

**NRDC-GR HQ**



**STATIONERY & OFFICE SUPPLIES CONTRACT**

***PART III***

***SPECIAL PROVISIONS AND TECHNICAL  
SPECIFICATIONS***

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ENCLOSURES TO PART III:

- 1: Price List.

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**PART III****SPECIAL PROVISIONS AND TECHNICAL SPECIFICATIONS****1. PURPOSE OF THE CONTRACT**

The purpose of this contract is to establish a cooperation with a company which will provide to NRDC-GR HQ stationery and office supplies.

**2. HQ NRDC-GR AUTHORIZED COORDINATION AND INSPECTION AGENTS**

a. For its direct official co-ordination and inspection requirements, HQ NRDC-GR designates the Contracting Officer and the DOS Chief Staff Support, Fund Manager (FM) 01 as the staff elements that have the authority to co-ordinate, survey and track the way the contractor is performing the service, regarding the supply of stationery and office supplies.

b. They are warranted to have the right to check at any time, via internet or elsewhere, the data from the contractor concerning the prices of issued supplies. In any way the final price should be lower from any other company that provides similar supplies.

**3. SUPPLY POLICY****a. ISSUE OF REQUEST**

The official needs in stationery – office supplies of NRDC-GR HQ will be assembled by the Purchasing and Contracting (P&C) Officer and will be dispatched to the shop by Purchase Order via fax or e-mail.

**b. SUPPLY REQUEST**

The supply request will be through one of these means:

- Telephone
- Fax
- E-mail

The Contracting Officer and FM 01 will be the point of contacts (unless it will be diverted otherwise by NRDC-GR HQ) between the contractor and the HQ NRDC-GR concerning official request for supplies.

**c. DELIVERY OF SUPPLIES**

The supplier provided that has taken the request of NRDC-GR HQ up to the 10:00 a.m. shall deliver the supplies to Purchasing and Contracting (P&C) Officer

or to the (FM) 01, up to 12:00 a.m. the next day, in the seat of NRDC-GR HQ Camp "Pedion Areos" and/or any other place in case of exercises in Greek territory.

#### 4. SERVICE TO BE RENDERED

All stationery and office supplies of NRDC-GR HQ, funded by Shared Budget of each Fiscal year.

#### 5. NEGOTIATION WITH SUPPLIERS

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

#### 6. FINANCIAL AGREEMENTS

##### a. PRICES

(1) The Agreed Prices are as Enclosure 1 of this PART.

(2) In any case, the final price that the NDC-GR HQ will pay, will be lower from the lowest price that is offered by any supplier that serves the particular asked aim.

##### b. PAYMENT INSTRUCTIONS

The following payment instructions should be followed:

(1) All payments will be in EURO (€).

(2) The payment shall be made by the Disbursing Officer of the HQ through bank transfer within 30 (thirty) calendar days after receipt of properly supported and acceptable invoices submitted upon completion of delivery, inspection and acceptance of the supplies covered herein.

(3) All the prices should be **NON-VAT INCLUDED**.

(4) During payment of each request a VAT exemption form will be given to the contractor, in order to verify the legitimacy of the NATO purpose of the requested supplies.

(5) **The cost of transport and other relevant costs overload the supplier.**

## 7. LETTER OF GUARANTEE

The Contractor should deposit the amount of **three thousand euros (3.000,00 €)** at an acknowledged Bank, as a performance letter of guarantee for the services which the Agency should provide to NRDC-GR HQ. The letter of guarantee will be handed over to NRDC-GR/G8 the day of signing the contract and returned upon completion of Contractor's liabilities, which must be completed no later than 15 days after the termination/expiration of the contract. The receipt of the letter of guarantee is the contractor's responsibility. Proposals that do not meet the letter of guarantee requirement are not considered for award.

## 8. TERMINATION FOR DEFAULT

a. If the Contractor fails to make delivery of supplies or to perform the services within the time specified or any extension thereof, and does not rectify such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure, the Contracting Officer may terminate the whole or any part of the contract and/or decide to apply the penalty clause when such clause has been inserted in the contract.

b. The termination for default has the following measures:

- (1) Deduction of the award of this contract and from any right resulted from this.
- (2) Deduction of the performance guarantee of Para 7 in favour of NRDC-GR HQ

c. The aforementioned measures are not applicable in cases of "force majeure", which results in non-conformation with the provisions of this contract. The evidence for "force majeure" endorses the contractor. As force majeure suggestively mentioned the follow cases:

- (1) General or partly strike which result in temporarily stop of the stoppage of the contractors business;
- (2) Flood;
- (3) Earthquake;
- (4) War;
- (5) Cut off of the electrical supply or malfunction of the machines that certified relevantly;
- (6) Commercial transportation blockage (International Net);

- (7) Commercial import blockage (Embargo).

## **9. TERMINATION FOR CONVENIENCE**

The performance of this contract may be terminated whenever the Contracting Officer shall determine that such action is required. Contractor will be notified in writing (registered letter) at least thirty (30) days prior to date of termination, at which time contract will be automatically cancelled. Contractor will immediately submit any outstanding invoices for supplies or services delivered and accepted prior to termination date for payment. Also the letter of guarantee will be returned to the contractor in no later than ten (10) days after the expiration of the contract. The receipt of the letter of guaranty is contractor's responsibility.

## **10. DATE COMING INTO FORCE**

This contract shall come into force on **01 Jan 2014**.

## **11. DURATION OF CONTRACT**

From 01 January 2014 until 31 December 2014 (included).

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

**FOR THE NRDC-GR HQ**

**FOR THE CONTRACTOR**

DATE: