

**HQ NRDC-GR**



***PERSONNEL TRANSPORTATION SERVICES CONTRACT  
DURING EXERCISES GOKT 17 BST-II, GOKT 17 BST-III  
AND GOKT 17***

***PART III***

***SPECIAL PROVISIONS AND TECHNICAL  
SPECIFICATIONS  
(STATEMENT OF WORK)***

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**TABLE OF CONTENTS**

1.	PURPOSE OF THE CONTRACT.....	5
2.	HQ NRDC-GR AUTHORIZED COORDINATION AND INSPECTION AGENTS...	5
3.	SERVICES TO BE RENDERED.....	5
4.	SANITARY AND SAFETY INSPECTION.....	6
5.	NEGOTIATIONS WITH SUBCONTRACTORS.....	6
6.	FINANCIAL AGREEMENTS.....	6
7.	DATE COMING INTO FORCE.....	7

ANNEXES:

A. ESTIMATED NUMBER OF ROUTES FROM THESSALONIKI TO ASSIROS AND SINDOS DURING EXERCISES "GOKT17 BST-II", "GOKT17 BST-III" AND "GOKT 17".

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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 Sindos and backwards**, in order to serve the needs of Multinational HQ NRDC-GR.

The supplier will provide his services from "PEDION AREOS" camp, "LASKARIDOU KONSTANTINOY" camp and specified Hotels in Thessaloniki to "PROKOPIDI" camp in Assiros (and backwards) and "LEVANTI" camp in Sindos (and backwards) where HQ NRDC-GR will be deployed during the exercises "GOKT17 BST-II" (30 Oct 17 – 10 Nov 2017), "GOKT17 BST-III" (22 Nov 17 – 28 Nov 2017) and "GORDIAN KNOT 2017" (29 Nov 2017 – 08 Dec 2017) after contact via fax, telephone, or e-mail as it is determined below.

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

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

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

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

For its direct official co-ordination and inspection requirements, HQ NRDC-GR 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 exercises "GOKT17 BST-II" (30 Oct 17 – 10 Nov 2017), "GOKT17 BST-III" (22 Nov 17 – 28 Nov 2017) and "GORDIAN KNOT 2017" (29 Nov 2017 – 08 Dec 2017).

**3. SERVICES TO BE RENDERED****a. ISSUE OF REQUEST**

The official needs for the transportation of the personnel of HQ NRDC-GR 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 12:30 pm of the previous day. Time of departure can be changed, according to NRDC-GR HQ needs with a one hour notice.

The official NRDC-GR needs for the transportation (estimates) is depicted at ANNEX A. The provided services are for the days from 30 Oct 2017 to 08 Dec 2017 (included). The estimated maximum total number of routes is six hundred and four (604) and can be decreased or increased based on NRDC-GR needs. The service request will be through Fax, Telephone or E-mail.

b. **DELIVERY OF SERVICES FROM CONTRACTOR TO HQ NRDC-GR**

The contractor should have ready, in good condition and on time the requested number of busses. The busses should arrive at "PEDION AREOS" camp, "NTALIPi" camp, "PROKOPIDI" camp, "LASKARIDOU KONSTANTINOU" camp and the specified Hotels half an hour before the departure time. Moreover, the contractor should provide HQ NRDC-GR a list with the busses (type and plate) and the drivers' names and keep informed NRDC-GR 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-GR. In case of any dissatisfaction HQ NRDC-GR reserves the right to cancel the specific rout(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-GR.

**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-GR.

**6. FINANCIAL AGREEMENTS**

a. Price Adjustment.

The awarded price is ..... (**.....€**) euros per route per bus. NRDC-GR is pledged to pay the price of ..... (**.....€**) euros 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-GR 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 or choose partial payments in accordance with the schedule below:

Date of sending invoice	Part of the amount
At the end of Ex GOKT17 BST-II [10 Nov 2017 (TBC)]	Total transportation cost during Ex GOKT BST-II.
At the end of Ex GOKT17 [08 Dec 2017 (TBC)]	Total transportation cost during Ex GOKT BST-III and Ex GOKT 17.

d. Letter of Guarantee

The Contractor should deposit the amount of **two thousand (2.000€)** at an acknowledge Bank, as a surety bond for the services that the Contractor should provide to HQ NRDC-GR. 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 **30 Oct 2017 to 08 Dec 2017 (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-GR**

**FOR THE CONTRACTOR**

DATE:

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