

NATO UNCLASSIFIED
RELEASABLE FOR INTERNET TRANSMISSION

**INTEGRATED AIR AND MISSILE DEFENCE
CENTRE OF EXCELLENCE**



IFB FINCON 24-01

Rental of buses - minibuses

PART III

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

February 2024

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TABLE OF CONTENTS

S/N	TITLE	PAGE
1.	Statement of Work (SOW)	III-5
2.	General Requirements	III-5
3.	Contract Term Renewal Option Clause	III-6
4.	Delivery Time - Deadline	III-6
5.	Technical Specifications - Description of Deliverables	III-7

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1. Statement of Work (SOW)

1.1 The current Statement of Work (SOW) covers the special provisions and technical specifications that shall be covered by the Contractor for the services requested.

2. General Requirements

2.1 The requested services encompass the provision of rental buses with a minimum capacity of 17 seats for minibuses and 50 seats for large buses, each equipped with professional drivers, for various activities throughout the year 2024.

2.2 The exact dates and routes for the requested rental, as detailed in paragraph 5, may be subject to adjustments by the IAMD COE. These modifications are to be communicated no later than fifteen (15) days prior to each scheduled period. However, all transportation activities will be confined to the Chania Regional Unit.

2.3 All rented vehicles must be delivered in impeccable condition, meticulously cleaned, and equipped with essential safety features such as first aid kits, fire extinguishers, and must be equipped with air conditioning systems for the comfort of passengers.

2.4 The Contractor is expected to establish and maintain effective communication channels with the IAMD COE throughout the entire duration of the agreement. This includes providing a designated contact person for prompt resolution of issues, coordination of schedule changes, and real-time updates on the status of transportation services.

2.5 The Contractor is obligated to adhere to all hygiene and safety regulations, including any specific protocols for protection against COVID-19, if applicable.

2.6 The drivers employed by the Contractor should maintain a professional appearance, wear appropriate attire, and actively strive to offer the highest standard of service to the passengers. All drivers provided by the Contractor must possess valid and up-to-date driver's licences, relevant certifications, and a satisfactory driving record. The Contractor is responsible for conducting thorough background checks on drivers to ensure a high level of professionalism, competence, and adherence to traffic regulations.

2.7 In the event of any malfunction, breakdown, or puncture occurring during transportation, the Contractor assumes sole responsibility for the prompt restoration or replacement of the buses. This proactive measure is essential to ensure adherence to the Centre's timetables and routes without any disruption. The Contractor shall develop and have a comprehensive contingency plan detailing the steps to be taken in the event of unforeseen circumstances, such as vehicle breakdowns, adverse weather conditions, or other emergencies. This plan should address how the Contractor intends to minimise disruptions and ensure the timely continuation of transportation services.

2.8 The Contractor must maintain adequate insurance coverage for all rented vehicles, including liability, comprehensive, and third-party coverage. Proof of insurance documentation should be provided to the IAMD COE upon request.

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2.9 The Contractor should submit timely and accurate reports detailing the performance of each trip, including departure and arrival times, any incidents or issues encountered, and a comprehensive summary of services rendered to the IAMD COE upon request.

2.10 Any supplementary costs associated with the rental of buses with drivers, beyond the agreed-upon pricing (inclusive of fuel, etc.), shall be solely borne by the Contractor. The IAMD COE shall not be held responsible for any additional charges incurred beyond the mutually agreed-upon terms.

3. **Contract Term Renewal Option Clause**

3.1 The Contract to be concluded hereunder shall remain in full force and effect for an initial term of the year 2024 ("Initial Term") unless earlier terminated in accordance with the provisions herein.

3.2 Upon the expiration of the Initial Term, the Parties may mutually agree to extend the Contract for an additional term of one (1) year ("Renewal Term"), and not beyond the end of the year 2025, under the following conditions:

3.2.1 Either party may provide written notice of its intent to renew the Agreement at least fifteen (15) days prior to the expiration of the Initial Term.

3.2.2 The notice shall include the proposed duration of the Renewal Term and any modifications to the terms and conditions deemed necessary, with a stipulated maximum total budget not exceeding 5.480,00 €.

3.3 The renewal of the Contract is subject to mutual agreement between the Parties. The Parties shall negotiate in good faith to determine any necessary adjustments to the terms, including but not limited to, services, and other relevant provisions, ensuring that the total budget for the Renewal Term does not exceed 5.480,00 € and providing that the prices (per type of bus) to be agreed will not exceed the pricing agreed for the Initial Term.

3.4 Any Renewal Term shall be subject to the limitations of terms and conditions set with the current IFB.

3.5 If neither Party provides written notice of intent to renew within the specified period, the Agreement shall automatically terminate at the end of the Initial Term.

4. **Delivery Time - Deadline**

4.1 Vehicles rental requested shall be provided on the days and at the times indicated below (or/and adjusted) in coordination with IAMD COE.

4.2 If the Contractor fails to deliver the requested items within the time specified above, he may pay the IAMD COE (after a documented decision of the Director) liquidated damages of the respective services based on the provisions and considering any exemptions according to the Article 218 of Hellenic Law No 4412/2016, and par. 14 of Part II of this IFB.

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5. Technical Specifications - Description of Deliverables

5.1 Buses with drivers to be rented:

5.1.1 50-seater buses (main need):

Dates	Number of buses with 50 seats	Routes per day	Total routes per period (days x buses x routes per day)
2 days (28-29 Feb 24)	1	City of Chania (Hotels) → NAMFI Officers' Club "Asteria" NAMFI Officers' Club "Asteria" → City of Chania (Hotels) <small>(on 28 Feb 24 return route through Archaeological Museum of Chania ~1,5h stop)</small>	4 (2 x 1 x 2)
4 days (08-11 Apr 24)	1	City of Chania (Hotels) → NMIOTC (Souda Naval Base) NMIOTC (Souda Naval Base) → City of Chania (Hotels)	8 (4 x 1 x 2)
2 days (11-12 Jun 24)	1	City of Chania (Hotels) → NAMFI Officers' Club "Asteria" NAMFI Officers' Club "Asteria" → City of Chania (Hotels)	4 (2 x 1 x 2)
2 days (19-20 Jun 24)	2	City of Chania (Hotels) → NMIOTC (Souda Naval Base)	8 (2 x 2 x 2)
4 days (18-21 Nov 24)	1	NMIOTC (Souda Naval Base) → City of Chania (Hotels)	8 (4 x 1 x 2)
Total routes for buses with 50 seats			32

5.1.2 17-seater minibuses (main need):

Dates	Number of buses with 17 seats	Routes per day	Total routes per period (days x buses x routes per day)
2 days (19-20 Jun 24)	1	City of Chania (Hotels) → NMIOTC (Souda Naval Base) NMIOTC (Souda Naval Base) → City of Chania (Hotels)	4 (2 x 1 x 2)
Total routes for buses with 17 seats			4

5.1.3 17-seater minibuses (alternative or supplementary need, if requested):

Dates	Number of buses with 17 seats	Possible Routes	Total routes per period (days x buses x routes per day)
Alternatively for the dates determined in par. 5.1.1 (only in case 50-seater buses will not be considered necessary to be used) or/and for other dates/activities that may be required		City of Chania (Hotels) → IAMD COE (Souda Air Base) IAMD COE (Souda Air Base) → City of Chania (Hotels) or City of Chania (Hotels) → NAMFI Officers' Club "Asteria" NAMFI Officers' Club "Asteria" → City of Chania (Hotels) or City of Chania (Hotels) → NMIOTC (Souda Naval Base) NMIOTC (Souda Naval Base) → City of Chania (Hotels)	From 0 to 16 (max.)
Total routes for buses with 17 seats (alternative or supplementary)			From 0 to 16 (max.)