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HQ NRDC-GREECE



PERSONNEL TRANSPORTATION SERVICES CONTRACT DURING EXERCISE GORDIAN KNOT 2019 PART III

SPECIAL PROVISIONS AND TECHNICAL SPECIFICATIONS (STATEMENT OF WORK)

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ANNEXES:

A. ESTIMATED NUMBER OF ROUTES FROM THESSALONIKI TO ASSIROS DURING EXERCISE GORDIAN KNOT 19.

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PART II

SPECIAL PROVISIONS AND TECHNICAL SPECIFICATIONS (STATEMENT OF WORK)

1. PURPOSE OF THE CONTRACT

The aim of this contract is to establish a cooperation with a company for providing **transportation services from Thessaloniki to Assiros and backwards**, in order to serve the needs of Multinational HQ NRDC-GREECE.

The supplier will provide his services from "PEDION AREOS" camp and specified Hotels in Thessaloniki to "PROKOPIDI" camp in Assiros (and backwards) where HQ NRDC-GREECE will be deployed during the exercise GORDIAN KNOT 2019 (18 June - 5 July 2019) after contact via fax, telephone, or e-mail as it is determined in the technical terms.

List of estimated bus routes during the exercise is depicted at ANNEX A.

For the aforementioned requirements the supplier should provide one firm fixed-price per route (vice versa) per Bus and one firm fixed-price for each bus that will be cancelled from NRDC-GREECE the day of departure.

The definition of one route is the transportation service for personnel from "PEDION AREOS" camp, and specified Hotels in Thessaloniki to "PROKOPIDI" camp in Assiros and backwards.

2. HQ NRDC-GREECE AUTHORIZED COORDINATION AND INSPECTION AGENTS

For its direct official co-ordination and inspection requirements, HQ NRDC-GREECE designates the Contracting Officer and the HQ SPT/Admin Officer, as the staff element that has the authority to co-ordinate, survey and track the way the contractor is performing the service regarding the transportation needed during the execution of the exercise GORDIAN KNOT 2019 (18 June - 5 July 2019) after contact via fax, telephone, or e-mail as it is determined in the technical terms.

3. SERVICES TO BE RENDERED

a. ISSUE OF REQUEST

The official needs for the transportation of the personnel of HQ NRDC-GREECE will be assembled by HQ SPT S&P officer in coordination with the Chief Contracting

and will be dispatched to the contractor no later than 14:00 pm of the previous day. Time of departure can be changed, according to NRDC-GREECE HQ needs with a one hour notice. The official NRDC-GREECE needs for the transportation (estimates) is depicted at ANNEX A. The provided services are for the days from 18 June 2019 to 5 July 2019 (included). The estimated maximum total number of routes (vise versa) is one hundred, twenty-one (121) and can be decreased 30% or increased 10% based on NRDC-GREECE needs. The service request will be through Fax, Telephone or E-mail.

b. DELIVERY OF SERVICES FROM CONTRACTOR TO HQ NRDC-GREECE

The contractor should have ready, in good condition and on time the requested number of busses. The busses should arrive at “PEDION AREOS” camp, “PROKOPIDI” camp, and the specified Hotels half an hour before the departure time. Moreover, the contractor should provide HQ NRDC-GREECE a list with the busses (type and plate) and the drivers’ names and keep informed NRDC-GREECE for any changes.

4. **SANITARY AND SAFETY INSPECTION**

The contractor should have the requested busses in good condition and according to Greek legislation. Moreover the contractor should accommodate any sanitary and safety inspection by quality control team of HQ NRDC-GREECE. In case of any dissatisfaction HQ NRDC-GREECE reserves the right to cancel the specific route(s) and the contractor should replace the respective bus(es) within an hour of notice (mail, fax or phone call) at no cost for the HQ NRDC-GREECE.

5. **NEGOTIATION WITH SUBCONTRACTORS**

The contractor binds itself to enter into contact with different contractors in order to attain fringe benefits to this HQ. This service will be performed at no cost to HQ NRDC-GREECE.

6. **FINANCIAL AGREEMENTS**

a. Price Adjustment.

The awarded price is (**.....€**) euros per route (vise versa) per bus. NRDC-GREECE is pledged to pay 50% of the aforementioned price for each bus that has been requested but finally not used. Buses requested but not used shall be dismissed not later than half hour after the departure time.

All the prices of offers should be **NON-VAT INCLUDED**. VAT exemption forms will be delivered to the supplier by the HQ NRDC-GREECE at his payment with responsibility of Purchasing and Contracting (P&C) Officer.

b. Invoices shall be prepared and issued after the completion of the provided service. All invoices shall be addressed to J8/P&C Office, to the invoice address specified and for any services exclusively and separately.

c. Payments.

(1) All payments will be in EURO (€).

(2) Payment for all services shall be made within 30 calendar days after receipt of properly supported and acceptable invoices submitted after the completion of the provided service.

(3) Payments will be made by electronic bank transfer to the account number specified by the contractor.

(4) No payment shall be made with respect to services not rendered under this Contract.

(5) The contractor can either send one invoice at the completion of the contract

d. Letter of Guarantee

The Contractor should deposit the amount of **one thousand (1.000€)** at an acknowledge Bank, as a surety bond for the services that the Contractor should provide to HQ NRDC-GREECE. The return of the Letter of Guarantee will be in no later than twenty (20) days after the expiration of the contract.

7. DATE COMING INTO FORCE

This contract shall come into force on the day of final approval and signature of both parties. The duration of the contract is for the days **18 June 2019 to 5 July 2019 (included)**, in accordance with the routes program at ANNEX A, which is the final day of delivery of services and the day of termination of the contract.

In the witness of the above, the Parties have hereto set their signatures.

FOR THE HQ NRDC-GREECE

FOR THE CONTRACTOR

DATE:

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