Danish Road Directorate before the work is initiated.

The Consultant is responsible for ensuring that the consultancy, including the services to be provided by sub-Consultants as assumed at the conclusion of the Contract, are provided within the budget or, at the fixed price and at the time and, in the quality agreed.

Requests for changes to the budget or the fixed price shall be based on circumstances not known to the Consultant at the time when the original budget was prepared. The Consultant shall notify the Danish Road Directorate immediately when such changes can be predicted.

Re 2.1.3

The Danish Road Directorate reserves its right to extend the agreement within the framework of the Danish Public Procurement Act on changes to contracts. By “agreement” is meant “the requisition”, in case the agreement is awarded under a framework agreement.

Changes to the content and scope of the consultancy are subject to the prior written consent of the Danish Road Directorate.

Re 2.1.4

Data security

In case the Consultant, in connection with the completing of tasks, might affect or, has interfaces to the Danish Road Directorate’s data security, the Consultant has the following obligations:

- The Consultant shall immediately inform the Danish Road Directorate, in case he obtains any knowledge of or suspicion about significant breaches of security or any unauthorised access to the Danish Road Directorate’s IT systems.
- At any time, the Consultant shall be able to demonstrate that he, in relation to data security, complies with current legislation, e.g. when carrying out certification cf. the ISO27000 series.
- At the request of the Danish Road Directorate, the Consultant shall consent to an external audit which should be carried out by an independent operator, e.g. an auditor, with the purpose of making an assessment of the Consultant’s maintenance of the security level required, pursuant to current legislation as well as the provisions of the Contract.
- The Consultant is obliged to enter into controller agreements with the Danish Road Directorate (based on the Danish Road Directorate’s templates), cf. the General Data Protection Regulation, EU 2016/679 of 27 April 2016, Article 28(3), in case the Consultant, via access to the Danish Road Directorate’s IT systems, will be able to reach personal data.

Re 2.1.5

In case it is deemed necessary for the execution of the consultancy, the Consultant may propose the use of sub-consultants/sub-contractors. The Danish Road Directorate shall approve such proposals before the Consultant is entitled to enter into agreements with such persons.

The Consultant is liable to the Danish Road Directorate for services provided by sub-consultants/sub-contractors.

3. Remuneration

3.0 General

Unless a fixed price has been agreed, the individual services shall be specified in the Contract before the work is initiated, thereby establishing the scope of work, budget and time frame.

Price adjustment

Hourly rates, unit prices and fixed prices (fixed-price agreements) will not be adjusted for the part of the consultancy provided during the month of the tender and the subsequent 12 months. After this period (the fixed-price period), hourly rates/unit prices/fixed prices will be adjusted according to the net consumer-price index published by Statistics Denmark. The adjustment factor and hourly rates/unit prices/fixed prices are calculated with 2 digits.

The first adjustment will be made one year after the month of the tender (time of adjustment). The adjustment will apply to the following 12 months. The index of the month of the tender will be used as the basic index for all adjustments, and the index 12 months after the month of the tender will be used as adjustment index for the first adjustment, the index 24 months after the month of the tender for the second adjustment, and so forth.

If the fixed price is payable as a lump sum on completion of the work, the fixed fee will be adjusted as if the work has been executed with equal consumption of resources in all months.

The Consultant is responsible for the calculating of the adjustment. The Consultant shall report hourly rate indexes and prices to the person responsible of procurement at the Danish Road Directorate for registration in VD Kontrakt. The reporting shall be done as soon as possible and no later than 3 months after the time of the price adjustment. In case the reporting takes place later than this point, the Consultant forfeits the right to any adjusted services from the preceding period after the time of the price adjustment. This also applies to the subsequent dates of adjustment (24 months after the month of the tender at a second adjustment etc.).

3.1 Types of Fees

3.1.1 Main types

Re 3.1.1.1 Fixed prices (fixed fees)

Either a specific payment schedule shall be agreed, or a total payment for the consultancy provided shall be made when the work has been completed and approved by the Danish Road Directorate.

Re 3.1.1.3 Fees on a cost-plus basis

All services for which a fee is charged are paid for on a cost-plus basis in accordance with the hourly rates stated in the Bill of Quantities (BOQ) or as specified in the Contract.

Time consumption for transport is not in itself a service for which a fee is charged.

3.2 Expenses

Re 3.2.1

The Consultant pays all expenses associated with the execution of the work and any additional services, including CAD expenses and internal working copies.

If, in exceptional cases, it is agreed that the Consultant shall have his expenses paid, the expenses shall be specified on the actual invoice for the expenses or, in an appendix to this end. Bills paid by the Consultant are to be attached to the invoice.

Re 3.2.3

Expenses will be reimbursed without extra charges.

3.4 Payment

Re 3.4

EAN NO.

The Danish Road Directorate's EAN number is: 5798000893450.

Settlement

Settlement shall be made on a monthly basis unless otherwise agreed. Settlement shall be prepared on a registration document forwarded and correctly filled-in via VD Kontrakt (the DRD's settlement system).

If the fee is charged on a cost-plus basis, payment of the fee shall be made according to the hourly-rate model. This means that at the settlement it shall be stated:

- Who has been working on the task
- Number of hours worked per employee

The Consultant shall fill in and forward the registration appendix (including any appendices) on VD Kontrakt to the Danish Road Directorate no later than the fifth business day of the following month. If regulation of prices is needed, the publication of the Net Price Index may possibly be awaited, given that recording slips are forwarded the 10th weekday of a month, at the latest.

The Consultant shall forward an updated budget each month. If the budget has been amended in comparison with the most recently approved budget, the deviation shall be clearly explained.

Progress reporting in case of remuneration on a cost-plus basis

Upon forwarding the registration appendix, the Consultant shall also send a progress report describing the work executed during the previous month. The progress report is to be forwarded as an appendix to the registration documents via VD Kontrakt, unless otherwise agreed with the Danish Road Directorate. The Consultant shall state the progress percentage in the relevant section in VD Kontrakt.

Progress reports, which are designed to provide the basis for payment of the hours registered, shall contain the following information:

- A statement of the hours worked by all named employees assigned to the Contract
- A description of the progress of consultancy in relation to the time schedule
- A statement of the percentage of the work executed in relation to the total scope of work agreed
- An estimate of the extent of the remaining consultancy (in hours or DKK) together with a statement of any deviation from the agreed conditions
- Expected final budget

The reporting of progress is taking place in view of the Danish Road Directorate's paradigm for progress reporting (Excel and Word formats).

Progress reporting in case of fixed fee

Upon forwarding the registration appendix, the Consultant shall also send a progress report describing the work executed during the previous month. The progress report is to be forwarded as an appendix to the registration documents via VD Kontrakt, unless otherwise agreed with the Danish Road Directorate. The Consultant shall state the progress percentage in the relevant section in VD Kontrakt.

For monthly payments on account in connection with fixed-price agreements, the progress report shall contain the following information:

- A description of the progress of consultancy in relation to the time schedule
- A statement of the percentage of the work executed in relation to the total scope of work agreed

The reporting of progress is carried out in view of the Danish Road Directorate's paradigm for progress reporting (Excel and Word formats).

Payment

Payment shall be made within 30 days from the date of correct receipt of registration appendices including appendices and progress report to the Danish Road Directorate, unless otherwise agreed.

4. Copyright

Re 4.1

The Danish Road Directorate is entitled – fully or partially – to use the material produced by the Consultant, including the right to make it available to any third party. This applies regardless of the consultancy Contract being terminated or cancelled before time.

The Danish Road Directorate holds the exclusive right to use the specific results of the consultancy developed or produced particularly for the Danish Road Directorate, regardless of the nature of the consulting service provided.

Re 4.2

The Consultant is not – without the prior written consent of the Danish Road Directorate – entitled to publish the material prepared by the Consultant.

5. Time limits, schedule and handover inspection

Re 5.1

The Consultant shall ensure a time schedule for the handover of services, thus enabling the Danish Road Directorate, on a continuing basis, to receive these services in the agreed quality, both in terms of contents and in digital formats, which can be loaded into the Danish Road Directorate's systems.

The time schedule shall allow time for handover inspection by the Danish Road Directorate and for subsequent necessary corrections of services by the Consultant.

The time schedule is subject to approval by the Danish Road Directorate.

The Consultant is responsible for ensuring that the consultancy, including the services to be provided by sub-consultants as assumed at the conclusion of the Contract, are provided in accordance with the time schedule.

The time schedule and progress report will, during the performance of the Contract, be used as a basis for the Danish Road Directorate's assessment of whether the project is progressing appropriately.

The Consultant shall immediately notify the Danish Road Directorate of any changes in relation to the time schedule when it may be predicted that such changes will be required. Changes to the time schedule are subject to the prior written approval of the Danish Road Directorate.

The time schedule and agreed changes form part of the Contract.

Incoming inspection

The Danish Road Directorate performs inspection upon receiving services during the project and on project completion. The incoming inspection enables the Danish Road Directorate to ensure that the Consultant provides the services agreed. Before being submitted to the Danish Road Directorate, the services shall be controlled and approved by the Consultant. In his work process, the Consultant shall allow time for any corrections pointed out by the Danish Road Directorate.

6. Liability and penalty

6.2 Liability for errors and negligences

Re 6.2.2 Insurance

The Consultant is obliged to take out liability insurance on standard terms and conditions, both commercial as well as consultant liability, unless otherwise agreed in writing.

The Consultant is obliged to ensure that sufficient cover is provided under the Consultant's liability insurance at all times during the liability period, corresponding to the cover specified in the Contract. If necessary, the Consultant shall, at his own expense, re-establish the insurance in accordance with current insurance conditions.

If the Consultant uses sub-consultants, the Consultant shall ensure that the sub-consultant's insurance covers the sub-consultant's liability in connection with the Contract, if such liability is not covered by the Consultant's insurance. A sub-consultant's insurance shall meet any requirements applying to the Consultant's insurance as described above.

At the request of the Danish Road Directorate, the Consultant shall provide documentation of the insurance and its maintenance.

7. Postponement and suspension of work

7.1 Postponement of work

Re 7.1.1

At all times the Danish Road Directorate is entitled to postpone the consultancy and will, in that case, only pay the Consultant for the consultancy provided up to the date of postponement.

Postponement requires a notice of two weeks unless the postponement is due to appropriation or funding issues or similar material circumstances of the Danish Road Directorate.

7.2 Suspension of work

Re 7.2.1

At all times the Danish Road Directorate is entitled to suspend the consultancy and will, in that case, only pay the Consultant for the consultancy provided up to the date of suspension. Suspension of the consultancy will be regarded as termination of the consultation agreement.

Suspension requires a notice of two weeks unless the suspension is due to appropriation or funding issues or similar material circumstances with the Danish Road Directorate.

After the consultancy has been suspended in accordance with the provisions set out above, the Danish Road Directorate is entitled to use the material prepared by the Consultant, without paying the reimbursement mentioned in the General Conditions for Consulting Services (ABR 89), section 7.2.1 (2). If the material is used without involving the Consultant, the Consultant will incur no liability for any such use.

8. Non-performance

Re 8.1

If the Contractor is under reorganisation and fails – within 5 working days and with the administrator's consent – to acknowledge his intent to continue the Contract, the Danish Road Directorate is entitled to terminate the Contract.

If the Contractor's financial situation in general proves to be in such a state that he may be assumed to be unable to meet the Contract, the Danish Road Directorate is entitled to terminate the Contract. However, the right to terminate is conditional on the Contractor not having provided or, at the Danish Road Directorate's request and with the administrator's consent, not immediately providing adequate security for the performance of the Contract.

9. Disputes

10. Consultancy work at the Danish Road Directorate

Consultancy work at the Danish Road Directorate means work performed by Consultants with direct and specified access to the Danish Road Directorate's databases, files, IT systems, etc. Such Consultants are referred to as "In-house Consultants". The In-house Consultant is subject to the same contractual terms and conditions as Consultants in general. Moreover, the following conditions apply.

In-house Consultants are obliged to observe all internal rules and instructions relating to the use of the Danish Road Directorate as a workplace, including duty of confidentiality, use of the IT equipment and access to databases, etc.

In all circumstances relating to the solution of the task, In-house Consultants shall present themselves as representatives of the Danish Road Directorate.

General

It may be agreed that the In-house Consultant shall carry out time registration in the Danish Road Directorate's financial management system, SAP, and have access to SAP in general, including planning and follow-up.

The In-house Consultant will not be authorised to operate the financial accounts of the Danish Road Directorate. However, it may be agreed that the In-house Consultant should have such an authority to a specified extent, including access to authorise and approve payments in accordance with provisions regulating the signing authority and the resource management manual.

Access to the Danish Road Directorate's IT systems and the duty of confidentiality

The In-house Consultant has specified access to information at the Danish Road Directorate, including data in the Danish Road Directorate's IT systems, for the execution of the work agreed.

The In-house Consultant is only entitled to use any such information available for the execution of the work.

The In-house Consultant shall not abuse his access to the Danish Road Directorate's IT systems for obtaining information in addition to the information mentioned above.

The In-house Consultant is bound by a duty of confidentiality with regard to the above-mentioned information and any other information, of which the In-house Consultant becomes aware during the project solution, regarding the activities of the Danish Road Directorate.

The In-house Consultant's duty of confidentiality applies both during and after the execution of the work.

Use of the Danish Road Directorate's facilities

In-house Consultants who have their physical place of work at the Danish Road Directorate are entitled to use the Danish Road Directorate's facilities (pc, telephone, fax machine, photocopier, meeting rooms, canteen, etc.) in the same way as employees of the Danish Road Directorate, which means i.a. that the use of such facilities shall be work-related.

Company cars

In-house Consultants may use the Danish Road Directorate's company cars in connection with the execution of the agreed tasks in accordance with the Danish Road Directorate's regulations for the use of company cars.

Violation of provisions on consultancy work at the Danish Road Directorate

Any violation of these provisions on consultancy work at the Danish Road Directorate will be regarded as non-performance of the Contract, which entitles the Danish Road Directorate to terminate the Contract with immediate effect.

DOCUMENT MANAGEMENT

APPROVED	UNIT/NETWORK	THEME	SCHEDULED REVISION	DOCUMENT NO.	ACCESS	
BT, 22 May 2018	Procurement	Procurement and Contracting	2018	14/00562-4	 Intern	 Ekstern