

ITB/GRC/2020-007

Annex A

Terms of Reference

Rental of ship in order to be used as accommodation place on the Island locations (ports)

UNHCR is requesting your quote for the below services:

Provision of large ships (e.g. ferries) to dock at island ports (Mytilene, Chios, Vathy, Leros, Kos). The ship will be used for accommodation of Persons of Concern on cabins.

Persons should be provided with the below services: cleaning services for the rooms, utilities (electricity, water), provision of food (3 meals: breakfast, lunch, dinner).

The list of persons will be provided by UNHCR having approved by the relevant government authorities.

Ship capacity:

Lesvos: ship with (up to) 300 cabins

Chios: ship with (up to) 300 cabins

Samos: ship with (up to) 300 cabins

Kos: ship with (up to) 100 cabins

Leros: ship with (up to) 100 cabins

Starting date of the services in all ports will be Monday 13/04/2020.

Period to provide the services is 15 days with possibility of extension up to 2 months.

Special Requirements and Conditions

All communication between UNHCR and the supplier shall be exclusively in English and in writing.

Invoicing and Payment Instructions

1.The Supplier shall invoice UNHCR and send all the original invoices by any available means to the UNHCR and a copy of each invoice shall also be shared via email.

2.UNHCR shall, on the fulfilment of the service provision, make payment by bank transfer within 30 days of receipt of the contractor's invoice for the services provided.

3.Supplier will be paid upon successful delivery of services according to the requirements and invoices provided, and after the services delivery is certified by UNHCR field team.